



VEHICLE CROSSOVER APPLICATION GUIDANCE

You must ensure that you have read the Vehicle Crossover Policy, the Conditional Legal Agreement, and this Guidance before considering applying for a Vehicle Crossover/Dropped Kerb

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Introduction

What is a vehicle crossover?

A Vehicle crossover also known as a Dropped or Lowered Kerb provides the legal means for motor vehicles to access a property. Lowering the kerb and strengthening the footway to allow vehicles to pass over reducing the likelihood of causing damage to either the footway or the numerous services usually located under the surface.

Does the application require planning permission?

Planning permission is generally needed if your property is located where:

- The access is to be on a classified / tiered or trunk road.
- The access is to a commercial property.
- The access is to a property that is a maisonette or divided into flats.
- The access is to a listed building.
- The access is in a conservation area, which is covered by Article 4 Direction of the Town and Country Planning (General Permitted Development) Order 1995, requiring planning permission for hard surfacing; and
- The access is likely to affect a tree, within the property, which is protected by a Tree Preservation Order.

If your property requires planning permission, you will need to obtain that permission before applying for the vehicle crossover.

N.B. Properties subject to planning permission must also meet the vehicle crossover criteria. Receipt of planning permission does not necessarily mean that a crossover can be installed as other highways issues may prevent such installation

Procedure for applications that do not require planning permission

The Council has designed its assessment criteria based on national safety guidelines with so that no maneuvering on the highway is necessary to obtain access to and from the property.

If after reading the criteria (Section A) and the terms and conditions (Section D), The Vehicle Crossover Policy and the conditional legal agreement you have decided you would like to proceed, please fill in the on-line application form [here](#).

On receipt of your application and non-refundable application fee an officer will assess your application, undertake a site visit and if suitable, prepare an estimate for the construction of a crossover. The Council will then email you the estimate and the terms and conditions for the vehicle crossover. On receipt of your signed confirmation and payment, construction of your crossover will be programmed with the Council's contractor. If you are a leaseholder or do not own the property, you will be required to provide written permission from the freeholder or owner of the property prior to a crossover being constructed. This also applies to Council or Housing owned properties and such written permission should be forwarded to Highways.Admin@walthamforest.gov.uk

A. Criteria for approving a vehicle crossover

- A1 The depth of the area you intend to park your vehicle, (forecourt/property frontage) within the property (measured at right angles (90 degrees) from the highway boundary (Where your garden wall, fence or hedge touches the pavement) to the nearest section of the property façade, (house brickwork, step or bay window) must be at least 4.8 metres to reduce the risk of vehicles overhanging the highway.
- A2 All applicants have to enter into a conditional legal agreement with the council. This agreement is recorded on the property's title deeds so as to continue in the event of change of ownership or occupier. The applicant will be required to pay an additional sum of £300.00 (non- refundable) to cover the legal costs. A copy of the conditional legal agreement can be viewed on the dropped kerb website page at <https://www.walthamforest.gov.uk/parking-roads-and-travel/roads-and-pavements/dropped-kerbs>
- A3 In accordance with the Vehicle Crossover Policy and the conditional legal agreement at least 50% of the front area of the property should have soft landscaping.
Soft landscaping means all soil-based areas where surface water is able to soak into the ground and will include grass lawns, flower and shrub borders/beds but will not include flower or shrubs that are encased in tubs, etc. Where a water butt is installed in the front area to contain surface water from downpipes the area that the water butt occupies can be included within the 50% requirement.
- A4 On the public highway the minimum width of an approved crossover is 2.5 metres at the back of the footway, (the footway where it meets your property boundary) and 3.5 metres on the kerb line (this includes the ramped edges). The width may be increased to a maximum of 3.50 metres at the property boundary (4.5 metres along the kerb including ramped edges) for a single crossover. Crossovers must be sited on the area of footway marked by the property boundary to which it serves and should not overhang the frontage of neighbour's property. The linking of more than two separate crossovers together will be discouraged to avoid excessive lengths of footway becoming crossovers, which is considered prejudicial to the public safety.
- A5 A vehicle must be able to enter and exit the property at right angles (90 degrees) to the highway in one movement. There must be no adjusting movements of a vehicle made on the highway when entering or exiting the property.
- A6 The distance from any junction, (side road or commercial property accesses) from the nearest edge of the proposed crossover must be at least 10m (8m Min on safety grounds).
- A7 The width of a grass verge, or amenity area (including shrubberies, hedges or other planted areas) in front of your property must be less than 3 metres in depth. Where two grass verges exist the combined

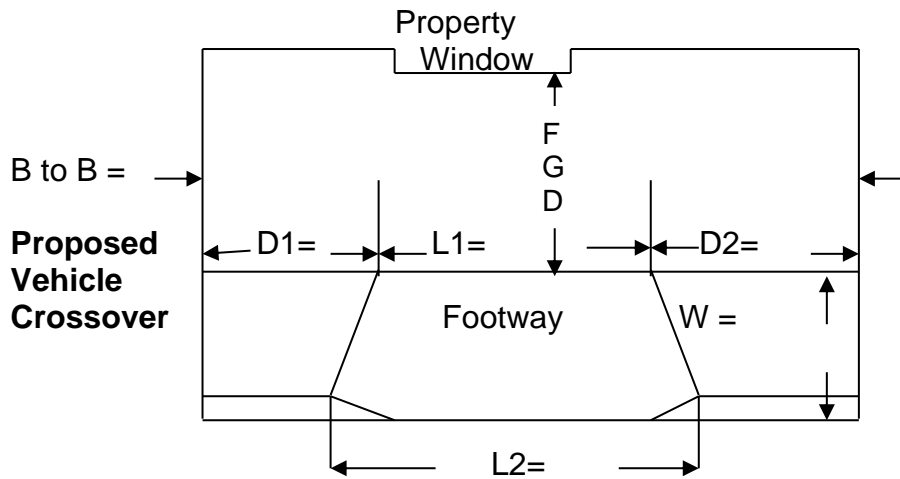
depth of grass must not exceed 3 metres.

- A8 All Street furniture, (post, bollard, sign post, lamp columns and utility plant, telegraph poles or sewer vent pipes) must be situated at least 1 metre from the top of the ramped kerb of the proposed crossover. (Any street furniture within 1.0 metre may be relocated but only at the full expense of the applicant.)
- A9 Applications requiring the removal of a street tree will be refused unless removal is agreed by the council's tree service. It should be noted that a healthy tree will not normally be removed. There must be a minimum of 2.0 metre from the base of the tree to the top of the ramped kerb of the proposed crossover. The cost of removal, replanting and/or relocation will be met by the applicant.
- A11 If gates are to be fitted across the vehicle entrance to your property they must not open outwards across the footpath or carriageway. (Highways Act 1980 - Section 153.)
- A13 Applications for crossovers to be sited within controlled parking zones (CPZ) will be required to meet the criteria outlined in this document. However, if it is necessary to remove an existing on street parking space an amendment to the Traffic Management Order will be required. All fees must be paid by the applicant to cover the council's costs in advertising and consulting on the proposal and will also significantly delay the process of approving a crossover application. The council may refuse an application where it is considered that the removal of too many on-street spaces or provision of too many crossovers would lead to insufficient on street space being available. The approval of a crossover would be subject to the outcome of a statutory consultation and therefore cannot be guaranteed. You will be advised of the exact costs, the minimum charge being £3,500 and they must be paid in full before the application can be progressed. There are no refunds of these costs.
- A14 Vehicle Crossovers will NOT be installed where the only space in the frontage for any vehicle is directly in front of the main access/egress to the property e.g. the front door
- A15 You will need the measurements shown in the block plan below to be able to complete the online application form and we would recommend that you take these measurements prior to starting the application form:

Ensure dimensions L1, L2, W, D1, D2 are completed, and your forecourt depth is included. The measurements should be completed in metres or part thereof to the nearest cm e.g., 1.1, 1.11, 1.12 etc

Note - The council will decide the final size and position of the crossing.

Please note that the measurement of the front garden depth will take into account any steps, planters or other permanent fixtures that are within the front garden for where the crossover is to be constructed.



B to B = boundary to boundary width

FGD = front garden depth – from front edge of garden to closest point on building frontage e.g. window bay, front step, planter

L1 = width of crossover requested at property boundary

L2 = width of crossover requested at edge of footway

D1 = width of frontage from edge of L1 to property boundary (left side)

D2 = width of frontage from edge of L1 to property boundary (right side)

W = width of footway

B. Appeals Procedure

- B1. Applicants will be notified in writing if the property fails to meet the criteria. The decision made is a final decision and is not subject to any form of appeal.

C. Guidance for converting front gardens

- C1 Do not go ahead with converting your front garden until you have received permission from the Council for your vehicle crossover.
- C2 When permission is received you will be expected to complete the conversion of your garden before the vehicle crossover is implemented.
- C3 When converting your front garden, it is important to consider the drainage as under Section 163 of the Highways Act 1980 it is the responsibility of the property owner to provide adequate drainage for surface water so that it does not flow or fall onto the public highway.

Specific rules apply for householders wanting to pave over their front gardens: You will not need planning permission if a new or replacement driveway of any size uses permeable (or porous) surfacing which allows water to drain through, such as gravel, permeable concrete block paving or porous asphalt, or if the rainwater is directed to a lawn or border to drain naturally.

If the surface to be covered is more than five square meters planning permission will be needed for laying traditional, impermeable driveways that do not provide for the water to run to a permeable area.

Please visit the [planning portal](#) for more information.

It should be noted that the council's vehicle crossover policy states that all hardstanding where a vehicle will be parked should be constructed of permeable material. A surface water test will be conducted to ensure this criteria is met.

- C4 Some tips on the best way to provide adequate drainage include:

The use of permeable or semi-permeable material for your conversions. Suitable surfacing materials could include:

1. pervious concrete paving slabs.
2. paving slabs with sand jointing.
3. block paving that incorporates voids or larger joints.
4. gravel with a stone size of at least 20mm. (Where such gravel is used, a suitable hard surfaced strip of at least 110mm deep must be provided at the property threshold (matching the width of the crossover) to prevent stones spilling onto the pavement.)
5. bonded gravel

Try to limit the area for hard surfacing and consider using vehicle tracks rather than a larger surfaced area.

Provide a drainage channel where the paved area meets the back of the footway to collect surface water. The channel should be connected to a "soak away" (i.e., a large, covered hole, measuring approximately 1M² filled with rubble or other granular material) that allows the water to disperse into the ground.

Retain as much planting as possible (see A3 above).

D. Terms and conditions of a vehicle crossover

- D1 Permission for a crossover is granted only when a site assessment has been carried out and the assessing Officer is satisfied that the application has fulfilled the criteria as described in this document, the Vehicle Crossover Policy and the conditional legal agreement.
- D2 The implementation of an approved crossover will only be carried out when full settlement of the fees is received, and upon confirmation that works to the front garden have been completed.
- D3 In order to ensure that vehicle crossovers are properly constructed, all dropped kerbs and vehicle crossovers will be built by the London Borough of Waltham Forest as the appropriate Highway Authority. The Council will provide the estimates and must receive payment before any work is carried out.
- D4 The finished crossover remains part of the public highway and only essential maintenance will be carried out if considered unsafe by the Council.
- D5 It is an offence to use the vehicle crossover for parking. A crossover is for access and egress only.
- D6 It is an offence if the vehicle parked on private property obstructs any part of the public highway. Therefore, vehicles parked in the proposed parking space must not exceed the length of parking space available or they may be subject to a Penalty Charge Notice (PCN).
- D7 A vehicle crossover is solely for the use of private light vehicles. It cannot be used by heavy goods vehicles or mechanical equipment. The cost of repairing any subsequent damage to the crossing caused by non-permitted vehicles will be charged to the occupier.
- D8 The council retains the right to alter the layout or fully remove a vehicle crossover at any time, due to modifications in the highway layout. *(Every effort will be made to maintain access to the property and the occupier of premises so affected will be given adequate notice of such works.)*

E. Costs and Charges

- E1 The cost of a crossover is made up of two parts, an application fee plus the actual cost of construction.
- E2 The non-refundable application fee required for a standard vehicle crossover is currently £325. Where planning permission is required, the applicant is responsible for paying the appropriate fee to the planning authority. These fees are non-refundable. A further charge of £300 is required for the conditional legal agreement
- E3 The construction costs are based on a fee of £400 per square metre.
- E4 Parking across a dropped kerb without the owner's permission is an offence.
- E5 Further charges will be incurred by the applicant if there is a requirement to relocate any street furniture such as signage, street lighting and utility plant.
- E6 Applications for vehicle crossovers within CPZs will incur charges for a statutory consultation and the amendment of the existing Traffic Management Order. This minimum charge is £3500. It should be noted that construction of the crossover cannot be guaranteed - it would be subject to the outcome of the statutory consultation. This fee is non-refundable.
- E7 Full settlement of all charges is required before the construction of an approved vehicle crossover.
- E8 Any obstruction such as trees, hedges or walls belonging to the property must be removed prior to the construction of the crossover.
- E9 The estimate is only valid for 3 months after which a new estimate will need to be provided.

Please note that upon receiving full payment and confirmation that your property is ready to accommodate off-street parking; the construction of your crossover will be programmed. To minimise cost, it will not be possible to advise you of the exact date of construction.

The location of the crossover will be marked on the footway.

By making payment, it is assumed that you agree with size, location and cost of the crossover. Any change after this is unlikely to be considered.