Subject: 0730
Date: Tuesday, 17 November 2026 at 10:13:16 GMT+00:00
From: Giles Ings
To: Giles Ings
Attachments: image001.jpg, image002.jpg

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Dear Customer,

Re - Permission for Vehicle Cross Over, VCO Pack Enc.

VCO number: VHOME01950, Approval type: Homeowner Vehicle Crossover Application.
Toad Hall, 24 Brighton Road, LANCING, West Sussex, BN15 8RH
Please keep a copy of this email as proof of approval.

Thank you for your VCO application, I can confirm permission has been granted for you to construct/ extend your vehicle crossover, please find enclosed the site specification detailing the permission and any special instructions for the selected contractor during construction.

There are various safety regulations associated with working on the public highway. We therefore need to check that your contractor has the necessary insurance cover and can comply with requirements listed on the attached specification. The contractors listed in the accompanying list all have the necessary level of Public Liability Insurance cover and technical requirements.

However, there are other contractors, listed in other directories, who may also hold the necessary insurance cover and qualifications. The local authority cannot make recommendations about contractors, but you are strongly advised to obtain at least three quotations before committing to any work.

Once you have decided which contractor to use, you will need to give them the attached site specification form (titled 'Contractor's Information for Construction of Vehicle Crossover').

Your contractor will then need to apply for the relevant VCO licence via our online system. No works are permitted to commence without the contractor obtaining a VCO licence and confirming the date the works are due to commence. We recommend that you request a copy of the licence from your contractor.

Dropped kerbs (or vehicle crossovers) for driveways - West Sussex County Council

Please ensure the site specification and standard construction method sheet are passed onto your chosen contractor so that they are aware of the requirements for the construction.

West Sussex County Council makes a charge for the application which will be invoiced to your contractor. Subject to approval and receipt of payment, the Highways Licencing Team will issue the licence directly to your contractor.

Please ensure the Contractor licence has been granted before any works can commence on the highway. Having approval granted is not confirmation that construction can commence. *

Please Note: Licence costs are subject to an increase as of 1st of April each new financial year, please check dates in which licence has been issued for the current price.

Should you require any further information or assistance please do not hesitate to contact us:

By email: highwayslicencing@westsussex.gov.uk
By phone: 0330 222 7767