

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 2 below).

Your application will be addressed against the following criteria.

1. The proposed hard standing area for off-street parking must be a minimum of 4.8 metres deep and 2.4 metres wide. There must also be a path with a minimum width of 1.2 metres from the parking area to the front door of the property.
2. The pavement on the public highway adjacent to the property must be a minimum of 2.2 metres wide.
3. Visibility sightlines between vehicles using the proposed crossover and other users of the highway, including pedestrians, must be unimpeded by obstructions such as boundary walls or fences, trees, and street furniture such as signs and bus shelters.
4. The proposal must not require any loss of on-street parking or loading/unloading provision on the public highway adjacent to the property. This includes parking for resident permit holders, business permit holders, blue badge holders, electric vehicles, car clubs, and cycles.
5. The proposal must not require any loss of or damage to grass verge, planting, or trees on the public highway adjacent to the property.
6. Crossovers will not be permitted in the following circumstances:
 - a. On roads where vehicle speeds have been surveyed and shown to exceed the speed limit.
 - b. Within ten metres of a junction or a pedestrian crossing. This may be extended to twenty metres at traffic signals. Crossovers will not be permitted within zig zag road markings.
 - c. Within ten metres of a bus stop or bus shelter, or within bus stop road markings. This criterion is important on road safety grounds and to ensure that accessibility and safety for bus passengers is not affected.
 - d. In the direct vicinity of schools.
7. The proposal must not prevent the Council from implementing schemes defined in the Camden Transport Strategy and including the 3 year forward programme at the time of the application.
8. Any new hard surfaces proposed as part of the crossover application for a driveway should be formed using traditional materials such as concrete paving slabs, granite setts, or loose gravel. The hard surface should either be made from a permeable construction or otherwise be designed to drain into an area of soft landscaping within the property boundary. Any proposal which would result in rainwater running off on to the public highway would not be acceptable.

If you think any of the criteria are not met, you may wish to discuss this with the **Transport Strategy Service** by sending an email to safetravel@camden.gov.uk 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.

2. 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 Management Service (Planning) on your behalf to determine if planning permission is necessary if you have not already done so.

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 Development Management Service.

Planning permission will be required for the construction/extension of hard standings greater than 5 square meters 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 Development Management Service. If you fail to adhere to the aforementioned schedule, the Council's Development Management Service may take enforcement action against you and the footway (pavement) may be returned to its original layout, the cost of which you will need to pay.

3. Costs

If the Transport Strategy Service accepts your proposal and it is established that you have the correct/necessary planning permission, we will provide you with a cost 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 is currently £3,980.28. This is a non-refundable fee. If the Council is unable to implement the changes as a result of this consultation, you will not be entitled to a refund, and the crossover will not be constructed.

4. 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.

5. Contacts

If you need to discuss your application, please send an email to the **Transport Strategy Service** at safetravel@camden.gov.uk.

To discuss your planning permission, please contact the Council's Development Management Service Duty Planner Service on **020 7974 1911**.

6. How long will it take to process your application?

We will aim to assess your application within 21 days of receiving it. However, sometimes making a decision can take longer than this as we may have to consult other Council departments.

7. Where to send your application

If you think the assessment 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

By Post:
Transport Strategy Service.
London Borough of Camden
c/o Town Hall
Judd Street
London, WC1H 9JE

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

1. Applicant Details

Applicant Name			
Company Name			
Address			
Post Code		Contact Number(s)	
Email			

How do you wish to be contacted? By Post Email

2. Crossover Details

Address

3. Planning Permission

a. How would you describe the property:

- Single family dwelling Property split into flats Office / Commercial property
- Other (Please specify) _____

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

Alter the position or height of any posts/garden walls/fences/garages?

* If yes please describe these alterations

Yes* No

Create/extend a hard standing to a total area of more than 5 square meters? Yes* No

* 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.

Do you have planning permission for any of the alterations above? Yes* No

*If yes please quote the planning permission reference

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)

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- 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

Applicant Name

Applicant Signature

Date
