



# Appendix E: Minor Applications Checklist

Streetscape Design Guide 2025

Worcestershire County Council

# Appendix E: Minor Applications Checklist

## 1. Introduction

This is an information checklist for minor applications related to a household. It presents a summary of information that should be presented to the Local Planning Authority and Local Highway Authority in support of household and access changes i.e. household extensions, new or altered accesses, etc. This information does not fit every circumstance and should be treated as a guide only. The Local Highway Authority may require additional information, and this will be known when the Local Planning Authority consults with the Local Highway Authority on the submission of the planning application.

All highway design proposals should refer to this appendix or where appropriate to Chapter 4 in the Streetscape Design Guide, our Highways specifications, Manual for Streets (MfS) and other national or local standards that are relevant.

## 2. Checklist

In all cases, Worcestershire County Council, acting as the Local Highway Authority, will require the following documentation when consulted on a planning application:

- A site location plan, so that the site and its surrounding highway and public rights of way networks can be identified.
- A redline boundary plan. This provides the Local Highway Authority with details of land within your ownership, i.e. the area in which you can amend a house or access. Anything outside this boundary will be third party land (someone else owns it) or highway land. Our Public Rights of Way (PRoW) team will also need to be consulted where there is a public right of way inside or adjacent to a red line boundary.
- A description of the existing situation, i.e. the site or house, and details of what the proposals include. These details should also be set out in the planning application form and be as precise as possible.
- A drawing or plan showing the existing situation compared to the proposed situation. Pre and Post house extension or access, driveway changes, etc. Geometric dimensions should be specified.

**Important Note:** If a house extension does not increase the number of bedrooms, nor identify changes to parking, access, the adjoining highway, or access visibility, then the Local Highway Authority are unlikely to require consultation by the Local Planning Authority.

Highway Requirements (subject to the proposals) are shown overleaf.

### 3. Access Dimensions

- To be set out at 90 degrees to the adjoining carriageway or footway.
- Provided in a bound material i.e., tarmac, paving, grass Crete, etc. for at least 5 metres from edge of highway/back of footway.
- Minimum access /driveway width of 3.2 metres.
- Minimum access / driveway length of 6.0 metres.
- Longitudinal fall to driveway: Max 1:12 towards the carriageway, 1:8 in exceptional circumstances. Max 1:15 away from the carriageway.
- The connection to the priority road shall be laid out as a dropped vehicular crossing, further details can be found [What is a Vehicular Dropped Kerb? | Worcestershire County Council](#)
- Will not be adopted as a public highway.
- No access / driveways to be positioned within 20 metres of a junction bell mouth. Specific details are included in the Streetscape Design Guide.
- Water from driveways must not be discharged onto the highway.
- Two points of access to a single dwelling frontage are not supported. Under certain circumstances these can be allowed, but full visibility must be achievable from both access points (irrespective of 'in' and 'out' only signage) and vehicles must be able to enter, turn and exit the site in a forward gear at both accesses, and be able to route through the site, not utilising space allocated for vehicle parking.

### 4. Pedestrian Visibility

Where an emerging vehicle needs to cross a footway or service margin from a shared or individual private access /driveway, pedestrians, wheelers and cyclists must be given sufficient warning of the vehicle's approach, and the exiting vehicle must have sufficient visibility to see pedestrians and cyclists approaching. In such circumstances a visibility splay of 2 metres x 2 metres is required from the back edge of the highway limit.

### 5. Access Gates

Installed gates must be set back at a minimum distance of 5 metres from the back of the highway, and gates must open inwards only. The setback distance of 5 metres also applies to sliding gates.

### 6. Access / Driveway Materials

A driveway must be surfaced in a bound material for the first 5 metres from the back of highway (loose stones are not accepted) to prevent spillage onto the public highway.

### 7. Turning and Movement

On 'high speed' roads or roads that might include bus routes, or be positioned close to schools, include high pedestrian activity, or high vehicle volumes, provision should be provided to enable a vehicle to enter, park / turn and exit in a forward gear. The acceptability of a no-turning area may be suitable on some residential, low traffic areas, and low speed roads, but this will be at the discretion of the Highway Authority.

## 8. Parking

New houses or additional bedrooms to an existing household require additional off-street parking to be provided in accordance with standards. The minimum standards for car and cycle parking include:

<b>Car and Cycle Parking spaces</b>	* In Rural parishes of Redditch this should be increased to 4 spaces.
1 Bedroom Unit	1 car space / 1 cycle space
2 to 3 Bedroom Units	2 car spaces / 1 cycle space per bedroom
4 to 5 Bedroom Units	3 car spaces* / 3 cycle spaces for 4-bedroom dwelling, 4 spaces for 5-bedroom dwelling
6+ Bedroom Units	4 car spaces, or other value to be agreed based on evidence / 5 cycle spaces.

Please note that Houses of Multiple Occupancy (HMOs) have different parking standards to these presented above.

Car parking spaces should be a minimum of 2.4 metres x 4.8 metres in size; however, circulation space may be required for individual residential plots. Overlapping circulation space is also accepted.

As a potential solution, to improve street enclosure, carports, overcroft structures and gaps between the properties can be included on residential driveways. Pillar support is not acceptable, and any overcroft structures will need to span a minimum of 6.6m wide between two dwellings. The Local Highway Authority will require evidence to support such a provision.