

**Detailed Guidance Notes for Online  
Application for a Vehicle  
Crossover/Dropped Kerb**

**Please read these Guidance Notes carefully before completing the electronic online application form:**

- 1 Application Fee: £275.00 (Non-refundable).**  
Payments must be made via the councils website using a debit/credit card <https://www.civicaepay.co.uk/WalthamForestEstore/estore/default/Catalog/Index>. The payment link is shown within the online application form and the payment reference will automatically be inserted once payment is made.
- 2 Before submitting the completed application form, please check that you have answered all the questions and signed (printed signature) and dated it
- 3 In certain cases, the actual location where you want the Vehicle Crossing might be different from your home address. If this is the case, please fill in the home address details as well as details of **Actual location of Vehicle Crossing** details.
- 4 If the location of the Vehicle Crossing is the same as your home address you only need to complete the home address details
- 5 If you are a council tenant or leaseholder or a Housing Association tenant wishing to apply for a Vehicle Crossing it is necessary for you to get the consent from the appropriate Housing Section/Estate Management, allowing you to go ahead with your application. In such a case you should ask them to send a letter of consent to [Highways.Admin@walthamforest.gov.uk](mailto:Highways.Admin@walthamforest.gov.uk) indicating the address to which it applies.
- 6 If you are in private rented accommodation, please get the private landlord to send a letter of consent to [Highways.Admin@walthamforest.gov.uk](mailto:Highways.Admin@walthamforest.gov.uk).
- 7 Remember to include your telephone number(s) as we may need to contact you if we need to set up an appointment to measure up the site in your presence.
- 8 Planning permission is required for all vehicle crossovers in conservation areas and classified main roads e.g. Hall Lane. If planning permission is required you will be notified by the Council. You need to apply separately to the Planning Section for planning approval and there is an additional fee payable for it which they will advise. *If planning permission is refused, then a Vehicle Crossing will not be granted.*
- 9 The minimum width of a basic crossover along the property line is normally 2.5 metres and the maximum width is 3.5 metres.** The minimum width along the kerb line is 3.5 metres and the maximum width is 4.5 metres. Where there is an application to extend the width of a crossover to a shared drive,

then the width of the crossover shall be taken from the middle of the shared driveway. This is required to ensure that the crossover width to a property does not exceed the maximum permitted width of 4.5 metres along the kerb line. If an owner/occupier requires two crossovers for the same property a minimum of 4.8 metres of normal kerb line must remain between them.

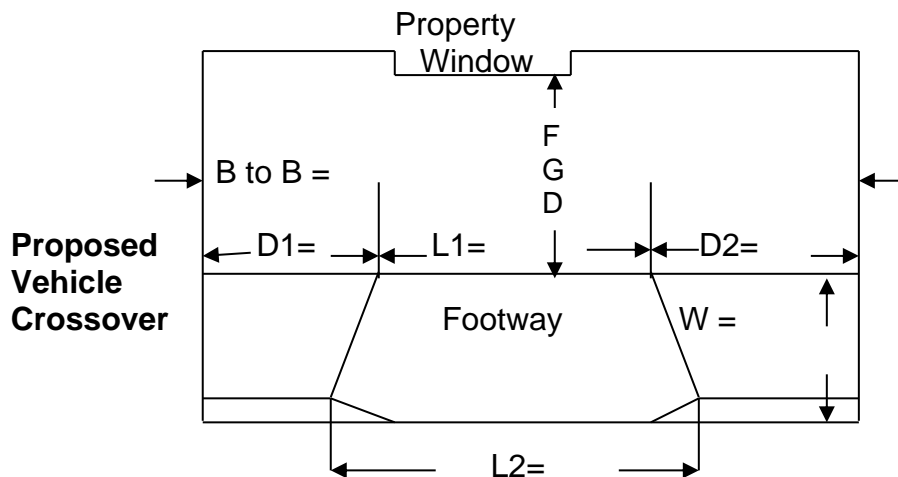
- 10 **The depth of the front garden will be 4.8 metres, this can be relaxed to 4 metres.** Where an applicant's front garden depth is between 4 to 4.8 metres they would have to enter into a conditional legal agreement with the council. This agreement would be recorded on the property's title deeds so 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.
- 11 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:

### **BLOCK PLAN**

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**

- 12 Construction of vehicle crossings are charged at £325 per square metre. Any additional work such as moving lamp columns, trees or work to pedestrian facilities will be charged at extra cost to the applicant. The approximate cost of the crossover can be calculated by using the following formula  $L1 + L2 \div 2 \times W \times \text{cost per sqm}$ . The final costs will be calculated and sent to you should your application be successful
- 13 If there is a Controlled Parking Bay adjacent to your property it will be necessary for the Traffic Order to be amended. The cost for this is approximately £3,500 which would have to be paid for by the applicant in addition to the cost for the construction of the crossover.
- 14 To preserve the amenity and appearance of the vicinity applications will not normally be granted for a vehicle crossover over a grass verge or similar amenity more than 3 metres wide.
- 15 A vehicle crossover may not be permitted if a tree is growing in close proximity, as the construction may have a detrimental effect to the tree and its root system. If the tree is agreed to be removed and replanted the cost of this will be paid for by the applicant. The replacement tree will not necessarily be planted near the location from where the tree was removed

Please note from the 1st of October 2008 the government has introduced changes to the General Permitted Development Order (GPDO), making the hard surfacing of more than 5 square metres of domestic front gardens permitted development. Only where the surface in question is rendered permeable, or a design that will enable water to drain in your property will be acceptable. Therefore use of material such as impermeable concrete, requires planning permission. This will require an additional fee. However, if a new driveway or parking area is constructed using permeable material such as permeable concrete block paving, porous asphalt, or if water is otherwise able to soak into the ground you will not require planning permission. Further information about this can be found on the Governments website at <http://www.communities.gov.uk/publications/planningandbuilding/pavingfrontgardens>