

Tel: 07825 145 069

Email: [PrivateWorks@lbhf.gov.uk](mailto:PrivateWorks@lbhf.gov.uk)

Judy Lloyd

# Proposed Vehicle Crossover Application Form

## Before you begin

1. This council has the following requirements:
  - a. The area on which the vehicle is to be parked must be of a minimum size of 4.8 metres (16ft) in length by 2.4 metres (8ft) in width.
  - b. The vehicular access to this area must not involve any manoeuvres causing danger to the public.
  - c. Garden gates must not open onto the public footway.
2. For drainage and safety reasons, crossovers are constructed with a crossfall towards the road which has a gradient within limits of 1 in 30 and 1 in 40. Crossovers are constructed within these limits to minimise any difference in level between the private land and crossover at the boundary. It is the responsibility of the occupier to make any additional level alterations necessary within their private land to tie into the crossover area.
3. You will require planning permission if the provision of the footway crossover involves:
  - a. Creating an access onto a classified (main) road
  - b. Demolishing a boundary wall more than one metre high in a Conservation Area
  - c. If the property is other than a single-family dwelling-house (i.e. flats or other uses)
4. If you consider you require planning permissions write to the Development Control Group of the Environmental Department at the address [Planning@lbhf.gov.uk](mailto:Planning@lbhf.gov.uk) or phone 020 8753 1081 for an application form. If you have already applied for planning permission or have been granted one for your development, please quote the appropriate reference number.
5. If you consider you do not require a planning permission and you meet the requirements set out in Paragraph 1. above, please complete part B1 and part B2. Make sure you read the instructions before commencing. On receipt of this information, we will take the necessary action to provide you with an estimate of the cost.

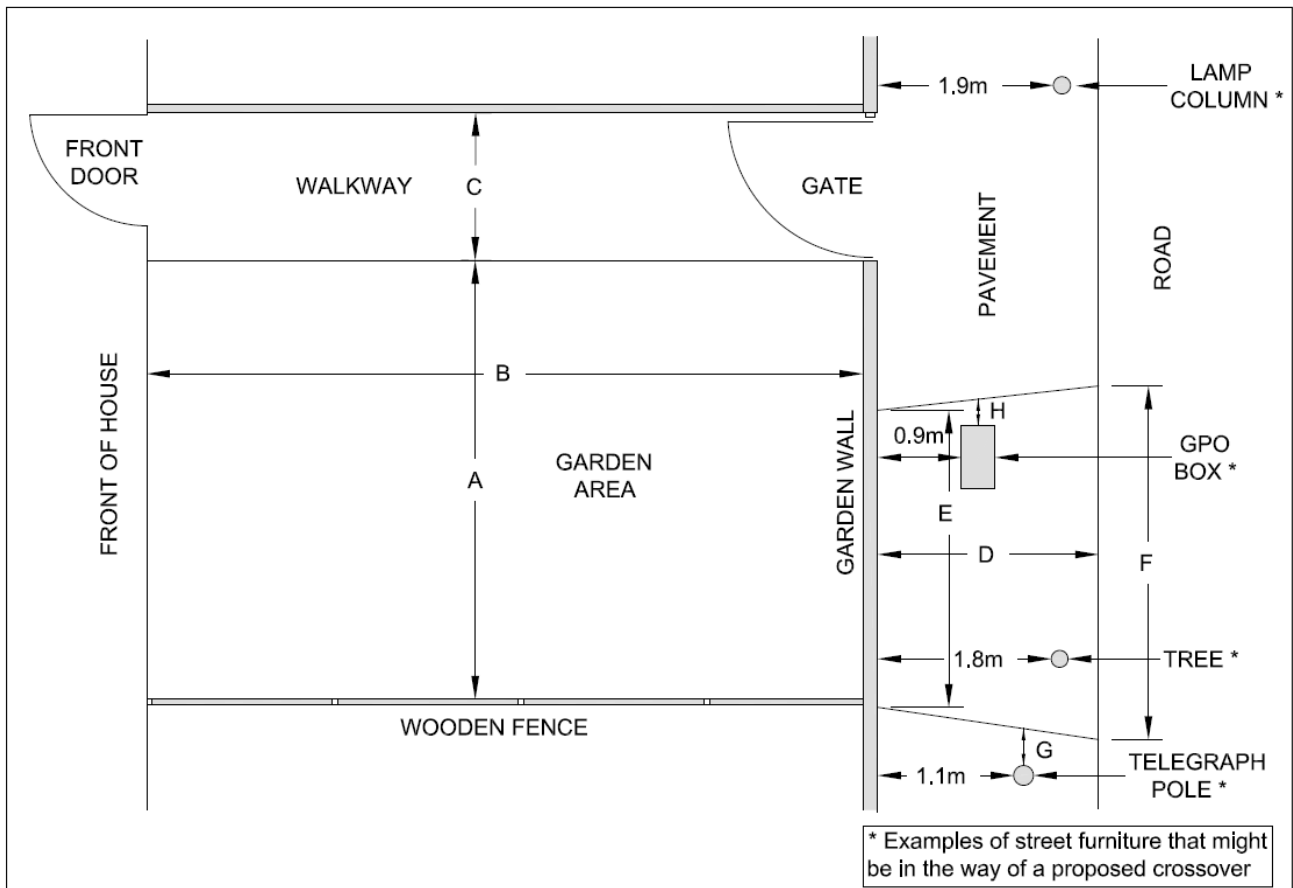
Make sure you complete fully **Part B1** (*your proposed layout*), and **Part B2**. Any omissions will cause delay.

## Your proposed layout (Part B1)

### Instructions for your proposed layout

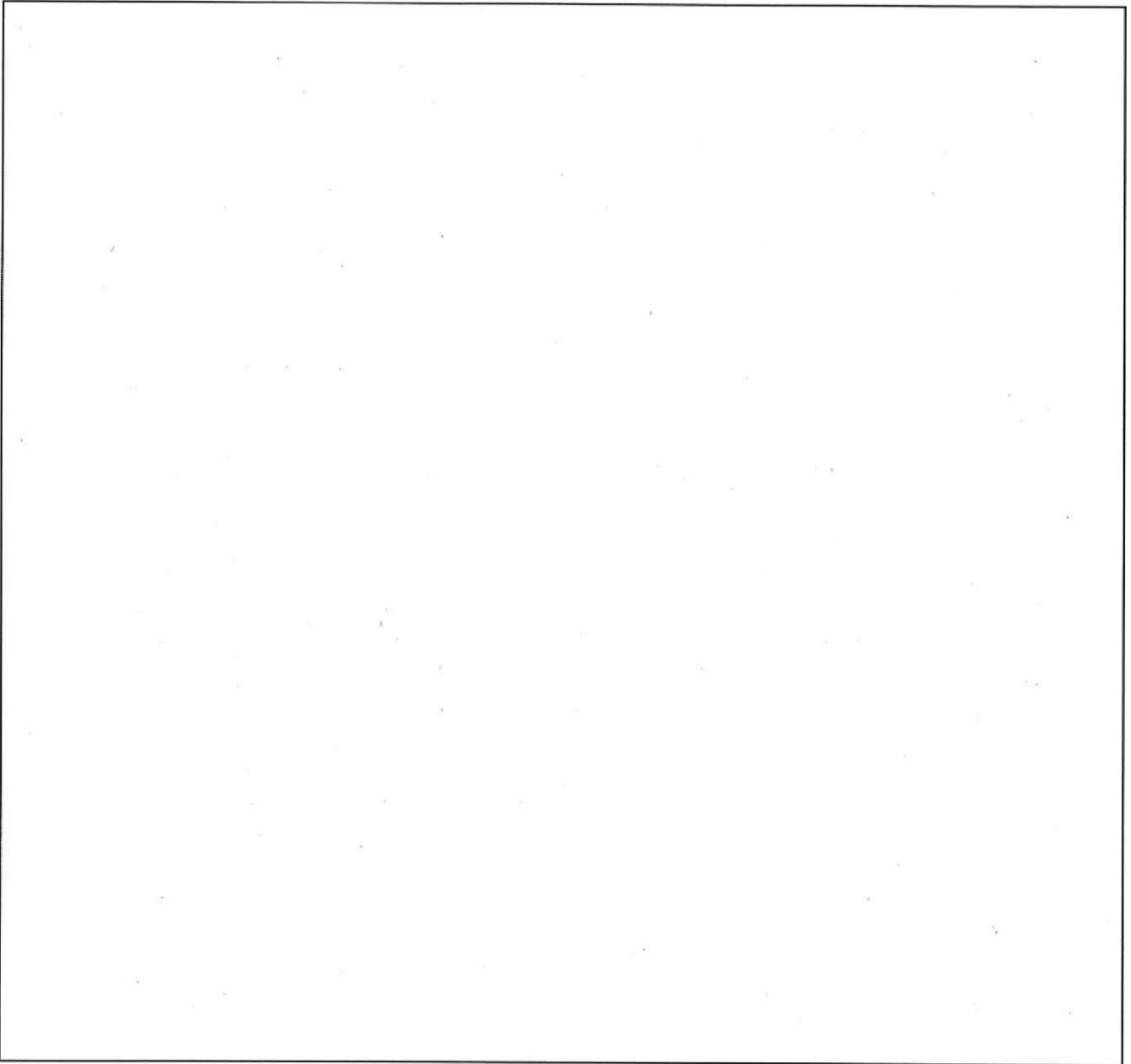
- 1 In your proposed layout you must include the lettered dimensions A to H (as shown in the typical layout example below), to be given in metres.
- 2 Also give dimensions, in metres, perpendicular to back of pavement, of any street furniture near or on the proposed vehicle crossover, (as shown in the typical layout example below).
- 3 Please add any additional information you may consider useful.

### A typical layout



\* Examples of street furniture that might be near or in the way of the crossover

**Your proposed layout (Part B1 continued)**



Any other remarks

## Application for vehicle crossover (Part B2)

Type of crossover - *please delete as applicable*

- Industrial — Heavy vehicle (i.e. vans, lorries)
- Domestic — Light vehicle (i.e. cars, motorbikes)

Address where crossover is required

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Postcode:

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### Property owners details

Name:

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Address: (if different from crossover address)

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Postcode:

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Property owner's telephone number (normal working hours)

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Property owner's email address

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If you are applying on behalf of the property owner, please supply your details.

Your name

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Company name (if applicable)

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Your address

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Your telephone number (normal working hours)

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Your email address

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Today's date

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Signature of property owner

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Please return application to the address below or [PrivateWorks@lbhf.gov.uk](mailto:PrivateWorks@lbhf.gov.uk), with £550 non-refundable application fee.

London Borough of Hammersmith & Fulham.  
Transport and Highways  
Town Hall  
King Street, Hammersmith, W6 9JU

Pay by credit/debit card online:

Branch name:  
NATIONAL WESTMINSTER BANK HAMMERSMITH BRANCH  
Account name: London Borough of Hammersmith and Fulham  
Bank Address: 22 King's Mall, Hammersmith, W6 0QD  
Branch sort code: 60-50-06  
Account number: 11402598

Please make sure that a copy of the payment certificate will be provided with the application.

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After receipt of your application and fee we will proceed as follows:

1. A site visit is carried out by Technical Officers of the Council's Highway Division to make routine observations and the necessary site measurements. All of street parking spaces must meet the requirements set out in the attached information sheet.
2. The council has a responsibility under the 1980 Highway Act to maintain the safe and free flow of traffic on the highway and in certain circumstances, where traffic safety is an issue, a vehicle crossover will not be permitted in which case you will be informed accordingly.
3. A formal enquiry is sent to all the statutory utilities (Gas, Telephone, Water, Electricity etc.) who are responsible for the pipes and cables in the footway which could be affected by the construction of the crossover, to find out whether any alterations will be necessary.
4. After an average of six weeks responses are received from the statutory utilities with an estimate of the cost of any alterations to their plant which will be required if the crossover is constructed,
5. An estimate will be sent to you specifying the charges for the crossover and any necessary alterations to the "utilities" plants, this estimate will include an allowance for contingencies and an administration fee to cover the cost incurred by the Council in processing your application and supervising and paying for the necessary construction works.
6. On receipt of the deposit payment for the full amount the work will be programmed with the council's annual contractor. These works would normally be completed within six weeks of receipt and clearance of the deposit payment, although where alterations to utilities plant are required it is likely that additional delays will be incurred as these companies have to programme such works.

The estimate for the works which will be provided is based on a Schedule of Rates achieved from competitive tendering by approved contractors in this area.

The works have to meet a detailed technical specification which is laid down for all public highways within the borough and costs which will be recharged to you are those actually incurred by the council in settling its account with the contractor.

*If you need any further information or assistance please contact Judy Lloyd, contact details are at the beginning of this form.*