

APPLICATION FORM – DOMESTIC VEHICLE CROSSOVER



Before submitting an application for a vehicle crossover, please ensure that you have carefully read the guidance notes.

Title:		Forename:		Surname :	
Email Address:					

Please only tick this box if you require correspondence by post, otherwise contact will be via email.

Address for Crossover

Telephone Number

--	--

Home address, if different to Address for Crossover

--

Planning Permission

Residents are responsible for checking planning permission requirements prior to application.

Does your vehicle crossover require planning permission	Yes		No	
---	-----	--	----	--

If yes, advise your planning application number	
---	--

If it is found after stating ‘no’ that planning permission is required, the application fee will be retained, the application rejected and residents will be required to reapply once planning permission has been obtained

Application Checklist

	Item	Y	N
1	A non-refundable £70.00 administration fee is enclosed for this application. Cheques to be made payable to the London Borough of Brent.		
2	Have you provided a proposed sketch of the layout? (see next page) Confirm the following:		
a	The forecourt area is of permeable construction. If it isn't, planning permission will be required for non-permeable areas greater than 5 square metres under the Town and Country Planning (General Permitted Development) (amendment) (no.2) (England) Order 2008. For more details visit www.planningportal.gov.uk .		
b	Your proposed sketch complies with the soft landscaping requirements – see item b) i) of the Guidance notes.		
c	Adequate drainage has been provided to prevent surface water from spilling from the frontage onto the highway. Please show this on your sketch, if drainage is required.		
d	A wall, fence, hedge or permanent landscaping has been provided for along the frontage not served by the crossing to within 600mm from the edge of the crossover which includes the taper length.		
e	The crossover width meets the requirements for permitted crossover widths (50% of width of frontage with a minimum 2.4 metres and a maximum 4.2 metres). Please show desired width of the crossover on your sketch.		
f	Confirm your crossover does not cross a grass verge greater than 3 metres.		
g	Vehicles parked on your frontage must not overhang the footway.		
3	Council tenants must submit written confirmation from Brent Housing Partnership for the formation of the crossover.		
4	Does your application result in the loss of more than one parking space in a Controlled Parking Zone (CPZ)?		

Works should not be carried out until written estimate of your domestic vehicle crossover application and any necessary planning approval have been received. Please note that the construction of the crossover will not commence until all prior-works have been completed and approved.

Please note that the application and estimate for construction will remain valid for a period of 12 months from receipt.

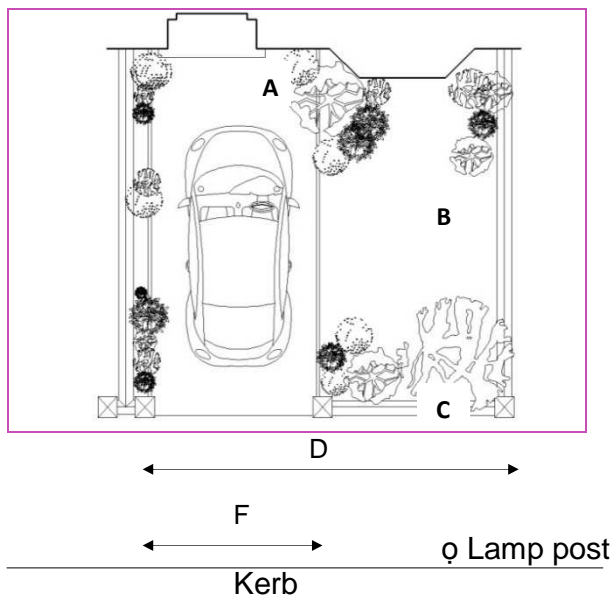
I have read and will abide by the guidance notes and Council's policy and I wish to apply for a vehicle crossover.

<p>Date:</p>		<p>Signature of Applicant:</p>	
---------------------	--	---------------------------------------	--

Please provide your proposed layout below

Your proposed layout must note the intended dimensions, including, the distance between any street furniture (trees, lamp columns, telegraph poles, etc) on or adjacent to the proposed vehicle crossover. A vehicle space or similar, and a front wall, fence or hedge must be provided before the crossing is constructed. You will need to work to the nearest paving slab as these will not be cut.

Example of typical layout below (plan for illustrative purposes only): -



- A - Hardstanding Area
- B - Soft Landscaping Area
- C - Boundary wall/fence
- D - Width of frontage
- E - Depth of frontage
- F - Width of dropped kerb

N.B: The dropped kerb must be positioned 0.6 metres from the left or right of the boundary wall

PROPOSED HARDSTANDING CONSTRUCTION

	Type	Depth
Surface material		
Bed/Base material		

N.B: THE ABOVE BOX MUST BE COMPLETED BY APPLICANT

Proposed Layout – ALL DIMENSIONS MUST BE GIVEN:

- **Please include details and dimensions of your hardstanding, soft landscaping, the boundary wall/fence and drainage details, where required in your sketch.**

Privacy statement

You are providing your information to Brent Council, Highways and Infrastructure (highways&infrastructure@brent.gov.uk / 020 8937 5600). The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk , or 020 937 1402.

Your information is collected for the purpose of eligibility for a crossover, as required to fulfil the council's duties under the crossover process.

The information will be shared within Brent Council for application purposes only and used by the Highways and Infrastructure service to check for eligibility for a crossover. The information shall be retained for 7 years and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk). Further information can be found at www.brent.gov.uk/privacy