

H Markings Policy

Locations

H markings will only be provided at locations where there are particular difficulties caused by parked vehicles blocking accesses, where the following criteria apply:

- Lengths of Public Highway that are subject to Limited Waiting Restrictions.
- Parking caused by local facilities, such as shops, public houses, schools etc.
- Private accesses to at least three or more properties.
- Private accesses for households where an occupant is in receipt of either the higher or lower rate mobility component of the Disability Living Allowance, or a Doctor's letter confirming that, in the Doctor's opinion, they would have been eligible for the allowance if they were to apply for it and they were under 65 years of age;
and
- Any other special location subject to the support of the relevant Ward Members and of Cabinet Member.

If the H marking you are requesting also crosses your neighbour's property then you will need their agreement first. This will be checked.

Fees and Charges*

- There is an administration charge of £25.00 for each application to provide, renew or remove each H marking, payable at the time of application. This charge is non-refundable, regardless of the outcome.
 - If your application for a H marking is successful then you will be sent a quote for carrying out the work. This will be in the region of £30-£70 depending on the work required. The quote will be valid for a period of 28 days, within the current contractual year. If you would like to go ahead with the quote then the full payment will be required before the work can start.
- * Charges will not apply where applications are made for households where an occupant is in receipt of either the higher or lower rate mobility component of the Disability Living Allowance, or a Doctor's letter confirming that, in the Doctor's opinion, they would have been eligible for the allowance if they were to apply for it and they were under 65 years of age.

Timing of works

- We will let you know within 28 days of receiving your application whether it has been successful.
- Once an application is approved and residents have accepted a quote to undertake the works, H markings will usually be laid within 4-6 weeks.
- Should the location be scheduled for resurfacing at a point within the following 3 month period, H markings will not be laid until after those works have been completed.

Review of an H marking

- H markings will be reviewed when a road is resurfaced and removed if necessary.

Appeals relating to a decision on an H marking

- If your application for a H marking is refused, you may appeal against the decision. Details of how to do this will be provided on your decision letter.
- Ward Members will be consulted if an applicant appeals against a decision to not provide an H marking at a location. The views of the Ward Members will be sent to Cabinet Member for a final decision.

H marking application form



Please read the 'H' marking policy document before completing this application form.

Please complete the form and return, with payment of the non-refundable £25 administration fee (where applicable) to Highways, Council House, Solihull, West Midlands, B91 3QT or by hand to the Solihull Connect in Library Square, Touchwood Shopping Centre.

1. Personal Details

Name of applicant(s):

Address of applicant(s):

Daytime contact telephone number(s):

Address of property/ location involved in request (if different):

2. 'H' Marking Request

2a) An 'H' marking will only be provided on the adopted Public Highway. The provision of 'H' markings is restricted to locations where there are particular difficulties arising from obstruction of accesses caused by parked vehicles where the following criteria apply.

Please tick the following criteria that apply to your request, and provide further details in the box below clearly stating the reason for the request:

- Length of Public Highway subject to Limited Waiting Restrictions.
- Parking is generated by adjacent local facilities, such as shops, public houses, schools etc.
- Private access to at least three or more properties. Please note neighbour agreement will be checked.
- Private access for household where an occupant is in receipt of either the higher or lower rate mobility component of the Disability Living Allowance, or a Doctor's letter confirming that, in the Doctor's opinion, they would have been eligible for the allowance if they were to apply for it and they were under 65 years of age. (*enclosed*)
- Other. Please provide comments in the box below clearly stating the reason for the request.

Further details: Please enclose a photograph where necessary, or provide a diagram on a separate sheet.

2b) Please tick the appropriate box and complete as necessary:

- The request is for a new 'H' marking, of approximately metres
- The request is for an 'H' marking renewal, of approximately metres
- The request is for the removal of an existing 'H' marking, of approximately metres

Please note that a standard kerbstone is approximately 0.9m long.

2c) Please tick the appropriate box, and provide further details in the box below:

- The request is for an 'H' marking located across my private/shared access.
- The request is for an 'H' marking is not outside my property. Please provide precise location below, then proceed to section 3.

Further details: Please enclose a photograph where necessary, or provide a diagram on a separate sheet.

2d) Please tick the appropriate box

- The H marking I am requesting does not cross the access to my neighbour's property.
- The H marking I am requesting crosses my neighbour's access at (address).

_____ and I have their agreement. *Please note agreement will be checked.*

3. Payment

A non-refundable administration charge of £25.00 is to be made for each request to provide, renew or remove each H marking, payable at the time of application, and a charge will be made to fully cover the physical cost of providing, renewing or removing each 'H' marking, subject to receipt and approval of a quotation for the works. Full payment will be required before the works commence.

No charges will apply in the following instances.

Please tick the following that apply:

- The applicant is in receipt of higher rate mobility component of the DLA
- The applicant is in receipt of lower rate mobility component of the DLA
- Enclosed is a Doctor's letter confirming that, in the Doctor's opinion, the applicant would be eligible for the allowance if they were to apply for it and was under 65 years of age
- The request is as a result of resurfacing works
- The request is in the general public interest, NOT across a vehicular access

Or:

None of the above; I enclose a cheque for the non-refundable £25 administration fee payable to Solihull MBC / am paying by cash at a connect walk in centre. Please delete as appropriate.

Please note that the above information will be checked and verified.

4. Confirmation

Once a request for an 'H' marking is made and the non-refundable £25 administration charge paid (where applicable), it is assessed against the criteria in the 'H' marking policy document. Should the request be made for a private access to two or more properties then the neighboring property will be contacted before a final decision is made. Once an application is approved by Officers, residents will receive a quote to undertake the works. Subject to acceptance of the quote, payment will then be made by the resident. When the above process has been completed, the marking will be laid, usually within 4-6 weeks, but dependant on weather conditions and the availability of a lining team. Solihull MBC reserve the right to further delay the service.

I declare that I have read, understood and agree to the conditions outlined in this form and in the 'H' marking policy document. All information I have provided is accurate to the best of my knowledge.

I enclose payment of the £25 administration fee (where applicable) / have paid in cash at the Solihull Connect in Library Square, Touchwood Shopping Centre.

I enclose supporting documents, including:

Supporting documents such as photograph(s), Doctor's letter. Please list as appropriate.

Signed: _____

Date: _____

5. Solihull MBC Use Only

£25 payment received by cheque / cash at _____

on _____

Request approved / rejected because _____

Response letter sent _____