

## Guidance Note for Vehicle Crossing Marking Applications (White Lines)

These guidance notes are designed to help you understand the procedure for getting the council's formal approval for vehicle crossover markings across your driveway. Crossover markings are designed to let other motorists know that a driveway is in use. They are not provided to improve sightlines or to restrict parking on the carriageway. The white line is normally extended 1 metre either side of the driveway.

The markings are only advisory and neither we nor the Police can take any action regarding non-compliance. We have powers to issue Penalty Charge Notices where someone parks adjacent to a dropped kerb but this is not affected by the presence or absence of the markings. If you wish us to take enforcement action concerning a vehicle blocking access to your premises please call 0203 856 0020 (Monday - Saturday 9:00am to 11:00pm) or 020 8359 2000 outside of these hours.

To enable us to process your applications quickly please provide all the details requested in the attached application form.

### 1. Name and address of applicant

You should state the full name and address of the person applying together with a daytime telephone number, and the address of where the crossover marking is required.

### 2. Name and address of agent

Where we receive an application from an agent, we will send all communications to the agent only. We will not give information to the applicant without the agent's written consent.

### 3. The location of proposed Vehicle Crossover Marking

You should state clearly the exact location of the proposed vehicle crossover marking. If the vehicle crossover marking is required in a side street, such as for a corner property, then you should give the name of that street.

### 4. Fees

A Vehicle Crossover marking is a chargeable function the fee for processing an application is £165.98 and this is not refundable.

Please ensure that your cheque for £165.98 is made payable to "Barnet Corporation" and enclosed with the completed application. To avoid paying this fee and then having your application rejected, please read the guidance notes carefully, in particular the criteria, to see whether you would qualify for a vehicle crossover marking, before you submit the application form.

*There is a charge for the marking of £183.22 for a length of up to 5 metres and the charge is increased by £20.00 for each additional metre. We reserve the right to remove such markings at any time, and no refunds will be made unless the markings are removed within 3 years of introduction.*

### 5. Vehicle Crossover Markings should be provided according to the following criteria:

- Vehicle crossover markings are only to be provided in conjunction with an approved crossover markings.
- Crossover markings should not be provided at where there are existing waiting restrictions (yellow lines).
- Crossovers markings should not be provided at locations where markings could encourage motorists to park in a dangerous or obstructive manner.
- Crossovers markings should not be provided on roads with a width less than 4.8 metres.

- Crossovers markings should not to be provided within 18 metres of an approach to a junction with a major road or within 6 metres of an approach to another residential road.
  - If there are two or more crossovers in close proximity, a shared line will be provided. The overall length of this line shall not exceed 13 metres. Lines of 13 metres or more may in certain circumstances be provided at the Council's discretion.
6. If your application is approved you will receive an estimate for the works to be undertaken by our contractors.
  7. If your application does not meet our criteria, we will let you know the reason(s).
  8. You will receive feedback on your application within 4 weeks from date of receipt.

**THESE GUIDANCE NOTES ARE FOR YOUR INFORMATION  
PLEASE DO NOT RETURN THEM WITH YOUR APPLICATION**

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2 Bristol Avenue  
Colindale  
NW9 4EW

Tel: 020 8359 3555  
Email: highwayscorrespondence@barnet.gov.uk

**VEHICLE CROSSOVER MARKING APPLICATION (WHITE LINE)**

**You must fully answer all the questions to ensure your application is processed as quickly as possible.**

**HIGHWAYS ACT 1980, SECTION 184(11)  
PUBLIC FOOTWAYS AND VERGES  
APPLICATION FOR A VEHICLE CROSSOVER MARKING**

<b>RECEIPT NO:</b>
<b>DATE:</b>
<b>BY:</b>

We strongly advise you to read the attached Guidance Notes before completing all sections of the application form in clearly printed **CAPITAL LETTERS**.

<p><b>1. Name and address of Applicant</b></p> <p>Title: .....</p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Postcode: .....</p> <p>Telephone Number: .....</p> <p>Email address.....</p> <p>.....</p>	<p><b>2. Name and address of Agent if different from No.1</b></p> <p>Title: .....</p> <p>Name: .....</p> <p>Address: .....</p> <p>.....</p> <p>.....</p> <p>Postcode: .....</p> <p>Telephone Number: .....</p> <p>Email address.....</p> <p>.....</p>
<p><b>3. Is the property a maisonette/divided into flats?</b></p> <p style="text-align: center;">Yes/No</p>	<p><b>4. Fees</b></p> <p>Please ensure that your cheque for £165.98 is enclosed – made payable to “Barnet Corporation”</p>
<p><b>5. Shared Vehicle Crossover Marking</b> <span style="float: right;"><b>Please turn</b></span></p> <p>If you are applying for a shared vehicle crossover marking, please make sure you have obtained your neighbour’s consent and ensure they provide a signature below.</p>	

**6.** I/we hereby request the London Borough of Barnet, the highway authority, to approve the proposed vehicle crossover marking and if approved supply me/us with an estimate of the cost of the works as approved or proposed by the Council

Signature ..... Applicant/Agent      Date: .....

Neighbour's Signature .....      Date: .....

**7. Please now ensure that:**

- i) You have answered all parts of this form – if incomplete your application may have to be returned or not processed until the required information is received.
- ii) You send the completed form with the required signatures
- iii) A fee of £165.98 made payable to Barnet Corporation. (A receipt will be sent to you.)

**Data Protection**

*We would like to ensure you that the information you provide will be stored carefully and the data you provide will not be used or given to external companies for sales or marketing purposes. We would further like to ensure you that in accordance with Barnet and Re's data protection rules and regulation we will only hold your personal information on record for 6 years before we dispose of it in a legal and secure issue.*