**Planning**

135 Eastern Avenue

Milton Park

Milton

OX14 4SB

**Do I need planning permission to drop my kerb?**

**registration@southandvale.gov.uk**

**01235 422600**

You are being asked for your name, address, telephone number and email address so that we can provide you with the advice you have requested. We believe this service is provided to you because it is in your legitimate interests, as well as in the council’s, to keep you informed. We will keep these records permanently.

You have the right to request at any time:

1. what data we hold about you; please refer to our webpage on data subject access requests, as you may wish to use our specific form for this
2. that incorrect or out of date information about you be corrected;
3. that we suspend processing your data for a short while if appropriate
4. that all your data relating to this service be removed from our records

If you would like to exercise these rights, please contact us on 01235 422600 or by email on registration@southandvale.gov.uk

Our records, and those of our contractors/partners, are regularly monitored by auditors to ensure your information is kept securely and used only for the purposes mentioned above

If you would like to know more about how we use and store your data, please see our webpage.

South Oxfordshire District Council: [southoxon.gov.uk/gdpr](http://www.southoxon.gov.uk/about-us/contact-us/requesting-information/data-protection-0)

Vale of White Horse District Council: [whitehorsedc.gov.uk/](http://www.whitehorsedc.gov.uk/about-us/contact-us/requesting-information/data-protection)gdpr

To help us provide you with the best service we can, we may ask you to take part in consultations. This would typically involve completing a short questionnaire either on paper or online through our website. You may change your mind at any time.

Please tick this box if you would be willing to take part [ ]

If you believe we have not handled your personal data as we have described here, please either call 01235 422485 or contact us by email to data.protection@southandvale.gov.uk and your concerns will be fully investigated. If, after we have investigated your concerns, you are not satisfied with our conclusion, you have the right to refer the matter to the Information Commissioner’s Office (ICO). You can reach them through this link to their website or call them on 0303 123 1113. Their mailing address is:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

 SK9 5AF

**Important Information**

Please complete this form if you want advice as to whether planning permission is required to **drop your kerb, and/ or create or alter an access**. This is not an official planning application. The cost of this service is **£52.50** including VAT. We aim to get a response to you within **20 working days** of receiving the form and fee.

Your proposal will be assessed against **Schedule 2, Part 2, Class B of the Town and Country Planning (General Permitted Development) Order 2015**.

To benefit from Permitted Development rights, **dropping a kerb will need to be done in conjunction with other works under Permitted Development**, as per the wording of the above legislation. This **cannot** only include construction of means of enclosures, for example gates, fences and walls.

Please be aware that **after you receive a response to this enquiry, you will need to apply to Oxfordshire County Council**. If your written response advises that planning permission is not required, it can be used as the **confirmation in writing** that is needed for your application to Oxfordshire County Council.

You will need to contact Oxfordshire County Council directly regarding their application process. Their application form and guidance are available on their website. If you require assistance with this process, Oxfordshire County Council Highways’ telephone number is **0345 310 1111**.

The advice given in this enquiry will be **informal** and **based on the information you supply**.

A written response from the District Council will not protect you from possible enforcement action if the

works you carry out are subsequently found to require planning permission or are different to the details in your application.

If you want a legally-binding response, you will need to apply for a ‘Lawful Development Certificate’, although this is not a requirement for your application to Oxfordshire County Council.

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| **Contact details** |
| Name: Click or tap here to enter text.Address: Click or tap here to enter text.Postcode: Click or tap here to enter text. Daytime Telephone Number: Click or tap here to enter text.Email Address: Click or tap here to enter text. |
| **Details of the Property (if different to above)** |
| Address: Click or tap here to enter text.Postcode: Click or tap here to enter text.  |
| **Please select the preferred method of £52.50 payment**BACs details are available on request after the application reference is generated |
| Over the phone by card(by calling 01235 422600) [ ]  | Bank transfer [ ]  | Currently we are unable to accept payment by Cheque |
| **Details of your proposal** |
| Are you creating a new vehicle access across a pavement or verge? Yes [ ]  No [ ]  |
| Are you proposing to extend an existing dropped kerb? Yes [ ]  No [ ]  |
| Do you attach a photograph showing the area of kerb that you intend to drop? Yes [ ]  No [ ] **(Helpful but not compulsory)** |
| **Please answer the following question if you propose to build a fence, wall or gate**How high will the proposed fence, wall or gate be (Metres)? Click or tap here to enter text.Please show the proposed location on your sketch plan |
| **Please answer the following questions if you propose to create –** **a new or altered hard standing / driveway (either in whole or in part)**1. Are you creating a new or altered hard standing? Yes [ ]  No [ ]
2. Will the hard surface be situated in the garden between the front Yes [ ]  No [ ]

of the house and the road? 1. Will the surface being laid down or replaced be more than five square metres? Yes [ ]  No [ ]
2. Will the new surface be made of permeable or porous materials such as Yes [ ]  No [ ]

gravel, permeable concrete block or porous asphalt? 1. If the answer to (c) is No, will water be able to run off into a Slot Drain or Yes [ ]  No [ ]

onto a permeable, or porous surface, or an area such as a lawn or flower bed?  |
| **Do you propose to carry out any other works in connection with the proposed or altered access?** Yes [ ]  No [ ]  If yes, please provide detailsClick or tap here to enter text.  |
| **After completing your form and Sketch Plan** |
| Please use the space on the next page to draw a plan and sketch of your proposal.Please **return the form and completed sketch plan** (along with any other attachments) to **registration@southandvale.gov.uk**. You can attach any other information you believe may be relevant, including photographs. **Payment** can be made by credit or debit card by calling **01235 422600**. **Please refer to our website for our up to date working arrangements** |

**Please include:**

* Any existing dropped kerb
* Proposed dropped kerb location and length
* Any proposed hard standing location, size and material
* Any other necessary works, for example demolition of front wall