

## Access Protection Marking

### Guidance Notes

#### 1. How does an Access Protection Marking (APM) work?

APMs are an advisory white line painted in front of a kerb which has been lowered to allow vehicle access, for example driveways. APMs can be very effective in deterring inconsiderate parking which restricts or blocks access.

If you do not have a dropped kerb we will not consider an application for an APM. You can apply for consent to install a dropped kerb by contacting East Sussex Highways on 0345 60 80 193 or at [www.eastsussexhighways.com](http://www.eastsussexhighways.com).

#### 2. Enforcement of APMs

APMs are not legally enforceable by the Police or by Civil Enforcement Officers (CEOs).

In Civil Enforcement areas (Hastings, Eastbourne and Lewes District) CEOs can, at the request of a resident whose access is blocked, issue a Penalty Charge Notice to a vehicle parked across a dropped kerb and blocking access. An APM is not required for CEOs to enforce this. To report a vehicle parked in this way you should contact our enforcement contractor, NSL Services who will be able to send a CEO to the area.

#### 3. Charges for APMs

There is a £46 charge for providing this marking. If the access is wider than 10 metres £1 is added to the charge for each additional metre. APMs will not be installed until payment is received.

If you are a blue badge holder there is no charge for an APM, provided you live at the address. You will need to provide your Blue Badge serial number.

#### 4. Conditions

Provision of an APM is subject to the following conditions:

1. We accept no responsibility for replacement of the marking should it become faded or covered by third party road works and;
2. We reserve the right to remove the marking should this prove necessary.

#### 5. Applying for an APM

Applications can be made by email or post. Please send your completed form to either the email or postal address shown below (not both). We may have to return the application to you if it is not completed correctly.

**Please do not send payment with your application form.**

For applications in Rother or Wealden districts

East Sussex Highways  
Ringmer Depot  
The Broyle  
Ringmer  
East Sussex BN8 5NP  
E: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)  
Tel: 0345 60 80 193

For applications in Lewes District, Eastbourne or Hastings boroughs

Parking Team APM apps  
3rd Floor, St Mary's House  
52 St Leonards Road  
Eastbourne BN21 3UU  
E: [parking.ESCC@eastsussex.gov.uk](mailto:parking.ESCC@eastsussex.gov.uk)  
Tel: 01323 466244

When an application is received it will be allocated to an officer who will consider your application and may visit the location. You will then be contacted with a decision. If your application is approved you will be advised of how to make payment and the likely timescales involved to install the APM. Once payment has been received, it will be passed to our lining contractor to install, this is weather dependent (for the marking to last lining can only be done on dry roads).

#### **6. What should I do if I need help with my application?**

If you have any questions or need help filling in the application form, please contact us.

For applications in Rother or Wealden district

Tel: 0345 60 80 193

E: [customer@eastsussexhighways.com](mailto:customer@eastsussexhighways.com)

For applications in Lewes District, Eastbourne or Hastings boroughs

Tel: 01323 466244

E: [parking.ESCC@eastsussex.gov.uk](mailto:parking.ESCC@eastsussex.gov.uk)

# APM - APPLICATION FORM

Please complete all the details requested

## Applicant details:

Title	Surname
First name	Telephone number
Email address	
If you have a valid blue badge please provide the badge number and name of the issuing authority.	Blue badge number
	Issuing authority

## Access details:

Address	
Post code	
Is the access to an individual property or shared with another property?	Individual <input type="checkbox"/> Shared <input type="checkbox"/>
Location of access, i.e. front of property, garage to the rear of property	

## Details of access difficulties:

Reason APM is required	
Is the access for a garage or driveway?	Driveway <input type="checkbox"/> Garage <input type="checkbox"/>
Do you have a dropped or raised kerb to provide access to your drive or garage? If the answer is no you will need to apply for one, please see point 1 of the guidance notes.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the access used regularly by a vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any existing parking restrictions (such as yellow lines or parking bays) across your access? If the answer is yes please give details	Yes <input type="checkbox"/> No <input type="checkbox"/>
It would help us consider your application if you are able to provide pictures of the area. Pictures enclosed or attached?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Declaration

I declare that the information given is correct and acknowledge that the dispensation will be withdrawn if the conditions of use are contravened.

Signature	Date
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## Data Protection

East Sussex County Council will only process the information you have provided in this form for the purpose of administering the parking scheme.

Your details will be kept securely and although we may share your details with our contractors in order to provide the service, we will not disclose this information about you to outside organisations or third parties unless there is a legal requirement to do so, or for the prevention and detection of fraud.

You can find full details about your rights and how we process your details on our website: [eastsussexhighways.com/privacy-policy](https://eastsussexhighways.com/privacy-policy) or contact us for a copy (see contact details in section 6).

<b>For office use only</b>		
Authorised by		Date