APPLICATION TO FORM A NEW OR ALTER AN 
EXISTING VEHICLE CROSSING OVER A 
FOOTWAY OR VERGE OF A PUBLIC ROAD 
(In Terms of Section 21 of the Roads (Scotland) Act 1984)

Please note that we would advise not to arrange for work to be carried out on your property 
in anticipation of permission being granted for a vehicle crossover. Work should only 
commence upon receiving written approval. The proposed driveway should be drained 
internally with no surface water to run onto the footpath or road.

An Administration and Inspection fee of £60.00 is payable. Payment can be made by either 
cheque or postal order. Cheques and postal orders are to be made payable to Aberdeen 
City Council and must accompany the application form.

1. PERSONAL DETAILS: (All details must be completed in CAPITAL LETTERS)

<table>
<thead>
<tr>
<th>Title (Mr / Mrs / Miss / Ms etc)</th>
<th>Surname</th>
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</thead>
<tbody>
<tr>
<td>Full Forename (s)</td>
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<tr>
<td>Home Address</td>
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<td>Postcode :</td>
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<td>Home Tel:</td>
<td>Daytime Tel:</td>
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<td>E-mail address:</td>
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2. DETAILS OF SITE: (* Delete as appropriate)

1. Is your property a Council House? * Yes / No
   If “Yes” for further advice contact Sales and Consents team, Marischal 
   College, Broad Street, Aberdeen or on 01224 522825
2. Is your property a Flat * Yes / No
   If “Yes” for further advice contact Planning Team, Marischal College, 
   Broad Street, Aberdeen or on 01224 523470
3. Is the proposed driveway a minimum of 5.0 metres long * Yes / No
4. Is the proposed driveway at right angles to the road * Yes / No

3. TYPE OF CROSSING: (‘û ’as appropriate)

Single O   Double O   Extension to existing crossing O
(Serves 1 vehicle) (Serves 2 vehicles)

4. PROPOSED SITE LAYOUT: (Section should be completed)

Please draw a detailed sketch showing the layout and position of the proposed access. 
Show lamp columns, manholes, trees, hedges, walls, watercourses and other similar 
obstructions on the sketch. If porous material is not being used please show appropriate 
proposed drainage system.

The diagram overleaf shows a typical layout for a vehicle crossing, as viewed from above 
your house dimensions a to e need to be shown on your sketch of the proposed access and 
parking area.
Sketch your layout here showing dimensions a – e (as per diagram below) / please draw in a separate sheet if the space below is not adequate.

(a) = Distance from the house to the public footway (front garden length) must be a minimum of 5.0 metres or 6.0 metres if parking area is in front of a garage or door

(b) = Distance from the far left of the property to the upper left corner of the crossing (length of your front left fence, if you have one)

(c) = Width of the crossing (normally 3.0 m for 1 vehicle, 5.0 m for 2 vehicles)

(d) = Distance from the upper right corner of the crossing to the far right of the property (length of your front right fence, if you have one)

(e) = Width of verge / footway

I wish to apply for a domestic footway/verge crossing.

Signature of Applicant: ____________________________      Date: _____/_____/_____

Upon completion please return to:

Driveway Applications, Traffic Management Team, Aberdeen City Council, Business Hub 11, Second Floor West, Marischal College, Broad Street, Aberdeen, AB10  1AB