

Thurrock Council

Householder or domestic vehicle crossover application

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs

1. Applicant or agent name, contact details and correspondence address

Your name:	
Company name, if an agent:	
Address, including postcode:	
Landline phone:	
Mobile phone:	
Email address:	

2. Property address and type

Address, including postcode:	
Property type (see guidance):	
Property ownership	<input type="checkbox"/> council owned <input type="checkbox"/> privately owned

3. Type of request

a) Construct a new vehicle crossover onto a classified road:	<input type="checkbox"/> yes <input type="checkbox"/> no
b) Extend an existing vehicle crossover onto a classified road:	<input type="checkbox"/> yes <input type="checkbox"/> no
c) Remove an existing vehicle crossover from a classified road:	<input type="checkbox"/> yes <input type="checkbox"/> no

4. Types of land or waterway to be crossed

Will the proposed crossover need to cross any of the following?	<input type="checkbox"/> a ditch or ordinary watercourse <input type="checkbox"/> a main river <input type="checkbox"/> a large public green <input type="checkbox"/> council-owned land
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5. Size of the proposed hardstand area within your property or garden

Width:		Depth:	
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6. Planning permission and other special consents

Planning permission received?	<input type="checkbox"/> yes <input type="checkbox"/> no	Planning reference:	
Property is a listed building?	<input type="checkbox"/> yes <input type="checkbox"/> no	Consent reference:	
In a conservation area?	<input type="checkbox"/> yes <input type="checkbox"/> no	Consent reference:	

7. Minimum criteria

Does your site meet the minimum criteria in our Vehicle Crossover Policy?	<input type="checkbox"/> yes <input type="checkbox"/> no
If not, tell us why you believe your application should still be considered, what are the exceptional circumstances?	

8. Ownership of land – not the highway verge or footway

Are you the owner of the land that the proposed crossover will serve?	<input type="checkbox"/> yes <input type="checkbox"/> no
If not, what is the nature of your interest?	
Please provide the name and address of any other person known to you as having an interest in the land, whether as a free holder, mortgagee, lessee or otherwise.	

9. Declaration

By signing this declaration, you as the applicant or agent confirm:

- you have read and understood the Vehicle Crossover Policy and application guidance, including those relating payments and refunds
- to the best of your knowledge, all facts stated are true and accurate
- you have sought all necessary permissions and consents prior to submitting this request
- upon our agreement to grant consent, construction will be carried out only by a contractor approved by us, in accordance with the approved plans and any conditions applied

Applicant name:			
Signature:		Date:	
Agent name:			
Signature:		Date:	

Documents to be sent with your completed form

The following documents form part of your application and must accompany your application form, where relevant. You can put a cross in the boxes below to confirm they are enclosed or attached.

- Site location plan, clearly showing:
- the property – building and site boundaries
 - roads and footways adjoining the site
 - the proposed parking surface
 - the exact size and location of the proposed crossover

Your plans show clearly and accurately both the site and what you are requesting

You may also need to send us:

- Environment Agency consent – if your proposed crossover needs to cross a main river you must send a copy of a valid and current consent from the Environment Agency.
- Owner permission – if you are not the property owner you must send a copy of written permission, signed and dated by the freeholder / land owner.
- Council housing approval – if your property is council-owned, or you propose to cross over land owned by the council's housing service, you must send a copy of their approval.

These items must be submitted along with the application form in order for your request to be fully considered by all relevant parties.

Failure to provide required documentation will lead to a delay and or cancellation of the application.

Paying your application fee

You must pay an application fee when you send us your application.

Details of the current fee to be paid – along with the amounts refundable depending on whether the crossing meets our criteria – can be found at thurrock.gov.uk/dropped-kerbs

Payment can be made by credit or debit card, by calling **01375 652 127**.

If you have already been given exemption you from the application fee, please enclose or attach your evidence when you submit this application.

Sending us your application

You can return this form to us by email or post.

Email – hmaintenance@thurrock.gov.uk

Post – Highways Maintenance, Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

Vehicle crossover – application guidance notes

It is important that you read our Vehicle Crossover Policy and these guidance notes before you complete an application.

This application form is appropriate for:

- householder or domestic vehicle crossover requests – we will consider up to 2 vehicle crossover requests for the same site, on the same application form
- small developments – up to 2 dwellings, on the same site

Any information that is incorrectly completed or missing may result in a delay in processing or the cancellation of your request.

1. Applicant or agent name, contact details and correspondence address

Please complete fully. The applicant or agent is the person who is making the application – they do not have to be the property or land owner, or live at the location where the crossover is sought. We will use these details for all written correspondence and phone contact.

Where adjacent properties require a crossover to serve both sites – for a shared driveway – one occupier should act on behalf of both parties and submit a single application.

2. Property address and type

Please confirm the postal address where the crossover is required. This address can differ from the address given in section 1.

If the crossover will serve two adjacent properties, please tell us both property numbers.

Please also tell us what type of premises the crossover will serve – for example, a house, a flat, a house in multiple occupation, a commercial property, a business, a place of worship.

You can find which ward your property is located within at thurrock.gov.uk/myarea

3. Vehicle crossover location

Please complete all options that apply. Enter the name of the road(s) onto which the crossover would provide access and confirm whether or not it is a classified road – A road, B road or C road.

4. Types of land or waterway to be crossed

If the proposed crossover would need to cross a ditch or ordinary watercourse, the application will be subject to additional approval from us as the lead local flood authority. We must make sure the flow capacity of the watercourse is not reduced, and this may result in the need for additional measures to be taken during construction.

If the proposed crossover would cross a main river, you will need to obtain consent from the Environment Agency in advance and attach their written approval to this application form.

The creation of the parking area must not drain onto the highway – water that runs off must be contained and managed within the property.

5. Size of parking area

Please measure accurately the size of the area you propose to use for parking. A vehicle parked in the standard parking space should not obstruct access to the main door of the premises.

6. Planning permission and other special consent

If you have received planning permission for a vehicle crossover, you must provide the reference number that given for your planning application.

There is no guarantee that if you get planning permission for a permanent vehicle crossover, you will automatically be granted highways consent and vice versa. Applications for permanent vehicle crossovers made under planning legislation are considered against a broader range of criteria in comparison to applications made under highways legislation. Different requirements apply to each.

To check whether your property is a listed building or situated within a conservation area, go to:

- thurrock.gov.uk/listed-buildings
- thurrock.gov.uk/conservation-areas

You will need additional planning consent for works on a listed building or in a conservation area, and must provide the consent reference numbers with this application.

7. Absolute minimum and maximum criteria

If your site does not meet the standard requirements, you still have a right to make a request to us. If your site fails to meet our criteria, however, you will need to show exceptional circumstances.

If you are making a request under exceptional circumstances, your application will be subject to additional consultation, which may delay our response. Your reasons will be reviewed against current statutory and policy requirements and additional criteria.

Dropped kerb crossings can have a maximum width of 4.3m. We won't approve new or extended crossings for the entire front of a property if it is more than 4.3m wide. If you apply for a crossing that is more than the maximum width, your application will be refused and the application fee will not be refunded in full.

If you already have a crossing, it can be extended or centred up to 4.3m. This means unless your current crossing is very narrow, we are not likely to approve an extension. If you share a crossing with a neighbouring property, you can apply to extend your half of the current width up to 4.3m.

8. Ownership of land

If you are not the freeholder/landowner, you will need to obtain permission from them in advance and attach their written approval to this application form.

Our decision

As the local highway authority, our decision is final. There is no right of appeal under the Highways Act 1980, but refused applications can be reviewed if you believe we have not correctly followed our procedures or applied our criteria appropriately.

The presence of historic access cannot be accepted as mitigation.