Surrey Highways
VEHICLE CROSSOVER
APPLICATION FORM
(Highways Act 1980 Section 184)

PLEASE NOTE:
Refer to the Vehicle Crossover Guidance notes before completing this application form,
mainly the SPACE CRITERIA on page 6.

1. Applicants Name: .................................................................
2. Address: .............................................................................
   ..........................................................................................
   ..........................................................................................
   ................................................................. Post Code: ..............
3. Daytime Telephone No: ...........................................................
4. Email address: ........................................................................

5. Address / location of crossover (if different from 2)
   .............................................................................................
   .............................................................................................
6. Type of Crossover: New □  Widened □  Additional □  (Please tick)
7. Description of Property: e.g. Is the property involved a House for a family, (a Flat,
   Maisonette, Commercial or Industrial Premises require planning consent)
   ...............................................................
8. Is the property a listed building?  YES / NO **

9. Status:  Freehold Owner/Leasehold Owner/Tenant**
10. Name & Address of Freehold Owner (if applicant is not Freeholder)..........................
    ..........................................................................................
    ..........................................................................................

11. Those occupying under a lease or tenancy agreement must provide confirmation
    that this permits the construction of a vehicle crossover. *

12. Classification of road: CLASSIFIED (A,B,C) / UNCLASSIFIED (D) **
13. Please attach a copy of either a letter from the Borough/District Council showing that
    planning permission is not required, or a copy of every page of the planning consent
    issued by them. *
14. Planning permission may be required on unclassified (D) roads. You will be advised
    accordingly if the Highway Authority consider this to be necessary.

Updated 12 April 2016

** Delete as applicable  * To be enclosed as applicable
15. Land in other ownership.

The presence of land in other ownership, over which the crossover will pass (i.e. between the boundary of the property and the public highway), must be declared by the applicant. (e.g. common / amenity / retained strip of private land)

Are you aware of any such land? YES / NO **

If ‘YES’ please obtain consent in writing from the owner, and enclose a copy of this written consent with this application. *

16. Are there any restrictions preventing parking of vehicles on your property?
YES / NO **

17. Does this application meet all the criteria set out in the guidance notes?

Have you fully read and understood the Approval Process Guidance Notes?

Please include with the application form:

- An application fee of £208.00

**PLEASE NOTE - THIS FEE IS NON REFUNDABLE**
Cheques made payable to Surrey County Council

- A copy of your letter from your local planning department stating if planning permission is required or not.

**PLEASE ENSURE THAT YOU HAVE ANSWERED ALL THE QUESTIONS ABOVE**

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**PLEASE INDICATE DRIVEWAY DIMENSIONS**

![Diagram of driveway dimensions]

- Indicate depth of your driveway
- Indicate proposed width of your driveway

Updated 12 April 2016

** Delete as applicable   * To be enclosed as applicable
Please attach a plan, or draw a sketch below, to show your proposed vehicle crossover and parking area in relation to the property.

Note: Please try to be as accurate as possible about the proposed site. Use a **BLACK PEN ONLY**

18. I declare that I have read the Vehicle Crossover Guidance Notes and that all the particulars given above are true and that I will only engage a contractor from the Surrey County Council Approved list.
I understand that should my application be granted I would be required to pay the County Council's costs for reinstatement of the highway and any other attendant costs if it later comes to light that I have provided wrong or misleading information in this form.

Name (print): ........................................................................................................

Signed: ........................................ Date: ........................................

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** Delete as applicable * To be enclosed as applicable
Surrey Highways Area Office

Please return this form to:

Business Process
Surrey County Council Highways
Rowan House
Merrow Lane
Guildford
Surrey
GU4 7BQ

Surrey Contact Centre
Telephone Number: 0300 200 1003

SURREY BOROUGH/DISTRICT COUNCILS

Contact Details to check if planning permission is required.

Please attach a copy of either a letter from the Borough/District Council showing that planning permission is not required, or the planning consent issued by them. Surrey will be unable to process the application without this information.

<table>
<thead>
<tr>
<th>Borough/District Council</th>
<th>Contact Details</th>
</tr>
</thead>
</table>
| Elmbridge                | Civic Centre
                        | High Street
                        | Esher
                        | KT10 9SD
                        | Tel No: 01372 474474 |
| Epsom & Ewell            | Town Hall
                        | The Parade
                        | Epsom
                        | KT18 5BY
                        | Tel No: 01372 732000 |
| Guildford                | Millmead House
                        | Guildford
                        | Surrey
                        | GU2 4BBF
                        | Tel No: 01483 505050 |
| Mole Valley              | Pippbrook
                        | Dorking
                        | Surrey
                        | RH4 1SJ
                        | Tel No: 01306 885001 |
| Reigate & Banstead       | Town Hall
                        | Castlefield Road
                        | Reigate
                        | RH2 0SH
                        | Tel No: 01737 276000 |
| Runnymede                | Civic Offices
                        | Station Road
                        | Addlestone
                        | Surrey
                        | KT15 2AH
                        | Tel No: 01932 838383 |
| Spelthorne               | Council Offices
                        | Knowle Green
                        | Staines
                        | TW18 1XB
                        | Tel No: 01784 451499 |
| Surrey Heath             | Knoll Road
                        | Camberley
                        | Surrey
                        | GU15 3HD
                        | Tel: 01276 707100 |
| Tandridge                | Station Road East
                        | Oxted
                        | Surrey
                        | RH8 0BT
                        | Tel No: 01883 722000 |
| Waverley                 | The Burys
                        | Godalming
                        | Surrey
                        | GU7 1HR
                        | Tel No: 01483 523333 |
| Woking                   | Civic Offices
                        | Woking
                        | Surrey
                        | GU21 6YL
                        | Tel No: 01483 755855 |

Surrey County Council Contact Centre
Tel No: 0300 200 100 3

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