

Vehicle crossovers

Application pack for residents

April 2016

Highways Service

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Signature	

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Version number	Date approved	Reason for change / revision
0.9	N/A	New document: Draft for staff comments
1.0	1 st August 2012	First version for public release
1.1	15 th July 2013	Update to include Article 4 direction for The Grove
1.2	23 rd July 2013	Update to account for minor amendments
1.3	26 th March 2015	Minor amendments
1.4	5 February 2016	Minor amendments
1.5	1 st April 2016	Policy Change – Width of Shared Crossovers

Distribution list
<ul style="list-style-type: none"> - Highways - Town Planning - Transport Development - Parks - Housing

1 Guidance for applicants

A vehicle crossover allows you to travel across the footpath to park in your front garden space. Without using a crossover that has been approved and constructed by the council you are breaking the law and may be liable for enforcement or prosecution.

The purpose of these guidance notes is to help you work out whether your application for a vehicle crossover is likely to be successful, and to understand the process that we will follow in assessing your application.

Please read these guidance notes carefully before applying for a crossover, as the application fee is non-refundable if the Engineer visits the site and confirms that your property is not eligible for a new crossover.

To help us process your application as quickly as possible, please fill in all the details on the attached form. If you have any questions at any stage, please feel free to contact us on 0208 825 8369 or email highwayservices@ealing.gov.uk with the words "Vehicle Crossover" in the subject line.

Once you have read and understood these guidance notes, if you believe you meet our crossover criteria:

- I. Complete and sign your application form (at the end of this document)
- II. Ensure you have the landowner's written approval, if required
- III. Post the completed form along with a cheque for £75 payable to 'London Borough of Ealing' to:

**London Borough of Ealing
Highways - 1st Floor Perceval House
14 - 16 Uxbridge Road
Ealing W5 2HL**

2 Transport for London roads

Transport for London owns and manages the Transport for London Road Network, which includes several roads within Ealing – these are listed in Appendix 2. If you live on one of these roads, you must apply to Transport for London for crossover approval, but you will first need planning permission from Ealing Council – see **section 4** below.

3 How will we assess your application?

Applications for residential crossovers are assessed in accordance with the requirements of the Highways Act 1980 and the content of this document.

The reason for this assessment is to make sure that new crossovers will not unduly impact on the safety of the highway or the appearance of your local area.

Please note that existing crossovers may have been constructed before the current crossover criteria came into force, and should therefore not be considered as setting a precedent.

4 Planning permission

You will always need planning permission for a new or extended crossover if:

- You live on a classified road (refer Appendix 1)
- You live on a road managed by Transport for London (refer Appendix 2)
- Your property is in a Conservation Area subject to an Article 4 direction (refer Appendix 3)
- Your property is divided into flats or maisonettes, or is in multiple occupation (an “HMO”)
- You require a crossover for a commercial property

You may need planning permission if you live in a statutorily listed building.

If you already have planning permission then please enter the reference number in the box on the application form. If you wish to discuss planning permission further then you will need to contact the **Planning Department** on 0208 825 6000. General guidance is provided below but this is not definitive.

5 Hardstanding

If your front garden is currently grass or garden then you will need to provide a suitable area of hardstanding for parking a car. You may be allowed to install or extend hardstanding in the front of your property without planning permission, if all of the following apply:

- Your property is not a statutorily listed building, AND
- Your property is not in a Conservation Area subject to an Article 4 direction (refer Appendix 3), AND
- The total area of non-permeable hardstanding (such as concrete) will be no more than 5m², AND
- Any area of hardstanding greater than 5m² is constructed out of permeable surfacing such as permeable paving, shingle, grass-crete or similar.

For more details, please call the **Planning Department**, or you can refer to the General Permitted Development Order 2008 (Schedule 2, Part 1, Class F). There is also a helpful document explaining your options with permeable paving online at:

<https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance>

Regardless of the total area of hardstanding, or whether or not planning permission is required, surface water **must not** drain onto the public footway. The hard standing within your garden should be constructed to drain onto a flower bed, grass border or soakaway such as a trench drain. We will not construct a crossover to a front garden which drains onto the footpath, even if the hardstanding is existing.

6 Walls, fences, hedges and gates

You are generally allowed to remove walls, fences, hedges or gates in the front of your property without planning permission. However you will need planning permission if any of the following apply:

- Your property is a statutorily listed building, OR
- Your property is in a Conservation Area subject to an Article 4 direction (refer Appendix 3), OR
- Your property is in a Conservation Area and the wall, fence, gate or means of enclosure is one metre high or more where it abuts the highway.

Try to retain as much of existing fences, walls or hedges as possible. This will help to preserve the character of your local area.

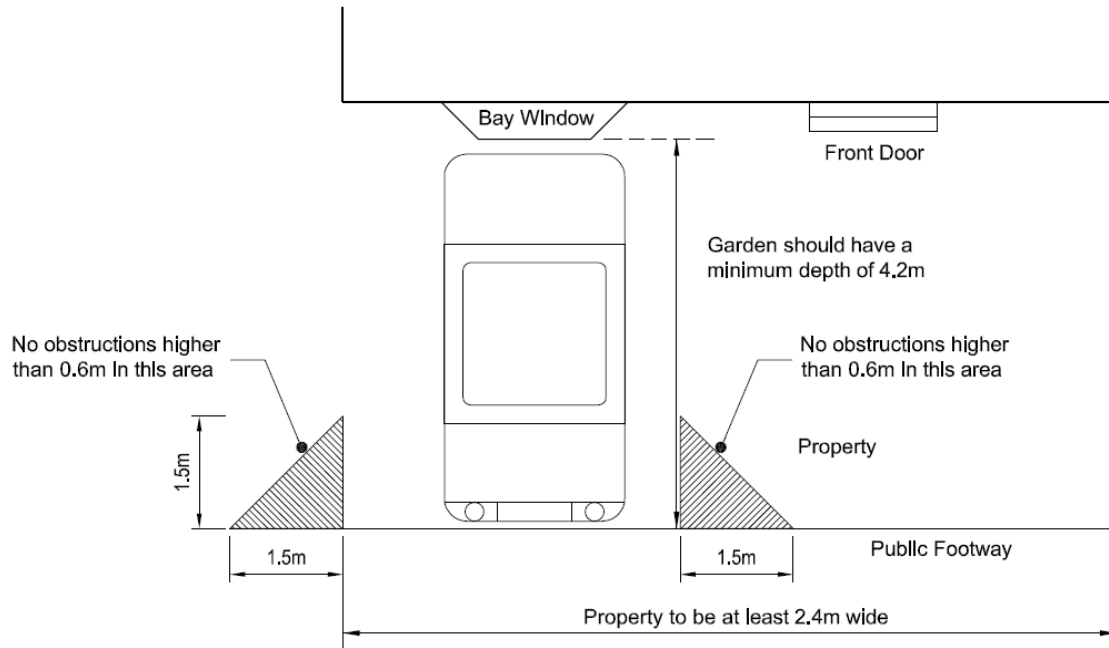
7 Front garden size

For all residential crossovers, you will need to meet the following criteria:

- The front of your property must be at least 2.4m wide, and there must be at least 4.2m from the back of the footway, or from the highway boundary, to the front of your house (the front garden depth). If you have a bay window we will measure from the front of this.
- However, if your property is wider than 6.5m, then your front garden only has to be at least 3.8m deep.
- We will check your front garden dimensions to ensure there is a path of at least 1.2m wide from the public footway to the front door when a car is parked in the front garden. This is to ensure a safe escape route or access for emergency services is maintained to/from the building at all times.
- Trees, fences or other obstructions higher than 0.6m are not permitted within 1.5m x 1.5m of the front garden area on either side of the crossover, next to the footway. This is known as a pedestrian visibility splay and

ensures pedestrians on the public footway can be seen by exiting vehicles, and vice versa.

Regardless of these sizes, you need to make sure that there will be enough space to park your vehicle entirely within your property. Any vehicle overhanging the footway is committing an offence under the Highways Act 1980.



8 Other assessment criteria

We only allow one crossover per residential property. A single crossover can be a maximum width of 2.4m. You may share a crossover with your neighbours, in which case the crossover can be 4.8m wide. Please note; if your property has access to a rear garage via an existing access, this will have to be removed (at your cost) in order to allow the construction of a single crossover at the front.

If your property is located adjacent to an alleyway, over which access rights are enjoyed, then we will not allow a new crossover onto the street to be constructed. We will allow an extension to the alleyway dropped kerb to a maximum width of 4.8m which will enable you to access your front garden from the side. This is in the interests of retaining on street parking and pedestrian safety.

The proposed crossover must be located more than 10m from the nearest road junction. If you think your crossover will be within 10m of a junction, please email Highway Services on highwayservices@ealing.gov.uk before applying.

If there are obstructions such as street lights, telegraph poles or utility cabinets located in your desired crossover position then you will have to cover any costs in

removing or relocating these (we will advise you of these costs if the situation arises).

Please note that we require at least 0.6m between the edge of the crossover and the edge of any tree pits. If there is a street tree near the proposed crossover location then an officer from the council's Trees department will visit the site to assess it, but you should be aware that it is generally not possible to remove street trees. If the tree is able to be removed, the Trees department may also require additional trees be planted, usually near the existing tree which is to be removed. Please note that you will be required to cover the costs of any relocated trees and / or new plantings.

If you rent your property you will require written permission from the property owner as part of your application. If you rent a Council owned property then you will require written permission from the **Housing Department**. Please phone Tenancy Management on 0208 825 5734 to discuss this.

9 On-street parking bays

For all applications we will try to position any new crossover to minimise the loss of on-street parking.

If you are in a Controlled Parking Zone (CPZ) and your crossover would require changes to existing marked parking bays outside your property, there are often significant costs involved. We will advise you of the details of any additional costs once we have received your application and visited your property.

If there is a disabled parking bay already marked out on the street outside your property, this bay, and any associated signposts, will have to be removed. You will have to cover the cost of this removal.

10 Processing your application

Once we have received and validated your application form and fee, an engineer will visit your property to make an assessment. You don't need to be present when the engineer visits. If they are satisfied that all criteria have been met then they will mark up the outline of the proposed crossover in white paint and estimate the cost of constructing the crossover and any associated works such as street light relocations.

Once your crossover application and fee is received you will be sent confirmation. Please allow for us to send you a decision within six weeks of receiving this confirmation.

If your crossover is approved, then the quote and approval will remain valid for one calendar year from the date of approval. A typical crossover costs approximately £1,500 but the cost will be higher if other works are required, such as relocating street furniture.

11 What you need to do

Please do not carry out any works until we have advised that your application has been successful and you have paid the full amount required.

If you accept the cost estimate and decide to proceed with the crossover, you will need to pay the full amount of the estimate and complete all works to your front garden **before** we construct the footpath side of the crossover. However, please do not carry out any works on the footpath or public highway – only the council's contractors can carry out works on the public highway.

Front gardens contribute to greenery, richness of wildlife and the quality of the street scene. You should aim to retain as much of the existing greenery as possible and ideally enhance the plant cover where possible. Increasing the variety of plants in your garden will also help to support wildlife.

We will not instruct our contractors to undertake any works until you have paid for the crossover in full, and confirmed to us that the front garden works have been completed by providing a photo. This will keep construction costs as low as possible.

In most cases we are able to complete the footpath crossing works within six weeks of receiving this photo. Please do not drive over the footpath to access the front garden until the crossover has been constructed as this can damage underground services.

Once we've constructed your crossover, you can register it with **Parking Services**. This will then allow us to enforce against other people who park across it.

Telephone 0208 825 6677

or

Email parkingservices@ealing.gov.uk

12 Road markings along the dropped kerb

We only mark white H-bar markings along the front of dropped kerb crossovers that are located in a controlled parking zone. White H-bar markings are advisory only but they also allow you or a visitor to park across the front of your driveway. You can register your crossover with parking services who will be able to enforce against anyone else who parks there.

We only mark yellow lines in a small number of controlled parking zones and this requires an alteration to the traffic order. This may take three months or longer, and you will have to cover the costs of this change – which may be more than £1,500.

13 Any questions?

For questions about these guidance notes or the application form, please contact the crossover team on:

Telephone: 0208 825 8369

or

Email highwayservices@ealing.gov.uk

For any questions regarding Planning please contact Customer Services on:

Telephone: 0208 825 6000

or

Email planningsupport@ealing.gov.uk

For any questions about parking enforcement or registering a finished dropped kerb for enforcement, please contact Parking Services on:

Telephone 0208 825 6677 (Option 6 for a call back), alternatively visit the Ealing Website

or

Email parkingservices@ealing.gov.uk

For any questions about Transport for London (TfL) roads, please phone 0845 305 1234.

If you rent a Council-owned property, you will need written permission from the Housing Department. Please phone Tenancy Management on 0208 825 5734 to discuss.

Appendix 1 – list of classified roads

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover.

Acton Lane, Park Royal (B4992)
Acton Lane, Acton (from High Street to Beaconsfield Road)
Acton Lane, Chiswick (from Evershed Walk to Borough boundary at Chiswick Park Station)
Allenby Road, Southall
Alperton Lane, Perivale
Argyle Road, Perivale (B452)
Argyle Road, West Ealing (B452)
Beaconsfield Road, Chiswick (B490)
Bilton Road, Perivale
Bollo Bridge Road, Acton
Bollo Lane, Chiswick
Bollo Lane, Acton
Bond Street, Ealing (B455)
Boston Road (A3002)
Broadway, West Ealing (A4020)
Castlebar Hill, Ealing (B455)
Castlebar Road, Ealing (B455)
Chase Road, Park Royal
Church Road, Hanwell
Church Road, Northolt - between Western Avenue and Mandeville Road section south of Western Avenue is a TfL road
Churchfield Road, Acton
Coronation Road, Park Royal
Dormer's Wells Lane, Southall including service road to numbers 45-75
Drayton Green Road, West Ealing (B452)
Ealing Green, Ealing (B455)
East Acton Lane including service roads to: numbers 39-107; numbers 115-129 and Beechwood Grove
East Churchfield Road, Acton
Eastcote Lane, Northolt
Eastcote Lane North, Northolt

Appendix 1 – list of classified roads

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover.

Greenford Avenue, Hanwell
Greenford Road, Greenford (A4127) including Greenford Roundabout and all service roads
Greenford Road, Southall (A4127)
Gunnersbury Lane, Acton
Hanger Lane (A406) from Hanger Lane Roundabout to Borough boundary including service road and all slip roads
Haven Green, Ealing (B455)
High Street, Ealing (B455)
High Street, Acton (A4020)
High Street, Southall (A4020) including service road to numbers 52-78
Horn Lane, Acton (partly A4000)
Horsenden Lane North, Greenford - from Melville Avenue to Horsenden Lane South
Horsenden Lane South, Perivale
Hughenden Gardens, Northolt
Kensington Road, Northolt including service road to numbers 35-89
Kent Gardens, West Ealing (B455)
King Street, Southall
Kingshill Avenue, Northolt
Lady Margaret Road, Southall including service roads to numbers 428-440, 451-61 and 458-522
Larden Road, Acton
Leamington Park, Acton (A4000)
Little Ealing Lane, Ealing (B4491)
Lower Boston Road, Hanwell (A3002)
Madeley Road, Ealing
Mandeville Road, Northolt (A312) including service road to number 46
Manor Farm Road, Perivale (LBE section)
Market Place, Acton
Melville Avenue, Greenford
Merrick Road, Southall (A3005)
Montague Way, Southall

Appendix 1 – list of classified roads

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover.

New Broadway, Ealing (A4020) including service road to numbers 71-81
Noel Road, Acton
North Acton Road, Park Royal
Northfield Avenue, Ealing / West Ealing (B452)
Northolt Road, Northolt (A312)
Norwood Road, Southall (partly A3005) including service road to numbers 168-186
Old Oak Common Lane, Acton / Park Royal
Old Oak Lane, Park Royal (A4000)
Park Avenue, Southall
Park Royal Road, Acton / Park Royal (B4492)
Pett's Hill, Northolt (A312) including service roads to numbers 2-16 and 85-237
Popes Lane, Ealing (B4491)
Portal Way, Acton (A4000) Adopted section only
Queen's Drive, Acton / Ealing
Ruislip Road (B455) from Mansell Road to White Hart Roundabout, including service roads
Ruislip Road East (B455) from Greenford Road to Argyle Road, including service road to numbers 300-318
Scotch Common, West Ealing (B455)
South Ealing Road, Ealing (B455)
South Parade, Chiswick (B409)
South Road, Southall (A3005)
Southfield Road, Chiswick (B491)
Spring Bridge Road, Ealing (B455)
St Mary's Road, Ealing (B455)
Station Road, Park Royal (A4000)
Steyne Road, Acton (A4000) from Horn Lane to High Street
Tangmere Gardens only the section adjacent to Yeading Lane
Teignmouth Gardens, Perivale (B452)
Tentelow Lane, Southall (A4127)

Appendix 1 – list of classified roads

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover.

The Avenue, Chiswick (B491)
The Broadway, Greenford (B455)
The Broadway, Southall (A4020)
The Broadway, Ealing (A4020)
The Green, Ealing (B455)
The Green, Southall
The Mall, Ealing (A4020)
The Vale, Acton (A4020)
Twyford Abbey Road, Park Royal from Hanger Lane Gyratory to railway bridge
Twyford Avenue, Acton
Uxbridge Road (A4020), Acton / Ealing from The Common to Chatsworth Gardens
Uxbridge Road (A4020), Ealing / West Ealing from Drayton Green Road to Longfield Avenue
Uxbridge Road (A4020), Hanwell / Southall from Park View Road to Shirley Gardens including service road to numbers 153-161
Victoria Road (A4000), Acton / Park Royal
Wales Farm Road, Acton (A4000)
Western Road, Southall
Whitton Avenue East, Greenford (A4090)
Whitton Avenue West, Greenford (A4090) including service road to numbers 727-737
Winchester Street, Acton (B490)
Windmill Lane, Southall (B454 / A4127)
Windmill Road, Ealing (B452)
Yeading Lane, Northolt (including service roads)

Appendix 2 – Transport for London roads

If your property is on one of the streets listed below, you will need planning permission from Ealing Council, but the crossover permission will be considered by Transport for London (“TfL”). Please phone 0845 305 1234.

Church Road, Northolt (A312) part of this road is TfL, and the rest is LB Ealing – please call us to discuss
Gunnersbury Avenue (A406)
Hanger Lane (A406) part of this road is TfL, and the rest is LB Ealing – please call us to discuss
Hanger Lane Gyratory (A406)
Hayes Bypass (A312)
North Circular Road (A406)
Ruislip Road (A4180) part of this road is TfL, and the rest is LB Ealing – please call us to discuss
Western Avenue (A40)

Appendix 3 – streets affected by Article 4 directions

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover. Please note that this list may change over time if new areas become subject to an Article 4 direction.

Ashbourne Close, Ealing
Ashbourne Road, Ealing
Audley Road, Ealing
Beaufort Close, Ealing
Beaufort Road, Ealing
Bedford Road, Chiswick
Blandford Road, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss
Blenheim Road, Chiswick
Brentham Way, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Brunner Road, Ealing
Chatsworth Rise, Ealing
Chatsworth Road, Ealing
Corringway, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Dallas Road, Ealing
Denison Road, Ealing
East Close, Ealing
Esmond Road, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss
Fielding Road, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss
Florence Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Fowler's Walk, Ealing
Grove Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Hanger Green, Ealing
Hanger Lane Service Road to numbers 97-103, Ealing
Heath Close, Ealing
Heathcroft, Ealing
Holyoake Walk, Ealing
Links Road, Acton
Ludlow Road, Ealing
Marlborough Crescent, Chiswick

Appendix 3 – streets affected by Article 4 directions

If your property is on one of the streets listed below, you will need planning permission before you can apply for a crossover. Please note that this list may change over time if new areas become subject to an Article 4 direction.

Meadvale Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Monks Drive, Acton
Neville Road, Ealing
Newton Grove, Chiswick
North View, Ealing
Oxford Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Pitshanger Lane, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Princes Gardens, Acton
Queen Anne's Gardens, Chiswick
Queen Anne's Grove, Chiswick
Queen's Drive, Acton only part of this road is affected by an Article 4 direction – please call us to discuss
Rotherwick Hill, Ealing
Ruskin Gardens, Ealing
South Parade, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss
The Avenue, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss
The Grove, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
The Orchard, Chiswick
The Ridings, Ealing
Tudor Gardens, Acton
Vale Lane, Acton
Western Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Windsor Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Winscombe Crescent, Ealing
Woodfield Avenue, Ealing
Woodfield Crescent, Ealing
Woodfield Road, Ealing only part of this road is affected by an Article 4 direction – please call us to discuss
Woodstock Road, Chiswick only part of this road is affected by an Article 4 direction – please call us to discuss

Application form: footway crossover

Reference HF01

Reference

Applicant's details

Applicant's name	
Site address	
Post code	
Contact address (if different from above)	
Daytime phone number	
Email	

How wide do you want the crossover to be?

<input type="checkbox"/> 2.4 metres (single crossover)	<input type="checkbox"/> 4.8 metres (shared crossover only)
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Facing your house, where would you prefer your crossover to be located? Please note that, depending on the site constraints, this may not be possible.

<input type="checkbox"/> Left	<input type="checkbox"/> Centred	<input type="checkbox"/> Right
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Are there any obstructions in the way of the crossover? Tick all that apply.

<input type="checkbox"/> Street tree	<input type="checkbox"/> Lamp column	<input type="checkbox"/> Bollard
<input type="checkbox"/> Manhole / utility cover	<input type="checkbox"/> Telegraph pole	<input type="checkbox"/> Marked parking bays
<input type="checkbox"/> Other – write:		

What type of property is the application for?

<input type="checkbox"/> Commercial ¹	<input type="checkbox"/> Maisonette, flat or house converted to flats ¹	<input type="checkbox"/> House
<input type="checkbox"/> Council housing ²	<input type="checkbox"/> Rented from private landlord	<input type="checkbox"/> Owned

¹ You will need planning permission before we can process your crossover application.

² Please provide written approval for this crossover from the Housing Department.

**What type of road is the property on?
Refer to Appendices 1 and 2 if you're unsure.**

<input type="checkbox"/> Classified road*	<input type="checkbox"/> Transport for London road	<input type="checkbox"/> Road subject to Article 4 direction*	<input type="checkbox"/> Ealing borough road
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* If you live on either a classified road, or a road in a Conservation Area subject to an Article 4 direction, you will need planning permission before we can process your application. If you already have planning permission, please provide the reference number in the box below.

Do you plan to create or extend hard standing to a total of more than 5m²?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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* If **yes**, please describe how you will comply with the General Permitted Development Order 2008 (Schedule 2, Part 1, Class F), details of which can be found in the accompanying guidance notes.

If you need planning permission, has this already been granted?

<input type="checkbox"/> Yes*	<input type="checkbox"/> No
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* If **yes**, please provide the reference number:

Agreement

By signing this form, you agree that

1. One of our officers may need to enter your property for the purposes of measurement and assessment
2. The approval of your application for a vehicle crossover does not imply that adequate clearance will exist between the crossover and the underside of any vehicles using the crossover.
3. The crossover, if approved and constructed, is to be used entirely at your own risk and Ealing Council is not responsible for any damage arising through its use.

Your name	
Signature	
Date signed	

How to submit your application

Post in your completed application form and cheque for £75 to:+

Highways, Ealing Council
Perceval House, 14-16 Uxbridge Road
London W5 2HL

Please ensure your cheque is made payable to "London Borough of Ealing"