




Vehicle Crossover - Approval Process Guidance



SURREY
COUNTY COUNCIL

**Please ensure you read this document
before you fill in your application**

- 1 Please contact your Borough/District Council's Planning Office who will advise you if planning permission is required. Please provide evidence or a letter stating that planning permission is not required or evidence of planning permission with your application.
- 2 If you are a tenant of a council, housing association or leasehold property you will require the written permission of the relevant landlord. Please submit a copy of the written permission with the application form.
- 3 You must check your deeds to confirm there is no restriction on parking a vehicle within the boundaries of the property
- 4 You must have sufficient room on your property for a vehicle to be parked without it overhanging the public highway. The minimum off street land use requirement at right angles to the direction of travel is 4.8 - 5 metres depth by 3.2 metres width. When parallel to the direction of travel the requirement is 10.8 metres width by 4.4 metres depth. If you intend to have gates, this distance will need to be longer as the gates must open inwards onto your property.
- 5 Generally only one vehicle crossover will be approved into the property. Separate 'in and out' crossings are normally not permitted. In urban areas this may reduce parking available to other residents.
- 6 Vehicle crossings will generally not be approved:
 -  If they are on a lay-by or other off road parking area
 -  If they are within 15 metres of a junction
 -  Where there would be insufficient visibility for the safety of pedestrian and vehicle users of the Highway
- 7 Vehicle crossings will generally not be approved, or an existing crossing widened, so that it covers the full length of the property.
- 8 A crossover will be refused if excavation will disturb the root protection area of any trees located on the highway. Measuring the diameter of the tree at 1.5 metres above ground level and multiplying figure by 12 can identify this area. This will calculate the exclusion zone around the tree.
- 9 If there is street furniture (such as, Street lights, Road Signs or Gullies) owned by the County Council in the area of proposed access the County Council will provide you with a quote in your 'crossover pack'

- 10 On receipt of your application a Community Highways Officer will visit the site to determine it's suitability. If the site is suitable the CHO will mark the site with white lines and leave a slip of acceptance for the markings. This will need to be returned to the Area Office.

If the site is unsuitable the Area Office will inform you of this by letter.

- 11 The Area Office will also initiate a search with the Utility Companies (such as, electricity, gas, and cable companies) This is to make sure that there is no plant in the area (such as, pipes, cables or junction boxes)
- 12 When we receive the Utilities information back you will be provided with a 'crossover pack' which will include the list of approved contractors and the results of the Utilities company searches. This pack will have all the information you will need to appoint a contractor from our approved list. It **essential** that you pass the results of the Utility searches and the Crossover Checklist to your contractor

Please Note: In the instance that there is utility plant that needs to be adjusted/diverted by the Utility company Surrey County Council will provide you with a Contact for that Utility for you to arrange the works with them directly.

- 13 Your appointed contractor constructs the vehicle crossover and notifies the County Council that the work is complete
- 14 Surrey County Council will then visit the site and carry out a visual inspection. If the work is satisfactory, we will issue a letter of certification to the householder and payment can now be made by the householder to the Contractor

Please Note: Coring Programme

To ensure the quality of work of the approved contractors we carry out cores on 10% of their works on the Highway. A core is a 100mm diameter cylinder shaped extraction that is removed from the crossover and checked for quality in our materials lab. This is to ensure our contractors are following the specification that we have provided them with. If your crossover has been selected you will receive a letter from Surrey Highways Area Office. At the same time as the core is taken the core hole will be filled with approved material. The coring leave the crossover fit for purpose.

Frequently asked questions

How much does it cost to apply?

The total cost for the application is £144 this includes:-

- ☐ Administration costs
- ☐ Site survey by an engineer to assess suitability
- ☐ Contacting the utility companies to see if there is any equipment buried at the site
- ☐ Inspection of the site to make sure it has been built to the correct standards

Please note: This fee is **Non Refundable**

Can anyone construct a vehicle crossover?

Those seeking a vehicle crossover must obtain prior agreement from the County Council and use one of our approved contractors

The County Council takes seriously its duty to maintain its highway and protect it from damage, if necessary by legal action

It is an offence to do any works on the footway without express permission of the County Council

What will be the cost of my crossover?

The cost depends on the amount of work that needs to be done and the contractor you use. We would expect the cost for a standard vehicle crossover to be around £800 - £1800

However there are several external factors that can increase this figure:-

- ☐ Utility adjustment/diversion
 - ☐ Street furniture adjustment
 - ☐ The size of the proposed crossover
 - ☐ The gradient of the proposed crossover
 - ☐ The proposed site of the crossover
 - ☐ The sensitivity of the road
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Am I responsible for the pipes and cables buried underground?

Yes. As part of our initial checks, we will contact all of the utility companies to see what equipment is located underground. This information will be passed to you in your 'crossover pack'. If there is equipment that requires adjustment or diversion you will be responsible for the arrangement and cost.

How will I know if the work is satisfactory?

Once the work is completed we will visually inspect it to make sure the work has been carried out satisfactorily. The contractor will be liable for the work for a period of two years after the construction