

## 1. Assessment of your application

On completing this application form you will be applying to the Council for approval for the construction of a permanent vehicular crossover (dropped-kerb). If approved, Council contractors will construct the crossover on your behalf.

**Note:** This is not a Planning Application – you may also need to make a separate application for planning consent (see section 3).

Your application will be addressed against the following criteria.

- A. A minimum distance of 4.8 metres must exist from the front of the property to back of the pavement.
- B. Sight lines must be unimpeded by obstructions such as trees.
- C. Where the proposed crossover is located within a current Controlled Parking Zone (CPZ) or an area which the Council has formally agreed will become a CPZ, the application will not be approved if it requires any amendments to the CPZ that are detrimental to that scheme in either Traffic management or Parking terms.

If you think any of the criteria are not met, you may wish to discuss this with the **Transport Strategy Service** on **020 7974 8804** before proceeding with your application.

Each application is considered on its own merits, having regard to all relevant considerations, including site layout plans and any representations made by the applicant. However in order to ensure a fair and consistent approach, we also take into account the standard criteria listed above for considering applications for domestic crossovers.

## 3. Planning Permission

You may require planning permission to park a vehicle on your private property or to make alterations to your property to accommodate/facilitate vehicular access. We will contact our Development Control team on your behalf to determine if planning permission is necessary.

You are strongly advised not to undertake any renovations to your property or land to accommodate off-street parking where a vehicular crossover is required before you have consent from the Council's Transport Strategy Service and any necessary planning permission(s) from the Council's Planning Department (Development Control).

For the construction/extension of hard standings greater than 5 square meters planning permission will be required unless you are constructing/extending the existing crossover as specified in the General Permitted Development Order 2008 (Schedule 2, Part 1, Class F).

It is essential that you ensure that the hard standing is constructed/extended as stated in your original proposal or as agreed with the Council's Planning Department. If you fail to adhere to the aforementioned schedule, the Council's Planning Department may take enforcement action against you and the footway may be returned to its original layout, the cost of which you will need to pay.

## 4. Costs

If the Transport Strategy Service accepts your proposal and it is established that you have the correct/necessary planning permission, we will issue you with an estimate for the works. The estimate is valid for a period of 60 days. If you wish to proceed with the construction of the crossover, our contractors will carry out the works on your behalf once we have received your payment.

When we carry out these works, the Council is controlled by the provisions of the Highways Act 1980, and the sum deposited by you with the Council is an estimated cost only. Should the final cost of the work exceed this sum, you will be required to pay the additional cost. However, should the deposit paid exceed the final cost the balance will be refunded to you.

In some cases we may need to carry out a consultation on the changes made to the traffic management order which governs the controlled parking zone that your road falls into. Unfortunately the Council is unable to fund this on your behalf. The cost for carrying out this consultation could be £2609.26 This is a non refundable fee. If on consultation the Council is unable to implement the changes you will not be entitled to a refund and the crossover will not be constructed.

## 5. Timing of construction works

If your application is approved, if you are carrying out renovations to your property or you need to carry out renovations to your property to accommodate off street parking and/or vehicular access, our contractors will carry out the works to construct the crossover when these renovations have been completed.

## 6. Contacts

If you need to discuss your application, please call the **Transport Strategy Service** on **020 7974 8804**

To discuss your planning permission, contact the Council's Planning Department Duty Planner Service on **020 7974 1911**

## 7. How long will it take to process your application?

We will endeavor to assess your application within 2 months of receiving it, however sometimes making a decision can take longer, as we may have to consult other Council departments.

## 8. Where to send your application

If you think the criteria are met, please complete the application form attached, and send it to the address below enclosing any supporting documentation specified in part 4 of the application form.

**Email:** [crossovers@camden.gov.uk](mailto:crossovers@camden.gov.uk)

**By Post:**  
Transport Strategy Service.  
London Borough of Camden Town Hall  
4<sup>th</sup> Floor  
Argyle Street  
London  
WC1H 8EQ

**Please complete all sections of this application form and enclose supporting documentation**

## 1. Applicant Details

<b>Applicant Name</b>	<input style="width: 100%;" type="text"/>		
<b>Company Name</b>	<input style="width: 100%;" type="text"/>		
<b>Address</b>	<input style="width: 100%;" type="text"/>		
<b>Post Code</b>	<input style="width: 100%;" type="text"/>	<b>Contact Number(s)</b>	<input style="width: 150px;" type="text"/>
<b>Contact email</b>	<input style="width: 100%;" type="text"/>		

How do you wish to be contacted?      By Post       Email

## 2. Crossover Details

**Address**

## 3. Planning Permission

### a. How would you describe the property:

<input type="checkbox"/> Single family dwelling	<input type="checkbox"/> Property split into flats	<input type="checkbox"/> Office / Commercial property
<input type="checkbox"/> Other (Please specify) _____		

### b. To facilitate off-street parking have you or do you intend to:

<b>Alter the position or height of any posts/garden walls/fences/garages?</b>	<b>Yes*</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
* If yes please describe these alterations				
<b>Create/extend a hard standing to a total area of more than 5 square meters?</b>	<b>Yes*</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
* If yes please describe how you will you conform to the General Permitted Development Order 2008 (Schedule 2, Part 1, Class F) details of which can be found in the guidelines accompanying this application form.				
<b>Do you have planning permission for any of the alterations above?</b>	<b>Yes*</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>
*If yes please quote the planning permission reference		<input style="width: 100%;" type="text"/>		

## 4. Accompanying documentation/plans - ensure these are enclosed with your application

**a. Planning permissions** Copies of any planning permission quoted above

**b. Plan** Please enclose a plan of where outside the property you would like the vehicular crossover to be constructed including:

- The forecourt of the property or area where you intend to park the vehicle including dimensions (m)
- The pavement and road and where you propose the crossover should be constructed including dimensions
- Any trees, lamp posts or any other amenities that are in front of the property.
- Details of any pedestrian crossings, junctions etc

<b>Applicant Name</b>	<b>Applicant signature</b>	<b>Date</b>
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