

**Permanent Vehicle Crossing (PVX)  
Householder/Domestic Application  
(Highways Act 1980 Section 184)**

You can return this form to us by email:  
[Environment-Applications@southend.gov.uk](mailto:Environment-Applications@southend.gov.uk)

Or by post:

Southend-on-Sea Borough Council, PO Box 6, Civic Centre, Victoria Avenue, Southend-on-Sea  
SS2 6ER

Please:

- read the Vehicle Crossing Policy & Application Guidance before you make an application
- complete using block capitals and black ink
- refer to page 5 for help on how to complete this application form, incorrect completion may delay or cancel the processing of your request

1. Applicant/Agent Name, Contact Details and Correspondence Address			
Title:		Number:	
Name:		Street:	
Company Name:		Town:	
Mobile:		Post Code:	
Phone:		Email:	

2. Property Address & Type				
Number(s):		Conservation Area:	Yes	No
Street:		Ward Name:		
Town:		Property Type: (see page 7)		
Post Code:		Listed Building:	Yes	No

3. Vehicle Crossing Location			Classified Road	
a	Form new	vehicle crossing onto:	Yes	No
b	Extend existing	vehicle crossing onto:	Yes	No
c	Remove existing	vehicle crossing onto:	Yes	No

4. Flood Management			
Will the proposed crossing need to cross a ditch or ordinary watercourse?		Yes	No
Will the proposed crossing need to cross a main river?		Yes	No

**5. Size of Proposed Parking Area**

Width:

metres

Depth:

metres

**6. Minimum Criteria**

Does your site meet the minimum criteria set out in our Policy?

Yes

No

If not, tell us why you believe your application should still be considered, what are the exceptional circumstances?

**7. Ownership of Land**

Are you the owner of the land the proposed crossing will serve?  
(not highway verge or footway)

Yes

No

If not, what is the nature of your interest?

Please provide, the name and address of any other person known to you as having an interest in the land whether as a free holder, mortgagee, lessee or otherwise.

## 8. Supporting Information Checklist

The following documents form part of your application request and must accompany your application form where relevant. Please tick to confirm they are enclosed/attached: ✓

<p><b>Site Location Plan</b></p> <p>mandatory</p>	<p>The plan (based upon an up to date map) drawn at a scale of <b>1:500</b> or <b>1:1250</b> should identify sufficient roads and/or buildings on land adjoining the site to ensure the exact location is clear. The plan should clearly show:</p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• The site edged with a red line</li> <li>• The building(s) on site</li> <li>• All public rights of way crossing or adjoining the site</li> </ul>	
<p><b>Permanent Vehicular Crossing Plans</b></p> <p>mandatory</p>	<p>Existing and Proposed plans drawn at a scale of <b>1:50</b> or <b>1:100</b> that should clearly show:</p> <ul style="list-style-type: none"> <li>• The direction of North</li> <li>• Boundary treatments (e.g. walls fencing and gates)</li> <li>• The position of all trees on site and those on adjoining land (including public verge)</li> <li>• The positions of any other obstacles/street furniture on adjoining land, footpath or verge and the public highway</li> <li>• Written measurements (including those to the boundary)</li> <li>• The scale the plans have been drawn at and on what size paper (e.g. 1:50 @ A3)</li> </ul> <p>The <u>Existing</u> plan should also include:</p> <ul style="list-style-type: none"> <li>• Any existing crossing(s)</li> </ul> <p>The <u>Proposed</u> plan should also include:</p> <ul style="list-style-type: none"> <li>• The proposed parking surface in relation to the building(s) and site boundaries</li> <li>• The exact location of the proposed crossing and its relation to the building(s) and site boundaries</li> </ul>	
<p><b>Owner Permission</b></p>	<p>A copy of the written permission, signed and dated by the freeholder/land owner (if that is not you), (refer to guidance note 7&amp;8)</p>	
<p><b>Fee Exemption</b></p>	<p>Where the application fee is considered exempt either of the following items are required in support:</p> <p>(a) Doctors Letter</p> <p>(b) Copy of a valid/current Blue Badge (refer to guidance note 9)</p>	
<p><b>Planning Permission</b></p>	<p>A copy of a valid and current permission (refer to guidance note 8)</p>	
<p><b>Listed Building Consent</b></p>	<p>A copy of a valid and current consent (refer to guidance note 8)</p>	
<p><b>Conservation Area Consent</b></p>	<p>A copy of a valid and current consent (refer to guidance note 8)</p>	
<p><b>Environment Agency Consent</b></p>	<p>A copy of a valid and current consent (refer to guidance notes 4 &amp; 8)</p>	

9. Payment		
Application Fee	I enclose a cheque in the sum of £xx.xx made payable to Southend Borough Council	
	Application fee exempt - where the application is to create access for a disabled person living or intending to live in the premises	

## 10. Declaration

By signing this declaration, you as the Applicant/Agent confirm:

- you have read and understood the Vehicle Crossing Policy and Application Guidance
- to the best of your knowledge any facts stated are true and accurate
- that you hereby request consent for a permanent vehicle crossing as detailed in this application form, the accompanying plans and supporting information
- you have sought all necessary permissions and consents prior to submitting this request
- following any agreement from us to grant consent construction will only be carried out by a Contractor approved by us and in accordance with the approved plans and any conditions applied

**Note:** We may approve your request with or without modification, or may propose alternative works or reject the request and when making our decision shall have regard to the need to ensure safe access and egress from premises and the need to facilitate the passage of vehicle traffic.

As the Local Highway Authority the Council's decision is final against which there is no right of appeal under the Highways Act 1980. Refused applications can be reviewed if you believe we have not followed our procedures or applied our criteria appropriately (made a mistake).

The presence of historic accesses cannot be accepted as mitigation.

There is no guarantee that if you receive Planning Permission for a permanent vehicular crossing that you will automatically be granted Highways Consent and vice versa. Applications for permanent vehicular crossings made under Planning Legislation will be considered against a broader range of criteria in comparison to applications made under Highways legislation. They are separate regimes and different requirements apply to each.

Applicant Name: Signature:		Date:	
Agent Name: Signature:		Date:	

### 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 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 fulfil 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 do 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 Councils Document Deletion Policies.

### Fair Processing Notification

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

## Permanent Vehicle Crossing – Application Guidance Notes

It is important that you have read the Vehicle Crossing Policy & Application Guidance before completing an application.

This application form is appropriate for:

- Householder/Domestic vehicle crossing requests, we will consider up to two vehicle crossing requests, at the same site, on the same application form.
- Small developments (up to two dwellings, on the same site)

Any information that is incorrectly completed or missing may result in a delay in processing or the cancellation of your request.

### 1. Applicant/Agent Name, Contact Details and Correspondence Address

Please complete fully. The applicant/agent is the person who is making the application they do not have to be the property/land owner or live at the location where the crossing is required. We will use these details for all correspondence or telephone contact.

Where adjacent properties require a crossing to serve both sites (shared driveway), one occupier should act on behalf of both parties and submit a single application.

### 2. Property Address & Type

Please confirm the address where the crossing is required (postal address). This address can differ from the address given in question 1. If the crossing is required to serve two adjacent properties tell us both property numbers.

Please also tell us what type of premises the crossing will serve for example, a house, a flat, a house of multiple occupation, commercial/business, place of worship.

You can find out if the property is in a conservation area or is a listed building using our website [www.southend.gov.uk](http://www.southend.gov.uk) you can also confirm which ward it is located within.

### 3. Vehicle Crossing Location

Please complete all options that apply. Enter the name of the road(s) the crossing provides access onto and confirm whether or not this road is a classified road.

You can check on our website [www.southend.gov.uk](http://www.southend.gov.uk) if the road is classified.

### 4. Flood Management

If the proposed crossing needs to cross a ditch or ordinary watercourse the application will be subject to additional approval from us as the Lead Local Flood Authority.

We are required to ensure the flow capacity of the watercourse is not reduced and this may result in the need for additional measures being taken during construction.

If the proposed crossing needs to cross a main river you will need to obtain consent from the Environment Agency in advance and attach their written approval to this application form.

## 5. Size of Parking Area

Please measure accurately the size of the area you propose to use for parking. **A car parked in the parking space should not obstruct access to the main door of the premises.**

## 6. Minimum Criteria

If your site does not meet the requirements you still have a right to make a request to us. However, where your site fails to meet our criteria you will need to demonstrate exceptional circumstances.

If you are making a request under exceptional circumstances your application will be subject to additional consultation (which may delay our response) where the reasons you have detailed will be reviewed against the current Statutory and Policy requirements.

## 7. Ownership of Land

If you are not the freeholder/landowner you need to obtain permission from them in advance and attach their written approval to this application form.

## 8. Supporting Information Checklist

Listed items must be submitted along with the application form in order for your request to be fully considered by all relevant parties.

Items listed below are mandatory:

- Site Location Plan drawn at a scale of 1:500 or 1:1250
- Existing and Proposed Plans drawn at a scale of 1:50 or 1:100

Items listed below are required to be obtained by you when relevant (before submitting this application):

- Planning Permission
- Listed Building Consent
- Conservation Area Consent
- **Environment Agency Consent**
- Written permission from the freeholder/land owner (if that is not you)
- Evidence exempting you from the application fee

**Note:** Failure to provide required documentation will lead to a delay and or cancellation of the Application. It is important that your plans accurately show the site and clearly show what you are requesting. They will be sent to all internal and external parties who need to know about and be involved in the assessment of your request. If your request is approved, the approved plans will also be required by the contractors.

## 9. Payment

The application fee is required to be paid in full and submitted at the same time as your application. Please tick the relevant box to confirm how you have made payment or that your application is considered exempt.

## 10. Declaration

Please sign and date the declaration, using the appropriate box to confirm you are the applicant or an agent.