

Bitesize guidance - Vehicle Access / Crossover Applications

All information (for example on forms, statements or covering letters) you send us in relation to a planning application is public information, will be available for public inspection on the internet and by law must be available for anyone to inspect.

All submitted information is reviewed and only personal information including your signature, email address or telephone number will automatically be removed.

If you are submitting any forms or statements containing other information you consider to be personal or sensitive information, you must clearly identify within documents names or title pages that such information is included within, and the Council will determine whether it can accept the information to be treated confidentially.

If you require advice in this regard, please contact planning.general@gravesham.gov.uk before submitting your application or information.

National requirements

Application Forms

- The form must be completed in full, signed and dated.
- The description of the development should be concise, clear, and accurately reflect all aspects of the proposal requiring planning permission.
[Find guidance on how to fill out these forms from the Planning Portal.](#)
- Applications for extensions to flats need to be on full planning application forms (not householder forms). Failure to use the correct forms will delay the application and make it invalid.
- On the form, only one of ownership certificates A, B, C or D must be completed stating the ownership of the property.
- Certificate A should be completed if you are the owner of the building / land, or you have a freehold interest or leasehold interest with at least 7 years left to run.
- If Ownership Certificate B is completed, notice 1 is required (this will be necessary if the works include the construction of a party wall extending onto neighbouring land).
- If Ownership Certificate C is completed, Notices 1 and 2 are required.
- If Ownership Certificate D is completed, Notice 2 is required.
- Please note, that if the pavement in front of the site is included in the red line please complete Certificate B and serve notice on the Highways Authority if you are not the owner of the pavement.
- Agricultural Holdings Certificate - even though your application is for a non-agricultural use - please confirm whether or not any of the land to which the application relates is, or is part of, an agricultural holding.

Fee

[Use the fee calculator from the Planning Portal.](#)

Location plan

The plan must:

- Identify the whole of the application site with a red outline. This will usually be the curtilage (entire plot) of your dwellinghouse
- Any neighbouring land owned by the applicant should be outlined in blue
- Include the site and neighbouring property numbers / names and at least two named roads where possible
- Based on an up-to date map
- Drawn to an identified metric scale 1:1250 (scale bar included on drawing)
- Show the direction of North

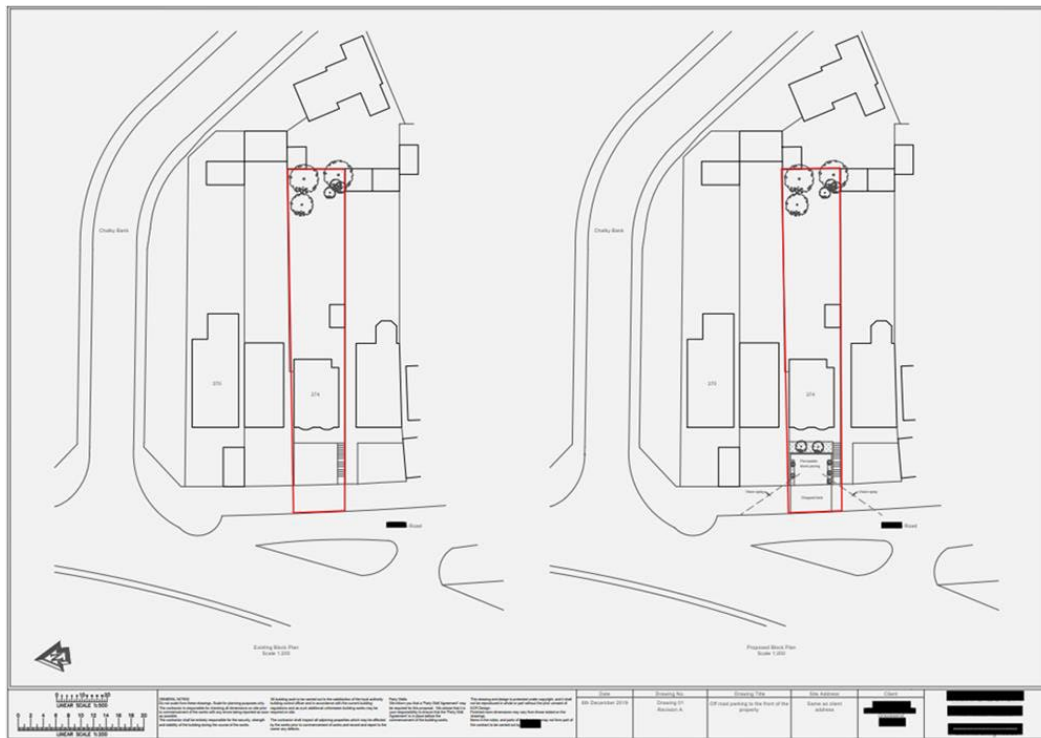
- Include all land necessary to carry out the development - for example, land required for access to the road if you are applying for a driveway access



Block plan

The plan (existing and proposed block plans should be provided if structures are to be demolished / altered) must:

- Be drawn to an identified 1:100 or 1:200 scale – scale bar included on drawing and showing the direction of north
- the development in relation to site boundaries and other existing buildings on the site
- all the buildings, roads and footpaths on land adjoining the site including access arrangements
- all public rights of way crossing or adjoining the site
- the position of all trees on the site, and those on adjacent land that could influence or be affected by the development
- the extent and type of any hard surfacing, existing and proposed
- boundary treatment including walls or fencing if this is proposed.



Local requirements

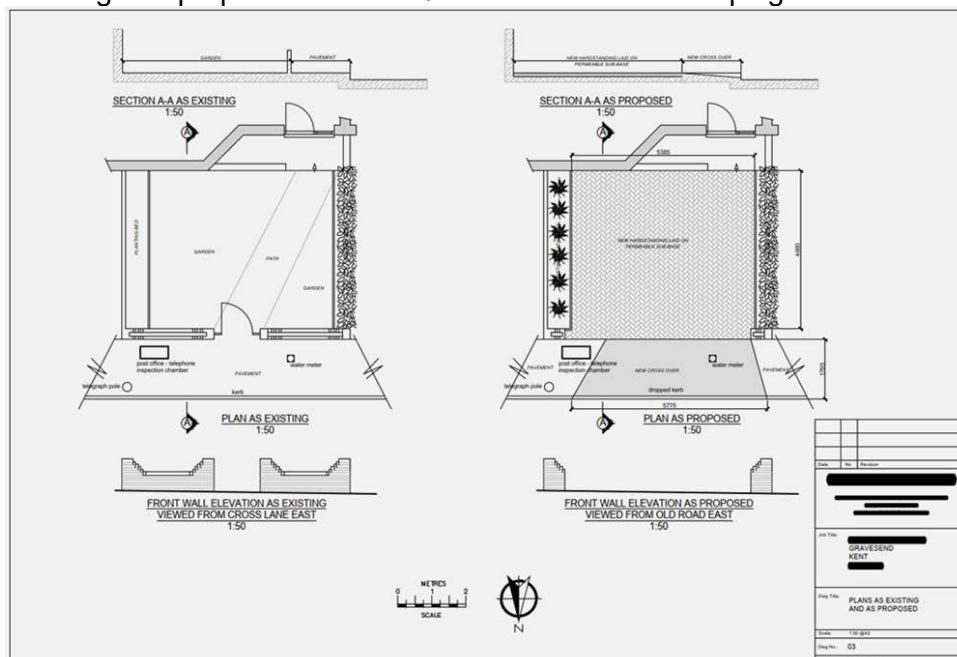
General requirements

- All drawings must include a title and drawing number (with the relevant revision number as necessary) Identify the print (paper) size
- Electronic drawings must be in pdf format

Plans, elevations, and sections

Plans must:

- be at an appropriate scale, usually 1:50 or 1:100
- where altering boundaries, be included for all elevations affected (if no external changes are proposed, plans should be annotated clearly to reflect this)
- show the full elevation of the building or boundaries affected
- show the relationship to neighbouring buildings (if relevant)
- reflect changes in ground levels, slopes or retaining walls
- show existing and proposed surfaces / materials and landscaping



Tree survey and report

Where the proposed development proposes the removal of or will / may affect trees on the site or neighbouring land, provide a survey and report which identifies:

- The species, position of trees and canopy spread on the block plan and floorplans
- Which trees which are to be felled, retained, or affected by the proposed development.
- The location of any trees within adjacent properties that may be affected by the development.

A statement in relation to the measures to be adopted during construction works to protect those trees shown to be retained on the submitted drawings may also be necessary.

This information should be prepared by a qualified arboriculturist.

[BS5837:2012 – trees in relation to design, demolition, and construction.](#)