

**DEVELOPMENT & REGULATORY SERVICES  
HIGHWAYS SERVICE**

**TRAFFIC & DEVELOPMENT SECTION**

**APPLICATION TO CONSTRUCT VEHICULAR ACCESSES ON THE PUBLIC  
HIGHWAY FOR NEW DEVELOPMENTS AND ASSOCIATED HIGHWAY  
REINSTATEMENTS UNDER SECTION 184 OF THE HIGHWAYS ACT 1980**

**- NOTES -**

- A. Before completing this form, please read the attached guidance notes for vehicle crossovers & highway accesses for new developments requiring highways authority approval which outlines the specifications, general procedures and requirements.**
- B. The applicant is requested to complete this form in BLOCK CAPITALS, Sign it and send it with relevant requested details (see Page 3) to the address shown on page 4, or electronically to [highway.development@barnet.gov.uk](mailto:highway.development@barnet.gov.uk)**
- C. Please note that vehicle crossings and any associated highway works on the public highway will ONLY be carried out by contractors approved by the Council.**

**1. DETAILS OF APPLICANT / DEVELOPER / AGENT:**

Name of Registered Company: .....

Address: .....

.....

..... Post Code: .....

Contact Name: .....

Telephone No's including Mobiles: .....

Email address: .....

**2. SITE LOCATION:**

Scheme Name: .....

Site Address: .....

.....

**Details of Application**

	Heavy duty Crossovers	Standard Vehicle Crossover	Temporary (Habitual) crossovers	Redundant Crossovers to be reinstated
Number(s) required				

Proposed Start Date for the Development: .....

Expected Completion Date for the Development: .....

Required Date of commencement of Crossover / Highway Works: .....  
*(By the Council's Term Contractor – Please ensure that you allow a minimum of twelve weeks between on-site completion and your official handover date)*

**3. DETAILS OF PLANNING APPLICATION:**

Planning Reference Number: ..... Date of Approval: .....

Relevant Approved Drawing No's: *(i.e. highways, drainage, etc)*

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 .....

**4. DETAILS OF MAIN CONTRACTOR:**

Name of Registered Company: .....

Address: .....

..... Post code: .....

Daytime Tel number: ..... Out of Hours Tel No: .....

Site Contact Name: ..... Site Phone No: .....

Mobile Number: .....

**5. ADDITIONAL REQUIREMENTS FOR THE PUBLIC HIGHWAY DURING CONSTRUCTION:**

Road Closure	Y	N
Suspended Parking Bays	Y	N
Temporary waiting Restrictions	Y	N
Material Licenses	Y	N
Skip Licenses	Y	N
Hoarding Licenses	Y	N
Protection of street tree	Y	N
Lighting column	Y	N
Other	Y	N

*(Circle above as required)*

Other, give details .....

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**6. CHECKLIST:**

a) Technical Approval Fees (Currently £3,989.65 per access created or removed – Refer to note 8 of Section B of the Guidance Notes)	
b) Highway Works Payment / Bond (equivalent to the value of the Highway Works)	
c) Copy of contractors Public Liability Insurance	
d) Copy of Planning Consent (Refer to note 3)	
e) Site external layout drawings	
f) Developer / Client details	
g) Photographic Condition Survey (Refer to note 17 of Section B of Guidance Notes)	
h) Trial Hole Data for existing services across new accesses (Refer to note 18 of Section B of the Guidance Notes)	

This application form is intended for all new developments (two or more units) requiring light / heavy duty crossovers, temporary habitual crossings, accesses serving multiple dwellings; commercial or industrial development; accesses to car park / forecourt; accesses for emergency and refuse vehicles or single access that forms part of a multiple property development to facilitate site construction or permanent accesses for the new development. There is a separate application form specific to dropped kerb requests for domestic / single dwellings which must be made by the property owner. It is the developer’s responsibility to ensure a full detailed submission is provided with the application and to arrange for altering of any mains or services affected by the proposed highway works.

For the financial year 2024-25, the Council currently levies a fixed charge of £3,989.65 per access / crossover created or redundant crossover reinstated, and this charge is reviewed annually by the relevant committee. The fees are calculated based on the number of accesses, crossovers and redundant crossovers which need to be created, re-aligned or reinstated on the public highway for the whole development. The fees cover costs associated with Officer time and the administration, site assessment, technical approval, estimation of highway works refundable deposit, inspection and certification of the works and covers staff cost from the time of application made to the completion of highway works. The fees do not include the costs of carrying out the works or costs associated with lowering of services affected by development proposals.

**Refund of Application Fees:** If the application is withdrawn then the Council reserves the right to make deductions to fees paid to cover all costs it has incurred in processing the submission based on time charge as per Fees and Charges Rates Officer time.

For the financial year 2024-25:

	Hourly Rate
Hourly Rate up to Senior Engineer	£171.34
Hourly Rate above Senior Engineer	£266.24

**7. DECLARATION BY THE APPLICANT**

*I confirm that the foregoing details are correct and acknowledge that the works referred to above will be designed in accordance with the requirements of the attached guidance notes, specifications, general procedures, and conditions which I accept. I also enclose the appropriate fees detailed above. In the event of this application being approved I undertake to bear the cost of any alteration to statutory undertaker apparatus, street furniture, lighting columns and trees on the public highway.*

Signature: ..... Block Capitals: .....

Position in company: ..... Date: .....

**NOTE: THE COUNCIL RESERVES THE RIGHT TO REFUSE ANY APPLICATION WHERE THIS FORM HAS NOT BEEN COMPLETED IN FULL OR WHERE THE APPLICANT HAS NOT PROVIDED THE REQUIRED INFORMATION IN ACCORDANCE WITH THE ATTACHED GUIDANCE NOTES.**

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO:**

**London Borough of Barnet  
Development Regulatory Services  
Highways Service - Traffic & Development Section  
3rd Floor  
2 Bristol Avenue,  
Colindale,  
London NW9 4EW**

**(Or forward electronically to  
[highway.development@barnet.gov.uk](mailto:highway.development@barnet.gov.uk))**

**HOW YOUR INFORMATION WILL BE USED**

*Barnet Council will collect and use the information you give us to undertake our functions as a local authority and deliver services to you. It is our responsibility to ensure that your information is kept safe. Where necessary and legally allowed, we will share your information with trusted external organisations, commissioned partners and contracted service providers in order to deliver services and support to you.*

*The information we collect may be used to better understand your use of our services and assist us in improving our services. This is to ensure we are using public funds in the best possible way. Under our duty to protect public money we may use the information you have provided for the prevention and detection of crime.*

*For further details of how we use your information and to understand your rights please visit [www.barnet.gov.uk/privacy](http://www.barnet.gov.uk/privacy) or email [data.protection@barnet.gov.uk](mailto:data.protection@barnet.gov.uk) to request a full copy of our privacy notice.*