

## **Laying a driveway**

### **Guidelines for tenants**

If you wish to lay a driveway please note the following:

- Your Neighbourhood Office will inform you of its decision to grant permission to lay a driveway within 15 working days of receipt of your application. If the application is allowed to proceed you will be advised to send it to the Planning and Transport department along with a form from you asking permission to dig up the pavement at your address. Planning and Transport will inform you of its decision within 10 working days of receipt of your application. If you are granted permission you should then send the permission form to the Housing Department who will then, within 15 working days of its receipt, send you a Permission Letter.
- There should be enough space for a driveway
- The driveway will not cause any nuisance to neighbours
- The driveway will not cause damage to Council property
- You are responsible for any maintenance the driveway needs.
- You will have to pay the full cost of any alterations or of restoring any public utility service (such as gas or electricity), including house drainage, which may be needed as a result of the footway crossover.
- The Housing Department or the Roads Department will not dig up the footway crossover. You must carry out, and pay for, this work. Please make sure you follow the instructions the Roads Department send you.
- If you do not maintain the driveway to a satisfactory standard, you may have to remove it.
- If you end your tenancy, you must remove the driveway and restore the garden ground to a standard the Director of Housing is satisfied with.
- If you fail to do this, the work will be carried out by the Council, and you will be responsible for the costs.