



2026

Request to install or use a cross pavement electric vehicle charging arrangement



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Spofforth Park Management Company

Purpose of this document

Spofforth Park Management Company Limited, SPMC, recognises that more residents may wish to consider electric vehicles and that some homes may not have a straightforward charging arrangement because of the layout of driveways, parking spaces, shared access areas or estate land.

This document explains what information SPMC will need before it can consider any request involving a cross pavement charging channel, cable route, electric vehicle charger, or similar arrangement.

This document does not give permission. It sets out the information required so that SPMC can properly assess the request.

Why SPMC needs this information

Spofforth Park is a Section 106 estate. SPMC is responsible for managing and maintaining parts of the estate on behalf of residents. Some areas are privately owned, some are shared, some are subject to estate covenants, and some may now be adopted highway or under the control of Leeds City Council.

A resident may need consent from more than one party before any work can proceed. Leeds City Council approval, where needed, does not automatically give permission to use or alter SPMC controlled land, shared areas, private driveways, visitor bays, verges, landscaped areas or estate infrastructure.

SPMC must also consider safety, insurance, maintenance, neighbour impact, estate covenants, future ownership and whether allowing one arrangement would create an issue for the wider estate.

Information residents must provide

Before SPMC can consider a request, the resident must provide the following information.

1. Details of the proposal

Please provide:

1. A short-written explanation of what you are asking permission to do.
2. The name and details of the product or system proposed, for example Kerbo Charge or any similar product.
3. Confirmation whether the proposal is linked to a Leeds City Council scheme, pilot or approval process.

4. A clear explanation of why a conventional electric vehicle charging arrangement is not possible.
5. Photographs showing:
 - your property;
 - the driveway or parking space;
 - the proposed charger location;
 - the proposed cable route;
 - any footway, verge, shared driveway, estate land or neighbouring land affected.
6. A marked plan or marked photograph showing the proposed route clearly.

2. Land ownership and affected areas

Please explain whether the proposed route or installation affects any of the following:

1. Land owned by you.
2. Land owned by a neighbour.
3. A shared driveway.
4. A visitor parking bay.
5. Estate land managed or controlled by SPMC.
6. A verge, landscaped area or service strip.
7. An adopted highway or public footway.
8. Any drains, utilities, cables, ducts, inspection chambers or estate infrastructure.

Please provide any evidence you have showing who owns or controls the land affected.

3. Permissions from other parties

Please provide:

1. Written confirmation from Leeds City Council, where the proposal affects adopted highway, public footway or any area under its control.
2. A copy of any Leeds City Council application, assessment, licence, approval or letter of comfort.
3. Written confirmation from any neighbour whose land, access, driveway, parking rights or enjoyment of their property may be affected.

4. Confirmation that the proposal will not interfere with any other resident's rights, access or parking arrangements.
5. Confirmation that no work will start unless all necessary permissions have been obtained.

4. Technical and safety information

Please provide:

1. Details of the proposed charging unit.
2. Details of who will install the charging unit and any associated works.
3. Confirmation that the installer is suitably qualified.
4. Confirmation that the installation will comply with all relevant electrical safety requirements.
5. Details of the cable to be used.
6. Confirmation that the cable will not create a trip hazard or obstruction.
7. Confirmation that the cable will only be used when the vehicle is actively charging and will be removed immediately afterwards.
8. Confirmation that the cable will not be left across any path, accessway, driveway or estate area when not in use.

5. Parking and use

Please provide:

1. Confirmation of where the vehicle will be parked while charging.
2. Confirmation that the vehicle will not obstruct:
 - the footway;
 - the road;
 - a shared driveway;
 - a visitor bay;
 - a neighbour's access;
 - estate maintenance access.
3. Confirmation that the arrangement will not be used to claim any reserved right over a visitor bay, shared bay or on street parking space.

4. Confirmation that the proposal will not affect the normal use of the estate by residents, visitors, contractors or emergency services.

6. Insurance, liability and indemnity

Please provide:

1. Evidence of suitable public liability or third-party insurance covering the proposed installation and its use.
2. Confirmation that insurance will remain in place for as long as the arrangement exists.
3. Confirmation that you accept responsibility for any injury, damage, complaint, claim or loss arising from the installation or use of the charging arrangement.
4. Confirmation that you will indemnify SPMC against any claim, cost, damage or liability arising from the installation, use, maintenance, repair or removal of the arrangement.
5. Confirmation that SPMC will not be responsible for electricity costs, cable use, charging disputes, safety claims, maintenance, repair, replacement or removal.

7. Maintenance, repair and removal

Please provide:

1. Confirmation that you will be responsible for all costs associated with:
 - application;
 - installation;
 - maintenance;
 - cleaning;
 - inspection;
 - repair;
 - replacement;
 - removal;
 - reinstatement of any affected land.
2. Confirmation of who will maintain the charging channel, cable route or any other equipment.

3. Confirmation that you will keep the channel or route clear, safe and properly maintained.
4. Confirmation that you will remove the arrangement and reinstate the land if required by SPMC, Leeds City Council or any other relevant authority.

8. Estate covenants and SPMC consent

Please confirm that you understand the following:

1. SPMC has not written the estate covenants, but it is responsible for managing the estate in accordance with them.
2. Permission from Leeds City Council or a product supplier does not remove the need for SPMC consent where estate land, shared areas, covenants or management responsibilities are affected.
3. SPMC may need to consider the TP1, transfer documents, estate covenants, parking arrangements and any rights affecting the land.
4. If SPMC is willing to consider the request, any permission is likely to be by a written licence.
5. Any licence would not be a permanent waiver, deed variation, transfer of rights or general precedent for other properties.
6. Any permission may be personal to the resident, conditional, time limited, reviewable or capable of being withdrawn if the conditions are breached or the arrangement causes problems.

9. Future sale of the property

Please provide:

1. Confirmation of what would happen if you sell or let the property.
2. Confirmation whether the installation would be removed, transferred or disclosed to the buyer.
3. Agreement that any arrangement must be disclosed to future buyers where relevant.
4. Agreement that SPMC may require removal and reinstatement before or after sale if the arrangement is no longer authorised.

10. Evidence of need

Please provide:

1. Confirmation whether you already own or lease an electric vehicle.
2. If not, when you expect to buy or lease one.
3. Confirmation that the request is linked to a genuine intended use and not simply a speculative permission.
4. Details of any alternative options you have considered, including public charging points or other lawful charging arrangements.

How SPMC will consider the request

Once the information has been provided, SPMC will review the request. The Board may need to take advice before making a decision.

SPMC will consider, among other matters:

1. Whether SPMC has the legal power to give consent.
2. Whether the proposal affects estate land, shared land, neighbouring land or adopted highway.
3. Whether the proposal is consistent with the estate covenants and TP1 documents.
4. Safety and trip risk.
5. Insurance and liability.
6. Maintenance and future repair.
7. Impact on neighbours.
8. Impact on parking, visitor bays and shared access.
9. Whether the proposal creates a precedent or wider estate management issue.
10. Whether a written licence would be required.

No installation, works, cable route or charging arrangement may proceed unless and until written consent has been issued by all relevant parties.

Important note

SPMC is not refusing to consider electric vehicle charging requests. However, because these arrangements may affect private land, shared land, estate covenants, highway responsibilities, public safety and future liabilities, each request must be considered carefully and on its own facts.

Residents should not incur costs or start work until they have received all required approvals in writing.

Template letter from resident to SPMC

Below is a template letter available for your correspondence with us. Its use is optional and provided solely as a helpful resource.

Subject: Request for permission to install or use a cross pavement electric vehicle charging arrangement

Dear SPMC Directors,

I am writing to ask Spofforth Park Management Company Limited to consider my request for permission to install or use a cross pavement electric vehicle charging arrangement at my property.

My address is:

[insert full property address]

The reason for my request is:

[briefly explain why a normal EV charging arrangement is not possible, for example: my driveway is not directly next to my house, my parking space is separated from the property, or the cable route would otherwise cross land that I do not own or control.]

The product or system I would like to use is:

[insert details, for example Kerbo Charge, or another named product]

I understand that SPMC cannot give permission until it has enough information to consider the request properly. I also understand that any approval from Leeds City Council, Kerbo Charge, or another body does not automatically give permission for anything affecting estate land, shared areas, neighbouring land, visitor bays, verges, driveways, estate infrastructure, or estate covenants.

I have enclosed, or will provide, the following information:

1. A short explanation of the proposal.
2. Photographs of my property, driveway or parking area.
3. A marked photograph or plan showing the proposed charger location and cable route.
4. Details of any land affected by the proposed route.
5. Confirmation of whether the route affects my land, neighbouring land, shared access, adopted highway, footway, verge, visitor bay, service strip, or land managed by SPMC.
6. Any information, assessment, licence, approval or correspondence from Leeds City Council.
7. Any information or assessment from Kerbo Charge or the proposed supplier.
8. Confirmation of whether any neighbour's land, access, driveway, parking rights or enjoyment of their property may be affected.
9. Details of the proposed charging unit, cable and installation arrangements.

10. Confirmation that any installation would be carried out by a suitably qualified installer.
11. Details of insurance and public liability cover.
12. Confirmation of who would be responsible for installation, maintenance, cleaning, repair, replacement, removal and reinstatement.
13. Confirmation of where the vehicle would be parked while charging.
14. Confirmation that the arrangement would not obstruct the footway, road, shared driveway, visitor bay, neighbouring access, emergency access or estate maintenance access.
15. Confirmation whether I already own or lease an electric vehicle, or when I expect to do so.

I confirm that I will not start any works, install any equipment, create any cable route, or begin using any charging arrangement unless and until written consent has been issued by all relevant parties.

I also understand that, if SPMC is willing to consider the request, any permission may need to be by a formal written licence. I understand that any such licence may be conditional, personal to me, reviewable, time limited or capable of being withdrawn if the conditions are breached or the arrangement causes problems.

I accept that I would be responsible for all costs connected with the proposal, including application, installation, maintenance, insurance, repair, replacement, removal and reinstatement. I also accept that SPMC should not be responsible for electricity costs, charging disputes, cable use, maintenance, safety claims, damage, or liabilities arising from my installation or use.

If the proposal is approved and I later sell or let my property, I understand that I may need to disclose the arrangement to the buyer, tenant or occupier, and that SPMC may require the arrangement to be removed or regularised before or after sale.

Please let me know if SPMC needs any further information before the Board considers the request.

Yours sincerely,

[resident name]

[property address]

[telephone number]

[email address]

[date]