

APPLICATION CHECKLIST

PLANNING APPROVAL CHECKLIST

(Complete prior to submitting an application)

Does the proposed vehicle crossover location.....?

| | Yes | No |
|-------------------------------------------------------|--------------------------|--------------------------|
| Relate to a multi-occupancy dwelling | <input type="checkbox"/> | <input type="checkbox"/> |
| Front onto a classified road | <input type="checkbox"/> | <input type="checkbox"/> |
| Relate to a listed building | <input type="checkbox"/> | <input type="checkbox"/> |
| Relate to an ex or current council property | <input type="checkbox"/> | <input type="checkbox"/> |
| Form part of a current or future planning application | <input type="checkbox"/> | <input type="checkbox"/> |
| Use a hard-standing requiring approval | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE Answering **yes** to any of the "Planning Approval Checklist" questions above means that the application will require planning approval. This must be obtained prior to submitting your crossover application.

PRE-APPLICATION CHECKLIST

(Complete prior to submitting an application)

Will any of the following affect the application...?

| | Yes | No |
|------------------------------------------------------------------|--------------------------|--------------------------|
| Insufficient off-street parking area | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict with street tree (RPA), grass verges or vegetation | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict with street furniture (within 1.00m) | <input type="checkbox"/> | <input type="checkbox"/> |
| Distance from junctions, crossings and bus stops (within 10.00m) | <input type="checkbox"/> | <input type="checkbox"/> |
| Located on a bend with restricted visibility | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict with zig-zag road markings | <input type="checkbox"/> | <input type="checkbox"/> |
| Located within a Controlled Parking Zone (CPZ) | <input type="checkbox"/> | <input type="checkbox"/> |
| Affect any waiting, loading or parking restrictions | <input type="checkbox"/> | <input type="checkbox"/> |
| Gates open outwards (towards the public highway) | <input type="checkbox"/> | <input type="checkbox"/> |
| Insufficient visibility splays | <input type="checkbox"/> | <input type="checkbox"/> |
| Conflict with traffic calming features | <input type="checkbox"/> | <input type="checkbox"/> |
| Gradient greater than (8%) 1:12 | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE Answering **yes** to any of the "Pre-Application Checklist" questions above means that the application may initially be rejected and/or delayed.

PRE-APPROVAL CHECKLIST

(Complete prior to an inspection or making payment)

Have you...?

| | Yes | No |
|---------------------------------------------------------------------|--------------------------|--------------------------|
| Checked and agreed with the marked vehicle crossover location | <input type="checkbox"/> | <input type="checkbox"/> |
| Constructed a sustainable hard-standing (If inspection is required) | <input type="checkbox"/> | <input type="checkbox"/> |

NOTE Answering **no** to any of the "pre-approval checklist" questions above means that you should contact the Highway Authority (Kingston: [020 8547 5002](tel:02085475002) / Sutton: [020 8770 5000](tel:02087705000)) and request to speak to the officer handling your application prior to progressing with payment for the works.

As the location of a vehicle crossover is determined upon a site survey there is no guarantee that the approved location will match that of a pre-constructed hard-standing. For this reason, it is recommended that the hard standing (i.e. off-street parking area) is constructed after your application is submitted and site assessed so that you are made aware of the exact proposed location of the crossover prior to the construction of a hard-standing.

Data Protection Act 1998

Under the Data Protection Act 1998, we have a legal duty to protect any personal information we collect from you.

- We will only use the personal information you supply to us for the reason that you provided it for.
- We will only hold your information for as long as necessary to fulfill that purpose.
- We will not pass your information to any other parties (including other Council departments) unless there is a legal requirement for us to do so.
- All employees and contractors who have access to your personal data or are associated with the handling of that data are obliged to respect your confidentiality
- When the data is no longer needed, it will be destroyed in line with the Council's document deletion policies.

APPLICATION FORM

APPLICANT DETAILS:

Mr / Mrs / Miss / Ms Daytime
Phone. No.

Email Address

Address of vehicle crossover location

.....

Address for correspondence (if different from the above)

.....

CONSTRUCTION DETAILS (NEW VEHICLE CROSSOVER):

The desired starting point of opening into your property from
your left-hand boundary (as viewed from the road) Metres

Opening width required (minimum of 2.70m, maximum of
4.0m at the back of the footway) Metres

CONSTRUCTION DETAILS (VEHICLE CROSSOVER EXTENSION):

Side and length to be extended Left / Right Metres

The location and size of any new or extended vehicle crossover will be determined by the council based upon highway considerations and will have regard to trees, street furniture and current on-street parking.

In order to prevent over-running and damage to the footway the width of the new or widened vehicle crossover cannot be less than the width of the back of the footway entrance onto your property. We strongly recommend that you do not carry out any works to form a hardstanding until you are in receipt of a written estimate which would include confirmation of your application being approved in our Decision Notice.

Please include your fee for considering this application as displayed on the crossover page of the authorities' websites.

APPLICANT'S
SIGNATURE Date

If you are not the freeholder/owner of the application property/site, they will need to give you their consent to submit this application, by signing the declaration below:

OWNER'S
SIGNATURE Date

PRINT NAME: Daytime
Phone. No.

Please complete and return to the respective address, below:

Royal Borough of Kingston upon Thames
Highways & Transport (Vehicle Crossing)
Guildhall 2,
High Street,
Kingston upon Thames, KT1 1E

London Borough of Sutton
Highways & Transport (Vehicle Crossing)
Civic Offices,
St Nicholas Way,
Sutton, SM1 1EA