ENFIELD COUNCIL

Pavement Renewal Scheme
Application for a Dropped Kerb for Vehicles

Please read the guidance notes before completing the form and answer all the questions to help us process your application as quickly as possible.

This form can be filled in electronically, saved and emailed to us at pavement.renewal@enfield.gov.uk

1  NAME AND ADDRESS OF APPLICANT/AGENT to whom all correspondence will be sent

Title: __________________________________ Name: ______________________________________________________
(Mr, Mrs, Miss, Ms, Dr, etc.)

Address: __________________________________________________________________________________________

_________________________________________________________________________________________ Postcode: ______________________________________________________________________________

Email address: __________________________________________ Contact tel. no: ________________________________

a) Are you the owner of the property/land the vehicle will be parked on?  Yes □  No □

(If not, we require written consent from the owner of the property/land before we can process the application. We will confirm the written consent with the land owner. This consent is also required if you are a Council tenant).

Written consent required and provided?  Yes □  No □

b) If planning permission has been granted for a dropped kerb,

please provide the planning reference no. _________________________________

2  LOCATION OF THE PROPOSED DROPPED KERB  Address including postcode (if different from above)

_____________________________________________________________________________________

3  WIDTH AND TYPE OF DROPPED KERB REQUESTED  (please tick appropriate box)

First dropped kerb  (ie. there are no other dropped kerbs already constructed which serve this property)

☐ dropped kerb for one parking space (normally 2.4 metres)
☐ dropped kerb for two parking spaces side by side (normally 4.8 metres)
☐ other width ____________ metres (between 2.4 metres and maximum 4.8 metres)

Please indicate the preferred location of the dropped kerb (when viewed from the road)

☐ Left  ☐ Middle  ☐ Right

Additional dropped kerb  (please ensure you meet the criteria stated in the guidance notes)

☐ width required ________ metres (maximum 3.0 metres)

Extending an existing dropped kerb

Width of extension required ________ metres (providing a dropped kerb up to maximum 4.8 metres for a first dropped kerb or up to maximum 3.0 metres for a second dropped kerb).

Please note that where an access is shared by adjoining properties, the total continuous dropped kerb width must not exceed 9.6 metres (4.8 metres per property).
4 ADDITIONAL INFORMATION

Please answer all questions by ticking the correct box so we can check whether planning permission is required.

a) Is the property:
   - ☐ house/bungalow
   - ☐ maisonette
   - ☐ flat
   - ☐ industrial/commercial
   - ☐ Council-owned
   - ☐ former Council-owned
   - ☐ housing association
   - ☐ owner-occupied
   - ☐ rented

5 DRAINAGE AND SURFACING

a) How will you prevent surface water from draining onto the highway? (Please refer to the guidance notes.)

b) Will you need to build a parking area? ☐ Yes ☐ No

   If not, was your parking area built within the last four years? ☐ Yes ☐ No

c) How is the parking area surfaced, or how will it be surfaced?
   - ☐ Permeable surfacing e.g. grass cellular paving
   - ☐ Gravel with a stone size greater than 20mm (loose gravel/pea shingle less than 20mm in diameter is not acceptable)
   - ☐ Asphalt/tarmac
   - ☐ Paving slabs/blocks
   - ☐ Other (please specify) ______________________________________________________

Declaration

I hereby request Enfield Council, the highway authority, to approve with or without modifications, the proposed dropped kerb and, if approved, provide me with a quotation for the cost of the works as proposed by the Council.

I understand that during the assessment of the application it may be necessary for a Council Officer(s) to come onto the property and I confirm I have no objections to this, or I have obtained the necessary consent from the owner. (All members of staff are required to carry Council-issued identification cards.)

I agree to complete any works required to my property to meet the dropped kerb criteria within 3 months of the dropped kerb being constructed.

I agree that any vehicle parked on the property will not overhang the pavement.

I agree that no vehicle will be driven over the pavement until the dropped kerb has been constructed.

I agree that no vehicle will be driven over the un-strengthened pavement to gain access to the property.
I understand that the authority has the right to refuse an application.

I understand that the authority will use this information to process my application and may share it with third parties in order to complete the process. I have read and understood the data protection information in the guidance notes provided.

Signature: ________________________________________________

☐ Applicant  ☐ Agent

Date: __________________________

Please now ensure:

1. You have answered all parts of this form. If incomplete, your application may have to be returned or remain unprocessed until the required information is received;
2. You have paid the application fee using the reference number on the letter;
   - Payment can be made by debit/credit card on the council’s website at www.enfield.gov.uk, ‘Make a payment’.
   - You may also pay by debit/credit card by calling the Customer Service Centre on 020 8379 1000 or in cash/ by debit/credit card at the Civic Centre in Silver St EN1.
3. Insert your payment reference number here _________________________________;
4. You have saved this form as the address of the proposed dropped kerb location, if emailing;
5. You send the completed form to the email or address below.

(Due to timescales on pavement renewal schemes we are unable to accept payment by cheque)

Please return this form by email to pavement.renewal@enfield.gov.uk

Or by post to:

Highway Services
Streetscene Improvements
Environment & Operational Services
Place Department
B Block North, Civic Centre
Silver Street
Enfield
EN1 3XD