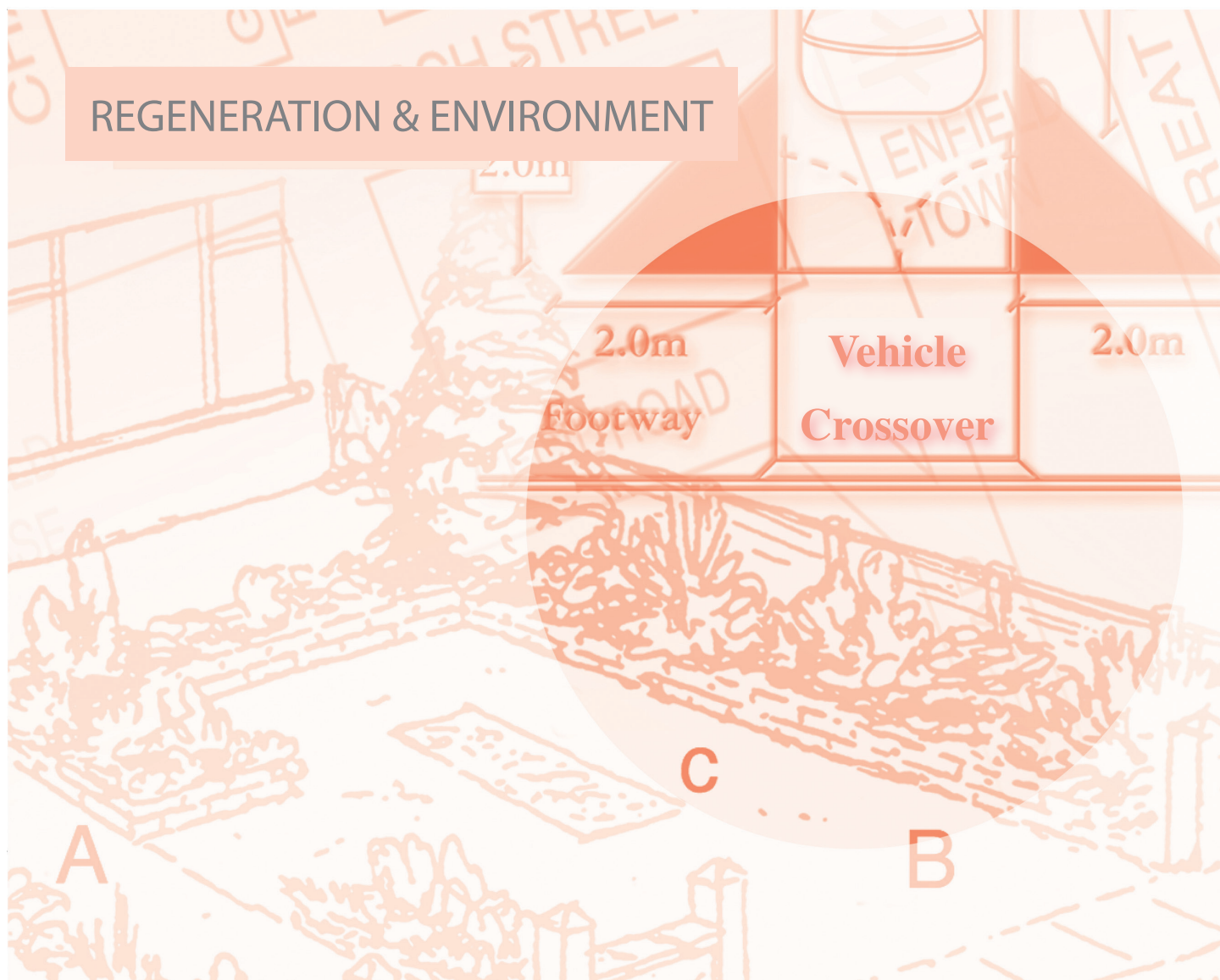


## REGENERATION & ENVIRONMENT



## VEHICLE CROSSOVER (A dropped kerb to allow vehicle access)

Application Form  
and Guidance Notes  
for Highway Approval

## **GUIDANCE NOTES FOR APPLICATION FOR A VEHICLE CROSSOVER**

These guidance notes are provided to help you, the applicant, understand the procedure which you need to follow to enable the Council to assess your application.

### **How to fill in the application form**

To enable us to process your application as quickly as possible, please provide all the details requested in the attached application form. The item numbers in the guidance notes correspond to those on the application form.

#### **1 NAME AND ADDRESS OF APPLICANT/AGENT**

You should state the full name and address of the person applying, together with an email address or daytime contact number. If this person is not the owner of the property, we will require written consent from the owner before we can process the application.

#### **2 LOCATION OF THE PROPOSED VEHICLE CROSSOVER**

You should state clearly the exact location of the proposed crossover. If the crossover is required on a different street to the one given above, eg. to the side of the property, or it is required for another property owned by you, you should give the name of that street.

#### **3 WIDTH AND TYPE OF CROSSOVER REQUIRED**

Please indicate whether the crossover you are applying for will be the first serving your property, ie. none exists at present; or an additional crossover, ie. you already have a crossover and are requesting another, separate one; or if you are requesting an extension to an existing crossover, ie. you already have a crossover and simply want to make it wider.

The minimum width of a crossover is 2.4 metres where it meets the property boundary (the width needs to increase to 3.6 metres at the kerbside where we lower the level of the pavement to form a ramp). The maximum crossover width allowed is 4.8 metres per property, which provides access to two parking spaces side by side. The crossover construction at the kerbside should not extend beyond the width of your property.

You may apply for any size crossover width between the minimum 2.4 metre and maximum 4.8 metre widths but please note that where the pavement is constructed using paving slabs, we will only accept applications for crossover widths which match the natural joins of the slabs; we do not cut paving slabs for crossover construction. However, where the pavement is constructed in asphalt, any crossover width may be requested between the minimum and maximum sizes quoted above.

The width of the access to the parking area on your property must match the width of the crossover at the property boundary as it is an offence for a vehicle to drive over part of the pavement which has not been strengthened. Where you already have a wide parking area, you may have to erect a suitable permanent boundary to ensure vehicles can only use the properly constructed crossover to access the parking area. This also applies where an application is made to extend an existing crossover. If any part of your new or existing front boundary is found to be more than one metre high, you may require planning permission before we can proceed with your application. This applies to all structures such as walls, pillars, fences, etc.

To limit any adverse impact on pedestrians and to minimise the loss of kerbside parking, only one crossover will normally be permitted per property. However, an additional crossover may be possible where it complies with all other criteria and:

- the demand for on-street parking is low, and
- the property has a wide frontage to allow a minimum of 4.8 metres at the back of the pavement between the existing and proposed crossovers, and
- the proposed crossover would not involve the loss of a street tree, shrub bed or grass verge in a conservation area, and
- the proposed second crossover will not exceed 3.0 metres in width.

## Shared Driveways

If you have a shared driveway with your neighbour but would like to be able to drive directly onto the front of your property, we can extend the shared crossover up to a total width of 4.8 metres maximum. The total width measurement will be taken from halfway across the shared area.

Where you have a shared driveway but would like a separate crossover, you will need to have a minimum distance of 4.8 metres at the back of the pavement between the end of the shared driveway and the start of the proposed crossover.

### 4 ADDITIONAL INFORMATION

Please answer all questions by ticking the appropriate response so we can check whether planning permission or other approvals are required.

### 5 DRAINAGE AND SURFACING

The crossover should not be constructed unless a suitable parking area is in place. However, replacing surfaces such as soil and grass with hard surfacing reduces the area where rainwater can be absorbed freely into the ground which increases the burden on the local drainage system.

In October 2008, an amendment was made to the Town & Country Planning Order 1995 to restrict the paving over of front gardens so that planning permission is required if a parking area is to be created which consists of more than five square metres of impermeable (non-porous) surfacing but there is no facility within the property to drain all the rainwater falling on it. Section 163 of the Highways Act 1980, which states that water should be prevented from flowing onto the pavement, also applies and includes all areas of the frontage, eg. pathways.

If a new parking area/frontage is to be created, and to avoid the need for planning permission, it should be constructed using either:

- permeable (porous) surfacing such as gravel or grass cellular paving which allow surface water to drain through the ground. Where loose material is used, this must have a nominal size of 20 millimetres or more. A suitable hard-surfaced strip, the same width as the vehicle access to the property and extending at least one metre into the property, must be installed at the property boundary. This will prevent the material spilling onto the pavement and creating a hazard for pedestrians, or
- impermeable surfacing such as asphalt or block paving, so long as all rainwater is directed to a drainage channel which discharges to a soak-away area such as a flower border, lawn or purpose-built soak-away within the property boundaries. A purpose-built soak-away can be as simple as a large hole under the proposed parking area, filled with type three stone material or gravel to allow water to flow through easily, and a pipe to guide water from the drainage channel into the soak-away. A good builder will know how to construct this. It is also possible to buy soakaway boxes. Please remember to take photos during the construction stage so we can clearly see the drainage channel, the soak-away and the connecting pipe between the two.

Conventional block paving with sand jointing will not enable significant levels of water to pass through but several manufacturers now produce block paving that incorporates spacer nibs to create wider joints allowing water to drain efficiently.

Where a parking area already exists and a new crossover, or crossover extension, has been applied for, the applicant will be required to ensure that they comply with the above criteria, which may involve alterations to the frontage.

### 6 SKETCH OR PLAN

Please provide a sketch showing similar information to our example. You should clearly show the existing or proposed parking area with approximate dimensions using metric measurements, and the location of the proposed crossover. Be sure to indicate boundary fences/walls and entrance paths on the property, and trees, lamp columns, utility boxes, signposts, etc. in the street. Also indicate the position of any existing vehicle crossover serving your property and any land you do not own but is required to create either the parking area or the access.

## Other things we look at when considering your application:

### ROAD SAFETY

A crossover application is unlikely to be approved if manoeuvring onto or off the highway may be hazardous, eg. a vehicle manoeuvring:

- onto a section of road where traffic speeds are high
- on the approach to a traffic signal junction where regular queuing takes place
- onto a roundabout
- within the zig-zag markings of a pedestrian crossing
- within school entrance markings
- immediately adjacent to, or opposite, a pedestrian refuge or traffic island
- at a bus stop where use of a crossover could conflict with passengers waiting, or make it difficult for them to get on or off a bus
- within 10 metres of a junction because of conflicting vehicle movements
- where visibility is restricted.

### SIZE OF PARKING AREA

The parking area should normally measure 2.4 metres wide by 4.8 metres deep. This depth will ensure most cars currently on the market do not overhang the pavement. The vehicle can be parked at any angle so long as any additional manoeuvring would not adversely affect pedestrian safety and traffic flow, and will not extend beyond the limits of the crossover. Special consideration must be given to ensure the width of the crossover is wide enough to accommodate any such manoeuvres. It is possible to have a crossover if your parking area is an absolute minimum of 3.5 metres deep, but please be aware that it is the vehicle owner's responsibility to ensure their vehicle does not overhang the pavement as this may be considered in law to be wilful obstruction, an offence which may be enforced against by the Council.

### STREET FURNITURE

The crossover should be located so that it does not affect existing street furniture, eg. lamp columns, traffic signs, bollards, etc. A minimum distance of 0.6 metres is required between the nearest point of a proposed crossover and any existing street furniture. If removal/relocation of street furniture/utility apparatus is acceptable to the relevant authority, you will pay all costs for the removal/relocation.

### TREES AND LANDSCAPING

Front gardens contribute to the greening and quality of the street scene and help to support wildlife. You should aim to retain existing greenery on your property and enhance plant cover where possible.

When considering the approval of your proposed crossover, any existing street trees, verges, hedgerows or flowerbeds will be taken into account. Where there is a street tree in the vicinity, the nearest point of the proposed vehicle crossover must be at a distance of 4 x the diameter of the tree trunk or a minimum of 1.5 metres away, whichever is the greater. **Please be aware that an application which involves the loss of, or damage to, a street tree is likely to be refused** unless any of the following circumstances apply:

- the tree is nearing the end of its natural life or is in decline, or
- the tree is young and yet to be established, or
- the tree has outgrown its location, or
- the property is in a street where trees have been programmed to be replaced.

Where the Council refuses permission for a crossover because of a tree, you may apply for the tree to be removed in accordance with the Council's Tree Strategy. You will be advised of the process, if this is the case. If removal of the tree is then agreed, you will have to pay the cost of removal and also for a replacement tree to be planted elsewhere in the vicinity or within the Borough.

In exceptional circumstances, trial holes may be required to ascertain the extent of any tree roots present within the proposed vehicle crossover area; you will be required to pay the cost of this work.

Where a vehicle crossover is proposed in close proximity to a tree and approval is given, this is on condition that you accept the tree may shed leaves/fruit onto your parking area. The Council aims to retain as much greenery as possible within the Borough, so future applications for a tree to be removed on the grounds that it is affecting your parking area or obstructing sight lines will be refused.

### **Tree Preservation Order or Tree on a Property in a Conservation Area**

If a tree on your property is the subject of a Tree Preservation Order, or if you live in a conservation area and have a tree in the vicinity of your proposed parking area, you should seek advice in writing from the Development Management Team as to whether planning permission is required before any works can take place on the property.

#### **GRASS VERGE OR SHRUB BED**

Where it is agreed to remove an area of shrub bed or grass verge to construct a vehicle crossover, you will be required to pay for the cost of planting an equivalent area of soft landscaping, in accordance with the Council's Schedule of Charges, elsewhere within the Borough.

#### **REAR OR SIDE ACCESS**

Where a property already has a reasonable alternative means of access via the rear or side and there is a high demand for on-street parking, an application for a new vehicle crossover may be refused.

#### **ON-STREET PARKING BAYS**

The Council may refuse an application within a Controlled Parking Zone (CPZ) or other parking scheme. Where it is agreed to allow a crossover, your quotation will include the costs incurred by the Council in amending the restrictions relating to the scheme.

#### **DISABLED BAYS**

Where an application is made for a vehicle crossover but a disabled parking bay is already marked on the highway for the same property and the disabled person still lives there, this bay and any associated signposts will be removed; you must pay the cost of this removal.

#### **BEWARE – DO NOT COMPARE!**

Existing crossovers which do not meet the current criteria will have been constructed before these new criteria were adopted by the Council and do not set a precedent when assessing new applications in the same street.

#### **HOW MUCH DOES IT COST?**

##### **Application fee (non-refundable)**

All fees associated with vehicle crossovers can be found on the Council's website at [www.enfield.gov.uk](http://www.enfield.gov.uk) by searching for 'Vehicle Crossovers'.

The application fee includes a maximum of three site visits; at least one is to assess your application and, if approved, a second will be to carry out a works check if these are required to meet the criteria. If any more than three site visits are required, these will be chargeable.

You may pay the application fee by any of the following methods:

- by debit/credit card on the Council's website at [enfield.gov.uk](http://enfield.gov.uk), under 'Make a payment', then select 'Highways vehicle crossover' in the middle column. Please forward to us the payment confirmation email that you will receive directly following your on-line payment (screenshots are not acceptable)
- by debit/credit card by calling the Customer Service Centre on 020 8379 1000
- by cheque made payable to 'Enfield Council' and sent together with the application form to The Vehicle Crossover Helpdesk at the address at the end of the form.

## Exemptions

No application fee is required when applying for approval for a vehicle crossover to improve a disabled person's access to a public building or to their own home. You will need to provide a copy of the front and back of the Disabled Person's Parking Permit (blue badge) with the application. The cost of constructing the crossover and any other relevant fees will still apply and must be paid in full before the crossover will be constructed.

## Construction

Vehicle crossover construction involves lowering the kerb, forming a ramp and strengthening the pavement. The cost of a vehicle crossover is calculated by multiplying the width of the proposed crossover by the depth (ie. from the kerb to the back of the pavement) plus an allowance of approximately two square metres for the wings (where we adjust the level of the pavement on each side of the crossover), multiplied by the cost of construction per square metre, plus any other relevant costs.

Crossovers in asphalt finish are a two part process; the laying of the asphalt will take place approximately seven days after the initial works. We recommend that you do not use the crossover until after the asphalt has been laid.

If a new crossover makes an existing one redundant, the redundant crossover will need to be removed and the cost of this will be added to your quotation.

## WHAT HAPPENS TO YOUR APPLICATION?

- If your application is approved, we will provide you with a quotation for the crossover construction and, if required, inform you of any work you will need to carry out on your property to meet our criteria.
- If your application does not meet our criteria, we will let you know the reasons and, where possible, suggest an alternative.
- Once your application has been approved, you must complete any necessary work to your property, eg. building/removing a boundary wall or fence and/or construction of the parking area. Your crossover will not be built until this work has been completed and approved by us.
- For normal domestic crossovers, all work on the public highway will be carried out by our own contractor. The contractor will have been appointed after competitive tendering by the Council with the aim of providing good value for money.
- We will have to return your application form if any sections are incomplete and this will delay the process.

## HOW LONG DOES IT USUALLY TAKE TO PROCESS YOUR APPLICATION?

We aim to give you a decision on your application within six weeks and provide you with a quotation if your application is approved. However, applications where trees, lamp columns, utility boxes, etc. are affected will take longer to process.

Please note that the permission for the vehicle crossover will be valid for a fixed period of six months from the date of your quotation letter. If you have not completed any required works to your property within the six-month timeframe and made full payment when requested, we will assume you no longer wish to proceed and close your application. If you wish to proceed at a later date, you will be required to submit a new application fee and a new application form may also be required.

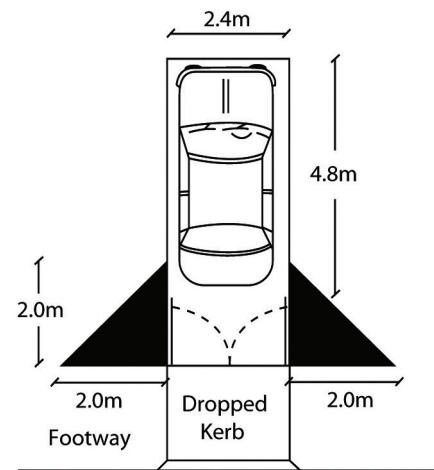
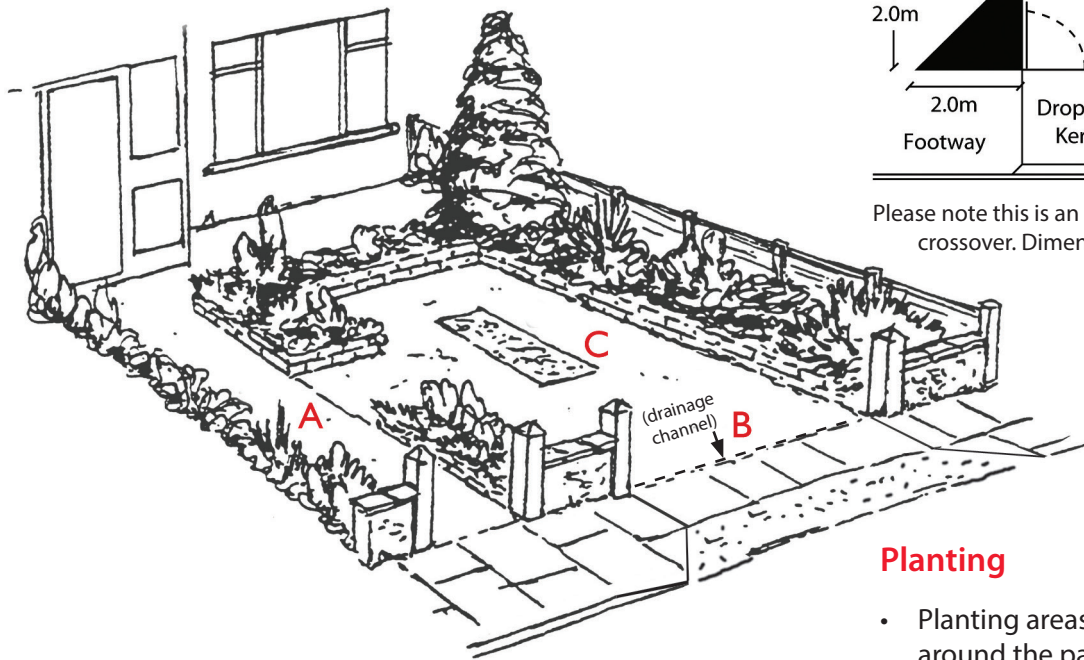
If your application is approved, we will make every effort to have the crossover constructed as soon as possible but within eight weeks of receiving your payment.

## GOOD DESIGN

Some ideas on how to lay out your front garden are shown below:

### Boundaries

- Try to retain as much of the original fence, wall or hedge as possible. This will help to preserve the character of your property within the street as a whole. Any gates must open inwards.



Please note this is an example of a typical crossover. Dimensions may vary.

### Parking Area

- The front garden should be large enough to allow a car to be parked entirely within the property, preferably at right angles to the road, without overhanging the pavement (see diagram).
- Fences, walls and shrubs should be kept to a maximum height of one metre at the front of your property so that you have sufficient visibility to manoeuvre your car safely onto the highway.
- Position the parking area as far as possible from the house so as to prevent loss of light into the downstairs rooms and staining on the building.
- Try to keep the pedestrian access (A) separate from the vehicle access (B). This will allow people to reach the front door of the house more easily.
- Differentiate between the pedestrian access and parking area by use of a different material, such as granite setts, cobbles or brick pavers.
- Put a bed of gravel or shingle in the middle of the parking area (C) to help disguise any oil stains.
- Prevent surface water from discharging across the adjoining pavement by the use of gradients to drain into a soft landscaped area, by laying permeable surfacing or by installing a drainage channel that discharges to a soak-away.
- Ensure you do not harm any existing street trees near your property.
- Try to keep hard-surfaced areas to a minimum.
- Consider creating space for wheelie bins.

### Planting

- Planting areas should be laid out around the parking area so as to screen the parked vehicle. Try to incorporate any existing trees and shrubs. Planting banked up behind a dwarf wall can further help to screen the vehicle. Remember to keep the planting at a low level at the front where visibility is essential.
- Some types of shrubs which are particularly suitable for planting in front gardens are Laurustinus (*Viburnum Tinus*), Forsythia, Lavender (*Lavandula*), Fishbone Cotoneaster (*Cotoneaster Horizontalis*) and Honeysuckle (*Lonicera*).
- Some types of trees which are suitable for planting in front gardens are Golden Robinia (*Robinia Frisia*), Mountain Ash (*Sorbus Aucuparia*) and Common Almond (*Prunus Dulcis*).
- Try to retain as much of the existing greenery as possible.
- Try to enhance plant cover wherever possible to add variety and support wildlife.

## FURTHER INFORMATION

If you have any queries about anything in the guidance notes or how to fill in the application form, please contact the Vehicle Crossover Helpdesk at [Crossovers@enfield.gov.uk](mailto:Crossovers@enfield.gov.uk) or on 020 8379 2211, Monday to Friday 9am-5pm.

## DATA PROTECTION POLICY

The council will process your personal data in accordance with the data protection law. Data collected on this form will be used solely to process your application. You have rights in respect of your data including the right to be informed of our uses, the right to access, the right to rectification and erasure, the right to restrict/object to processing and the right not to be subject to automated decision making or profiling. For full details of our privacy policy, please see online at <https://new.enfield.gov.uk/privacy-notice> or ask for an accessible copy.

PLEASE KEEP THESE NOTES AS THEY CONTAIN INFORMATION ABOUT THE APPLICATION PROCESS – YOU DO NOT NEED TO RETURN THEM WITH YOUR APPLICATION.