



# ISLINGTON

## HIGHWAYS VEHICLE CROSSOVERS APPLICATION FORM

### PLEASE COMPLETE ALL SECTIONS FULLY

We strongly advise you to read the accompanying Guidance Notes before completing all sections of the application form in clearly printed **CAPITAL LETTERS**.

**You should not arrange for work to be carried out on your property in anticipation of permission being given for a vehicle crossover. Work should only commence upon receiving written approval.**

<p><b>1. Name and Address of Applicant (Owner of Property)</b></p> <p>Title: MR / MRS / MISS / MS</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Contact Number:</p> <p>Email:</p>	<p><b>2. Name and Address of Agent (if Applicable)</b></p> <p>Title: MR / MRS / MISS/ MS</p> <p>Name:</p> <p>Address:</p> <p>Postcode:</p> <p>Contact Number:</p> <p>Email:</p>
<p><b>3. Address &amp; Location of Proposed Crossover</b></p> <p>Address:</p> <p>Post code:</p>	<p><b>4. Type of Application (tick appropriate box)</b></p> <p>Light duty domestic crossover maximum laden weight of vehicle <b>3500 kgs</b>. <input type="checkbox"/></p> <p>Heavy duty crossover for vehicles with a laden weight <b>over 3500 kgs</b> and for flats and commercial properties with access for several vehicles. <input type="checkbox"/></p>

**5. Planning Permission (complete this section if planning permission has already been obtained)**

State Ref. No. \_\_\_\_\_ and date of consent \_\_\_\_\_

**A copy of the consent letter and approved plan must be submitted with this application before it can be processed further.**

**6. Existing Use Information (\*delete as applicable)**

**6.1** Does the proposal involve building over land **not** controlled by the applicant (apart from the public highway)?

**Yes/No\***

If yes, please give details:

**6.2** Is the applicant aware of any restrictions/Covenants that would affect the proposal?

**Yes/No\***

If yes, please give details

**6.3** Is the applicant the owner (Freeholder) of the property?

**Yes/No\***

**6.4** Is the property a maisonette or divided into flats?

**Yes/No\***

**6.5** Is there an existing hard standing area?

**Yes/No\***

**6.6.** The minimum area required for a crossover application is 4.8m (length) by 3.0m (width). If this requirement cannot be met, the application will not be processed. Has this been met?

**Yes/No\***

**7. Street Furniture & Parking Bays**

If the proposal involves the repositioning of any street furniture e.g. lamp column or traffic sign or a parking bay, this will delay the application and result in additional costs.

**8. Levels and Finish**

The crossover will be built to match the proposed levels of the footway adjoining the site. The crossover will be finished with approved materials, depending on the surface of the footway and surrounding area. If the property falls within a conservation area, the crossover will be constructed in keeping with the surface of the footway.

**9. Drainage**

Water must **not** flow from the property directly onto the public highway and must drain onto a garden area or into a drainage channel. The Council presumes you will have adequate permeable surface to aid the water run-off.

Your application may be refused if you do not provide adequate surface water drainage. Water must not flow from the property directly onto the public highway and must drain onto a garden area or into a drainage channel.

<p><b>10. Sketch or Plan</b></p> <p>Show clearly the existing or proposed hard standing area within the property with <b>approximate dimensions</b> (the area the vehicle will be parked on) location of the proposed crossover or extension, property boundaries, trees, lamp columns etc. <b>(see typical sketch in the guidance notes)</b></p>	<p><b>11. Amenity</b></p> <p>Are there any trees within the property Protected by a Tree Preservation Order?</p> <p><b>Yes/No*</b></p>
<p>I/we hereby request the London Borough of Islington, the highway authority, to approve with or without modifications the proposed crossover and if approved supply me/us with an estimate of the cost of the work as approved or proposed by the Council. I understand that during the assessment of the application it will be necessary for a Council Officer(s) to enter onto the property and that I have no objections to this OR I have obtained necessary consent from the owner. All members of staff are required to carry council-issued identification cards. I confirm that I have read the attached guidance notes.</p> <p>Signature _____ Applicant/Agent</p> <p>Date _____</p>	<p><b>Fees</b></p> <p>Please ensure that your cheque for £250.00 is enclosed (made payable to “<b>London Borough of Islington</b>” with <b>your address on the back</b>).</p> <p>If you wish to pay by bank transfer please contact <b>public.realm@islington.gov.uk</b></p>
<p><b>Please now ensure that:</b></p> <ul style="list-style-type: none"> <li>i) You have answered all parts of this form – if <b>incomplete</b> your application may have to be returned.</li> <li>ii) You send the completed form and plan(s) to the address below</li> <li>iii) You have enclosed a fee of £250.00</li> </ul> <p>NB • A non-refundable deposit of £250 must be paid with your application, cheques are to be made payable to Islington Council. This deposit is redeemable against the cost of the crossover if the application is successful.</p>	

**PLEASE SEND THE COMPLETED FORM TOGETHER WITH PAYMENT TO:**

London Borough of Islington, Environment and Regeneration, Public Realm,  
1 Cottage Road, London, N7 8TP or E-mail public.realm@islington.gov.uk