

Guidance notes for vehicle crossover marking application (White H-bar line)

These guidance notes are provided to help you in understanding the procedure and guidelines, which will need to be followed to obtain a formal approval from the council for provision of a vehicle crossover marking.

Crossover markings are placed in their locations to advise other motorists 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 1.5 metres either side of where the flush (flat) section of kerb ends.

Your council deals with all such applications in accordance with the guidelines approved by the appropriate Portfolio Holder.

To enable us to process your application quickly, please provide to the best of your ability 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, of where the crossover marking is required.

2. The Location of Proposed Crossover Marking

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

3. Fees

The regulations made under the Local Authorities (Transport Charges) Regulations 1998 authorised local authorities to impose charges for dealing with specified matters about certain highway, road traffic regulations and travel functions.

The consideration of a request to provide a vehicle crossover marking by the council in accordance with the required criteria is a chargeable function. The initial fee (deposit) for processing an application is £70 and this is not refundable in any instance.

The payment can be made online using the web form, by cheque or postal order. If paying by cheque or postal order, please ensure that the £70 is made payable to "London Borough of Harrow" 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 basic criteria, to see whether you would qualify for a vehicle crossover marking, before you submit the application form.

After we determine the length of line that would suit your requirements, normally done by a site visit, there is an additional charge payable for the marking of £210 for a length of up to 5 metres, which is subsequently increased by £28 for each additional metre.

The Council reserves the right to remove such markings at any time (for example if parking controls / waiting restrictions are introduced in the road). No refunds will be issued under these circumstances.

The life of the white lining shall be deemed to be 2 years and will be guaranteed for that period by the Council, after which time renewal would be undertaken at the applicant's request for a set fee. The refresh fee is currently set to £27.80 per metre of line, but this is subject to change in the future.

This service is offered free of charge to:-

- Disabled applicants, subject to submission of relevant documents highlighted on the web form or under section 7 of the paper application form; and,
- General accesses serving multiple premises / parking spaces / garages.

4. Vehicle Crossover Markings are Provided According to the Following Criteria:

- Only to be provided in conjunction with an approved crossover
 - To be provided at locations where there are no existing waiting restrictions (yellow lines) present
 - Not to be provided at locations where markings could encourage parking in a dangerous or obstructive position.
 - 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.
 - Shared crossovers will be considered, subject to obtaining your neighbours consent (section 5 of the paper application form)
5. If your application is approved, you will receive a notification together with an estimate for the work undertaken by our contractors.
6. If your application does not meet our criteria, we will let you know the reason(s).
7. Please be aware that the markings are advisory only, however the Council do have powers to issue Penalty Charge Notices where a contravention (i.e. parking adjacent to a dropped / flush kerb) takes place, but this is not affected by the presence or absence of markings. If you wish the Council to take enforcement action concerning a vehicle blocking a dropped kerb access to your premises please contact the Parking Operations team on 0208 424 1858 (Mon-Fri 9:00 am to 5:00 pm) or 0208 863 5611 outside of these hours. Further information can be found on the Harrow Council website.
8. Only contractors approved by the Council can undertake works for us in the public highway. The contractor for the provision of crossover marking has been appointed

after competitive tendering by the council with the aim of providing good value for money.

9. Your application will be processed within 12 weeks from date of receipt.

THESE GUIDANCE NOTES ARE FOR YOUR INFORMATION; PLEASE DO NOT RETURN THEM WITH YOUR APPLICATION IF SUBMITTING BY POST

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