

## VEHICLE CROSSOVER APPLICATION GUIDANCE NOTES

### 1. INTRODUCTION

These guidance notes are provided to help you understand the procedure and guidelines which will need to be followed to obtain formal approval from the Council for construction of a vehicle crossover or access across a public footway or footpath and/or verge.

Your Council deals with all such applications in accordance with the guidelines approved by the Executive.

In assessing your application your Council is required by law to have due regard to the following basic criteria (these are specified in the Highways Act 1980):-

- a) the need to prevent damage to a footway or verge;
- b) the need to ensure, so far as is practical, safe access to and egress from the premises which is served by the access; and
- c) the need to facilitate the passage of vehicular traffic on highways.

Other factors the authority will also have regard to when assessing your application include:

- a) A minimum parking area of 4.8 metres (approximately 15.4 feet) deep, measured at a right angle to the footway, by 2.4 metres (approximately 7.7 feet) wide will be required before a crossover is agreed. The size of the area required has been chosen to cater for all sizes of cars and to allow them to enter and leave the spaces at right angles to and in one movement from the road. (Please see the typical sketch at the end of point 13).
- b) The vehicle must be parked wholly within the property. Any vehicle overhanging the footway may cause an obstruction to the public highway which is an offence under Highways Act, 1980. Non-compliance with this can result in enforcement action and removal of the crossover.

### 2. FACTORS TAKEN INTO CONSIDERATION IN PROCESSING THE APPLICATION

#### A. PRIVATE HARDSTANDING

Apart from the vehicle crossover across the public footway, a hard standing (parking space) within a front garden may itself require planning permission; see point (5) below.

#### B. CROSSOVER AT HAZARDOUS ZONES

For road safety reasons, crossovers are not acceptable within or in the immediate vicinity of hazardous zones. These are:

- (i) onto a section of road where traffic speeds are high;
- (ii) on the approach to traffic signal junctions where regular queuing takes place;
- (iii) onto a roundabout, or a cycle track;
- (iv) within the zigzag markings of pedestrians crossings;
- (v) immediately adjacent to pedestrian refuges, traffic islands;
- (vi) at a bus stop, and/or within bus cages; and/or
- (vii) within 15 metres of a junction.

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### **C. SECOND CROSSOVER**

Normally, only one crossover, limited to a maximum width of 4.8 metres, will be permitted per property. However, a second crossover may be permitted where:

- (i) the property frontage is more than 9 metres wide, and is on a principal or classified road;
- (ii) it is in a street where the majority of properties have off-street parking and demand for kerb side parking is low;
- (iii) it is in a Conversation Area and the proposed crossover would not involve the loss of a street tree or shrub verge; and
- (iv) in any case, a minimum of 1.8 metres width of footway must be provided between the two crossovers

### **D. ALTERNATIVE ACCESS**

- (i) Where a property fronts a principal or classified road and has or could have rear or side access, the crossover will not be provided directly onto the principal or classified road.
- (ii) Where a property fronts onto an unclassified road, and has a reasonable alternative means of access and is in an area of on-street parking pressure, a crossover may be permitted, but should be limited to a width of 2.4 metres.

**Properties that have existing crossovers but do not meet the current criteria are likely to have been constructed before these criteria were adopted. Consequently, these cannot be considered as having set a precedent when assessing new applications in the same road or area.**

### **COMPLETING THE APPLICATION FORM**

To enable us to process your application quickly please provide to the best of your ability all the details requested in the attached application form. The item numbers below correspond to those on the application form.

#### **1. Name and Address of Applicant**

You should state the full name and address of the person applying together with a daytime telephone number.

If you are a tenant in Council/private property, you must obtain permission from your Housing Officer/Owner before constructing a crossover.

#### **2. Name and Address of Agent**

Where we receive an application from an agent, we will send all communications to the agent only. We will not give information to the applicant without the agent's written consent.

#### **3. Location of Proposed Crossover**

You should state clearly the exact location of the crossover. Please see typical sketch for crossover at the end of point 13.

If the location of a proposed crossover needs to be modified before it can be considered, the engineer will mark out the alternative layout on site. The engineer will telephone or write to inform you.

If the crossover is required in a side street, such as for a corner property, then you should give the name of that street. The hard standing needs to be in a safe position within the property and not directly in front of the front door so as to ensure safe escape in any emergency, e.g. fire.

#### **4. Type of application – There are three types of crossovers: -**

- (i) Light duty domestic crossovers are only suitable for laden vehicles up to a maximum weight of 3500 Kgs. Temporary access for heavier vehicles will require a specific licence issued by the London Borough of Haringey.

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- (ii) Medium duty crossovers are suitable for access to residential properties where up to two laden vehicles can be accommodated within the hardstanding.
- (iii) Heavy duty crossovers will be required for vehicles with laden weight over 3500 Kgs and for flats and commercial properties with access for several vehicles.

### 5. PLANNING PERMISSION

In addition to assessing whether your request meets with the guidelines approved by the Council, we will also check to see whether planning permission is required. Planning permission is generally needed in the following circumstances, although this list is not exhaustive:

- (i) Access onto a principal or classified road.
- (ii) Access onto a commercial property.
- (iii) Access onto a property that is a maisonette or divided into flats.
- (iv) Access onto a building which is listed.
- (v) Access is in a conservation area, which is covered by an 'Article 4' Direction requiring planning permission for hard surfacing.
- (vi) Access is likely to affect a tree, which is protected by a Tree Preservation Order.

Where planning permission has already been given a copy of the consent letter, approved plans and the conditions must be submitted.

In situations where planning permission is required, we will send you the appropriate forms. These forms should be returned directly to the Planning Department of the Council. Once planning permission has been granted, a copy of the consent letter, approved plans showing locations of proposed crossovers, and the conditions, particularly for new developments such as flats, commercial buildings etc. must be sent to the Highways Maintenance Group so that an estimated cost can be sent to you.

**It is the applicant's own responsibility to check whether planning permission will be required for their hard standing area, and to obtain it where necessary.**

### 6. WIDTH OF CROSSOVER REQUIRED AND TYPE OF VEHICLES

The minimum width for which we can approve a crossover is 2.4 metres (approximately 7.7 feet). The maximum width allowed is 4.8 metres (approximately 15.4 feet). As the paving slabs are 0.6 metres (approximately 2 feet) wide, for practical reasons the intermediate widths will be in stages of the 0.6m.

Where the type of existing surface material of the footway/verge is not standard paving slabs, the width stages may be varied; if so details of width will be confirmed.

Where there is an application to extend the width of an existing crossover to a shared driveway, then the width of the crossover will be taken from the centre of the shared drive way. This is required to ensure that the crossover width to a property does not exceed the maximum permitted width of 4.8 metres.

There must be sufficient space within the curtilage of the site to ensure a parked vehicle does not overhang the footway. Vehicles must be parked at 90 degrees to the carriageway and forecourts must be a minimum depth of **4.8m**.

The type, length and width of vehicles must be clearly stated in the application form. The Council will not be able to provide crossovers for low suspension sports cars on roads where difficult site conditions are encountered. If the crossover can be constructed, the additional costs involved in the construction and including any modification after construction will be charged to the applicant concerned.

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### **7. EXISTING USE INFORMATION**

If you are aware that the crossover is to be partly or fully built over land (apart from the public highway) that is not controlled by yourself as applicant e.g. housing land, park or open space, this should be clearly shown in the sketch or plan.

### **8. STREET FURNITURE**

The crossover should be located so that it does not affect existing street furniture e.g. lamp column, traffic sign etc. Normally a minimum distance of 1.2 metres will be required between a proposed crossover and any existing street furniture.

In cases where works may be approved or proposed by the Council and require removal and/or replacement of existing street furniture the cost of such works will be borne by the applicant.

### **9. LEVELS**

The crossover will be built to match the existing levels of the footway adjoining the site. The crossover will be finished with approved materials depending on the surface of the footway and surrounding area. If the property falls within a conservation area the crossover will be constructed with materials sympathetic and in keeping with the existing surface of the footway.

### **10. DRAINAGE**

It is the responsibility of the applicant to provide adequate drainage for surface water, so that it does not flow into the highway. Your application will be refused if you do not provide adequate surface water drainage.

Any application affected by the location of a road gully may influence the decision to approve the application or require the proposed crossover to be moved away from the gully. The cost for re-locating a gully shall be charged to the applicant.

### **11. AMENITY**

When considering the layout of a hard standing and the position of a proposed crossover, any existing highway amenity such as a wide grass verge, hedgerow or flower beds will be taken into account. All crossovers near a tree will be referred to the Tree Section for a decision to determine if the tree will be affected by the proposed crossover and, if so, whether it can be removed. If the tree removal is refused, the proposed crossover will not be approved. The NJUC Guidelines for works in proximity to trees states that precautions must be taken when excavating works within a distance from the tree equal to 4 times the circumference of the trunk.

In any case, where works may be approved or proposed by the Council which require removal and/or replacement of existing highway amenity, the cost of such works will be borne by the applicant.

The Council will consider applications for crossovers where the impact on a flowerbed is limited. Applications where the proposed crossover severs a flowerbed or has a major impact on its appearance will be rejected. Any costs of alterations to the flowerbed will be borne by the crossover applicant.

**Although every effort will be made to accommodate the applicant's request, this may not always be possible. In such instance, the Council's decision will be final.**

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### 12. FEES AND PROCESSING OF APPLICATION

The regulations made under the Local Authorities (Transport Charges) Regulations, 1998 authorised local authorities to impose charges for dealing with specified matters about certain highway, road traffic regulations and travel functions.

The consideration of a request to construct a vehicle crossover by the Council in accordance with the required criteria is a chargeable function. **The fee for conducting a site visit, the preparation of a cost estimate to construct the proposed crossover and processing of an application is £100.00 and this is not refundable in any instance.**

**Please ensure that your cheque for £100.00 is enclosed and made payable to “London Borough of Haringey”** with your address on the back together with the completed application. If your proposal requires planning permission then a further planning fee will be required which should be paid directly to our Planning Department. The fee for a domestic crossover is £135.00 (December 2006).

Any redundant existing crossover will be removed and the footway reinstated by the council at the applicant's expense if a new access is to be created.

The cost for a new crossover will also include costs for the removal and the installation (installed before to prevent abuse of footway) of bollards on the footway.

All applications will be dealt with on first come first serve basis. The council will endeavour to deal with your application within 4 weeks of receipt although where street trees, lamp columns and statutory undertakers plant are involved it may take longer

If your application is approved you will receive a notification together with an estimated cost for the work to be undertaken by our contractor. In accordance with the New Roads and Street Works Act 1991, only contractors approved by the Council can undertake works on the public highway. The contractor has been appointed by the Council after competitive tendering with the aim of providing good value for money. If your proposal does not meet our criteria, we will let you know the reasons why.

**To avoid paying this fee and then having your application rejected, please read these guidance notes carefully to see whether you qualify for a crossover, before you submit the application form.**

### 13. PATTERN, FINISHED SURFACES AND LOCATION OF CROSSOVER

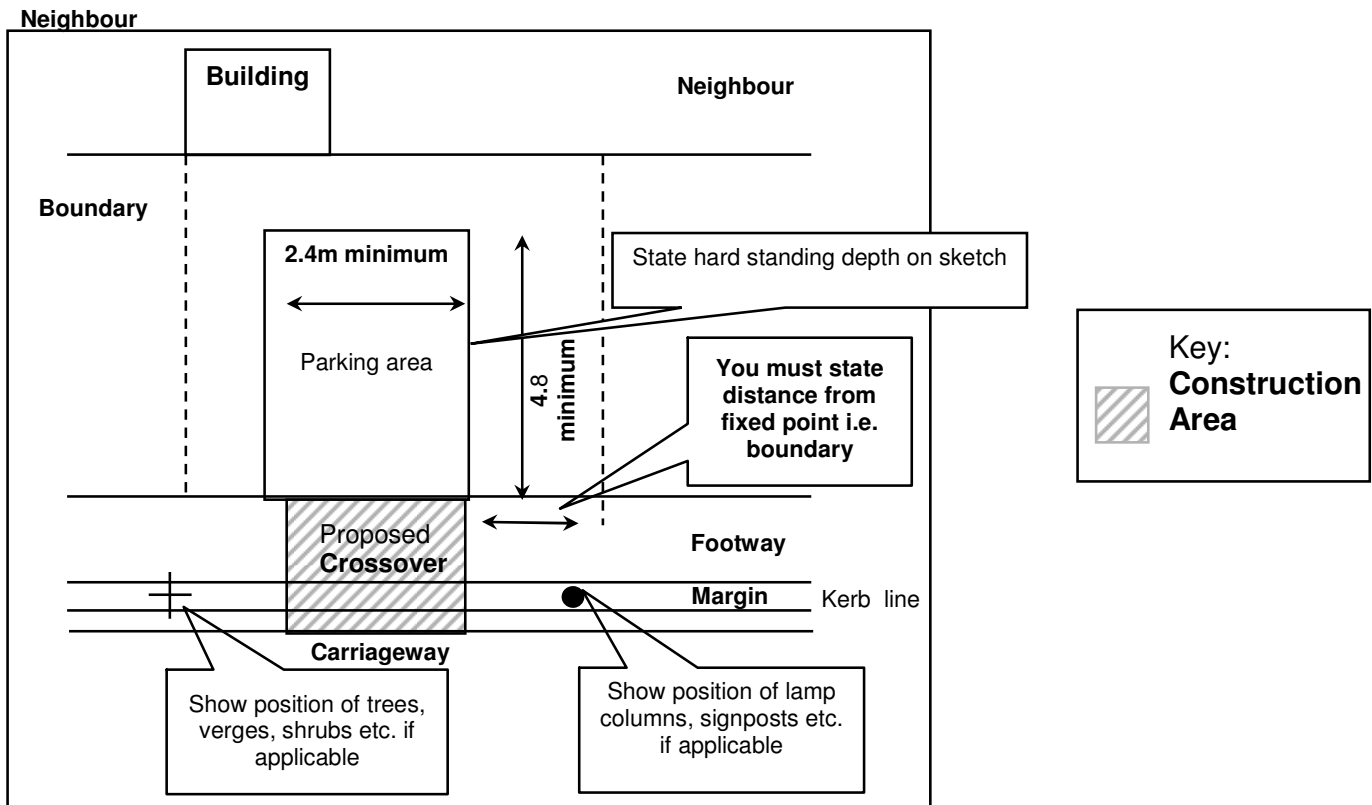
The engineer decides the pattern, materials for finished surfaces, location, and verge with or without dropped kerbs of a proposed crossover. Crossover must start from the edges of slabs. Generally, crossovers will be constructed using materials to match those materials on the footway. On footways that are finished with slabs, crossovers will be constructed using slabs with a bitmac verge.

On footways that are block-paved, crossovers will be constructed by replacing the footway slabs with small element flags with modular blocks as verges.

On tarmac footways, crossovers will be constructed using the same bituminous materials (blacktop). If the property falls within a Conservation Area, the crossover will be constructed in keeping with the surface of the footway. The widths of verges for crossovers normally vary between 600 mm and 1,000 mm depending on the heights of kerbs, width of footway, and the site conditions in the immediate vicinity of the proposed crossovers.

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### Typical Sketch :



## 14. UTILITY COVERS

You must write and get clearance from the relevant Utility Authorities on all covers located within the proposed crossover area. The Statutory Undertaker concerned will charge you a cost for relocating /strengthening any apparatus, cable, etc.

The absolute minimum clearance distances from the existing footway level to the top of cables, pipes, and apparatus etc. are 1000 mm for heavy duty crossover and 500 mm for light duty crossovers respectively.

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### 15. SOFT LANDSCAPED GARDENS

Where the hard standing involves removal of soft gardens within the property, the applicant must arrange to keep the hard surface to a minimum (landscaped where feasible and practical). This can be achieved by creating two paved tracks wide enough to accommodate the car wheels. However applicants are strongly advised to consult with the Planning and Development section for further guidance and advice to ensure proposed works do not detract from the character of the surroundings and drainage is not compromised.



SEE VARIOUS EXAMPLES LIKE THIS ONE AT THE ROYAL HORTICULTURAL SOCIETY WEBPAGE [www.rhs.org.uk](http://www.rhs.org.uk)

### 16. CONTROLLED PARKING ZONES AND ‘PAY AND DISPLAY’ BAYS

Where the location of the proposed crossover is affected by a parking bay then a separate approval from the Council’s Traffic and Safety Section will be required before the parking bay can be altered to allow the construction of the crossover. This approval will involve changes to the legal documents, called Traffic Orders, governing the parking bay which involves a statutory consultation including public consultation and advertising.

In considering the application, the council will assess the need for safe and efficient operation of the existing CPZ. Applications will be refused where it is deemed that the construction of a crossover and subsequent loss of parking spaces would have a detrimental impact to on-street parking within the CPZ.

When the proposed crossover location is within a CPZ, the crossover application form will be processed in the normal way, but approval will be conditional and subject to confirmation from the Council’s Traffic and Safety team that the parking bay can be removed or relocated. The cost of crossover construction will be notified to you with the conditional approval. At this stage, only the parking bay consultation fee as appropriate would be payable before we can start this process.

Upon receipt of payment of the consultation fee, the Traffic and Safety team will conduct the necessary consultation for the changes to the Traffic Order(s). Please note the consultation fee is

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payable in advance. The fee covers the council's cost of carrying out the statutory consultation and advertising and is **non-refundable irrespective of the outcome.**

At the end of this stage you will receive a letter confirming whether approval to remove or alter the parking bay has been granted.

If approval has been given, the remaining fee covering the cost to amend the order and cost of removal and relocation of the parking bay and signs will then need to be paid. .

Works for the construction of the crossover will only commence when all payments for the amendment to the traffic order, removal and relocation of the bay and signs as well as the crossover construction have been received in full.

The breakdown of charges for Traffic Order modifications are as follows:

### **Modification to Traffic Order :**

An initial fee of £600 is required to carry out the statutory consultation process. This fee includes the drafting and advertising of the Traffic Order. Assuming all statutory requirements are met, a final fee of £700 is required to cover amending the Traffic Order and removal and relocation the parking bay markings and signs.

### **IMPORTANT**

It is a statutory requirement that if a proposed Traffic Order is to be made permanent then it must be done within two years of the proposals being advertised. Please bear this in mind when planning for your crossover as failure to do this would require the proposals to be re-advertised with charges applied at the prevailing rate.

## **17. HARD STANDING WITHIN THE PRIVATE AREA**

**If you have applied now because you are considering having a hard standing area in your property in the future, then wait until you receive our approval before finalising your plans. If your request is approved, you will need to construct the hard standing before the crossover can be constructed. This is required so that the new crossover will not be damaged during the construction of the hard standing. The applicant is required to confirm this in writing.**

## **18. GATES**

Where gates are installed, they must not open outwards onto the public footway.