

## APPLICATION FORM – DOMESTIC VEHICLE CROSSOVER

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

### Applicant Details

Title:	
--------	--

### Property type please tick

House	Flat
-------	------

### Unique Reference Number

--

First  
Name:

--

Surname:

--

### Address

### Telephone Number.

--	--

Your address & Tel No. if different from where crossover is required:

--

### Application Checklist

1	The forecourt area must be of permeable construction, if not, 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 <a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a> .	
2	The application must comply with the soft landscaping requirements – see item b) i) of the Guidance notes.	
3	Adequate drainage must be provided to prevent surface water from spilling from the frontage onto the highway. Please show this on your sketch, if drainage is required.	
4	A wall, fence, hedge or permanent landscaping must be provided along the frontage not served by the crossing to within 600mm from the edge of the crossover which includes the taper length. Please illustrate on sketch.	
5	There is a non-refundable £25.00 administration fee required with each application; please make cheques payable to London Borough of Brent. The fee will be deducted from the cost of constructing the crossover. Other payment options are shown in item a) of the Guidance notes. The approval and estimate will remain valid for a period of 12 months.	
6	The crossover width should meet 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.	
7	All council tenants must submit written confirmation from Brent Housing Partnership for the formation of the crossover.	
8	Do you require planning consent? If so, have you applied for and received planning consent? Please note that you will need approval from Brent Transportation as well as planning permission for the crossover application to be approved.	
9	Does your application result in the loss of more than one parking space in a Controlled Parking Zone (CPZ)?	
10	The crossover must not cross a grass verge greater than 3 metres.	
11	Vehicles parked on your frontage must not overhang the footway.	
12	Have you provided the proposed layout? (see next page)	
13	Your hardstanding works should not be carried out until written approval of your domestic vehicle crossover application has been received. Please note that the construction of the crossover will not commence until the forecourt has been installed as per your approved sketch.	

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

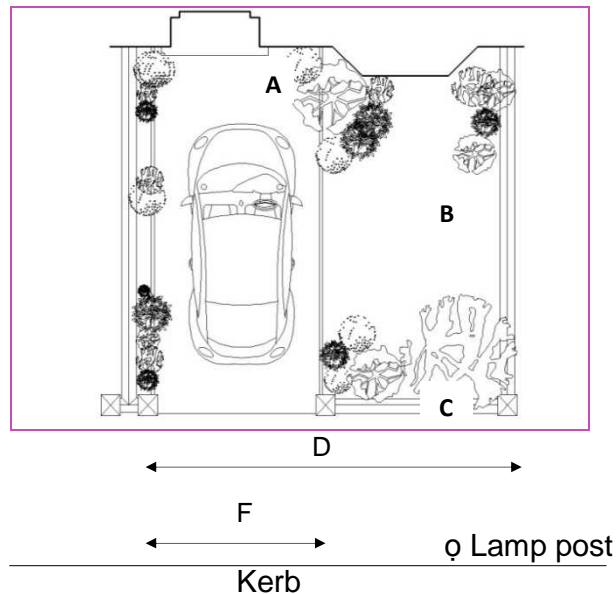
Date:

Signature of Applicant:

**Please provide your proposed layout below**

Your proposed layout must include the distance between any street furniture (trees, lamp columns, telegraph poles, etc) on or adjacent to the proposed vehicle crossover. A hardstanding 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:**

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