

PROPOSED DOMESTIC VEHICLE FOOTWAY CROSSOVER

GUIDANCE NOTES AND APPLICATION FORM

Revision Proposed 10.12.13 (see **highlighted** text)

a) Applying for a Crossover

Application forms can be downloaded from the Council's website www.brent.gov.uk or you can contact the Highways team on 020 8937 5121 (**Monday to Friday 09:00 to 16:30**).

All crossover application forms sent in the post will be given a unique reference number. If you download the application form from our website, you will need to contact the above telephone number for your unique reference number.

The application form should be completed fully in black ink and block capitals together with a sketch.

Completed forms should be sent to:

**Transportation Service
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ**

Please note that there is a £25 administration fee for providing each estimate; please make cheques payable to **Transportation Service**. The fee will be deducted from the cost of constructing the crossover.

However the administration fee will not be refunded if the application is refused or, where successful, the applicant decides not to proceed.

The estimate and any application approval will be valid for a period of twelve months after which another application will be required.

Payment can be made by enclosing a cheque for £25 with your application form or by credit/debit card by contacting our card hotline on 020 8937 1830 quoting your unique reference number together with our cost centre code ZZ99, subjective code Z607 and analysis code TK02 when making your payment.

Any telephone enquiries regarding your application should be made to the Highways team on 020 8937 5121 (**Monday to Friday 09:00 to 16:30**)

b) The Council's Domestic Vehicle Footway Crossover Policy

All applications are processed on their own merits. Approval of an application depends on the property frontage complying with all the requirements set out in the Council's Domestic Footway crossover Policy. No previous policy or policies will take precedent to the current policy.

It is important that you refer to the Council's Crossover Policy (*link to be provided soon on Council's website www.brent.gov.uk*) prior to applying for a crossover. This will give you a good idea of the suitability of your application. In particular:

i) Use of Crossover

Note that the objective of a footway crossing is to provide the resident of the property with an authorised vehicle access across the public footway. Please do not apply for a footway crossover if you have no intention of using it for vehicle access to your property, as a footway crossover with no allocated space provided in the garden i.e. hardstanding or similar, will not be permitted.

Your proposed crossover and hardstanding should never require your car to project beyond the line of your garden wall and obstruct the footway.

Please note that you must retain 50% of soft landscaping (30% for narrower and shorter front gardens) within the frontage of your property to reduce the amount of rainwater that runs on to the road. Sustainable drainage will also be necessary for your hardstanding (where your car will stand), and you **will** need to use permeable materials. The details of your proposed hardstanding construction and the area of soft landscaping **must** be shown on your proposed layout on the application form.

Measures must also be introduced to prevent surface water draining from the front of the property onto the highway and this **must** also be shown on the proposed layout plan. Our team can help to advise over these requirements if required.

ii) Forecourt Dimensions

There must be sufficient space within the frontage of your property to ensure that a parked vehicle does not overhang the footway and that manoeuvring on and off the highway can be carried out safely.

A vehicle hardstanding should therefore normally be at least 4.8 metres deep by 2.4 metres wide, and be set out at 90 degrees to the road.

4.8 metres is a standard bay length that caters for the vast majority of cars currently on the market. However, there are many commonly owned cars that are less than 4.8 metres long. A crossover may be offered where the frontage is less than 4.8 metres deep, but only if the following criteria are met:

- the frontage is an absolute minimum of 3.8 metres deep, **and**
- the applicant is willing to enter into a legal agreement that restricts the size of vehicle that can be parked on the forecourt to fit within the available space. This agreement will then be sent to local land charges requesting that a note be made so that it binds future occupiers of the property to the same restriction.

The dimension of the frontage available **must** be shown on the proposed layout within the application form.

Requests for bays to be parallel to the highway will not be accepted. This would require an unacceptable number of vehicle movements over a footway and possibly cause a hazard and nuisance to pedestrians. It will usually be expected that the vehicle will be able to enter and leave a frontage in one manoeuvre.

iii) Planning Permission?

The Council's Crossover Policy explains whether you need to apply for planning consent. If your property does require planning permission the appropriate forms can be found on the Council's planning web pages <http://www.brent.gov.uk/tps.nsf/Planning%20applications/LBB-12?OpenDocument&pp=200074>

Alternatively please contact the Transportation Unit on the numbers provided above and we will endeavour to send these forms out to you by post.

Where planning permission is required you are advised to apply for this first. Only after your planning permission has been approved should you submit a completed crossover application to the Transportation Service.

Please note that approval for the construction of the crossover must be granted by Brent Transportation even if planning approval has been given by Brent Planning, or by appeal through the Planning Inspectorate.

iv) Charges

The crossover has to be constructed by the Council at your expense.

You will also be responsible for all costs incurred in removing, relocating or strengthening any street furniture, utility apparatus or road markings in order to construct your crossover (e.g. lamp post, utility cover box, parking bay).

Note, the reconfiguration of a parking bay will require amendment of the relevant Traffic Regulatory Order (TRO) for which there will be an additional charge.

c) Conservation areas / listed buildings

If your property is situated within a conservation area, consent will be required from the Council for the demolition of any gate, wall, fence or railings over one metre in height if they are adjacent to a highway or public footpath.

If your property is a listed building, consent will also be required from the Council for the conversion of your garden to hardstanding.

The Council's Planning Service can advise you on all matters relating to listed buildings and conservation areas, please phone 020 8937 5210 during office hours.

d) Council / Housing Association / Leasehold Properties

Tenants will need to supply written confirmation that Brent Housing Partnership, the relevant housing association, or freeholder have no objection to a crossover being constructed to the property.

e) Legal Restrictions / Covenants

In some instances a property may have a clause included in the lease that forbids the parking of a vehicle in the front garden. Applicants should check their lease to ensure that no such clause exists. The Council will not accept any liability for costs arising from its approval of an application where such a clause does exist.

f) What happens next?

On receipt of a correctly completed application form, we will aim to process your application and reply to you within 15 working days. Successful applicants will be sent a notification letter, which will provide an estimate for the construction of a crossover, and an agreement form to be signed and returned with the payment required. For non-routine cases (e.g. where a utility company has to be contacted, street tree has to be removed, or lamp column relocated), it may not be possible to provide a decision within this timescale. Applicants will be kept regularly informed of progress regarding their applications. The notification letter will also provide details about the methods by which payment can be made.

If there is any information missing from your application we will contact you to request that you provide this. Your application may be delayed if you do not provide all the necessary information so we ask that you to read the instructions carefully and make sure that your submission is complete and comprehensive.

Upon receiving payment in full, location details will be added to the works programme for the contractor who constructs crossovers on the Council's behalf. The aim is for crossovers to be constructed within 6 weeks of receipt of payment.

g) Refused Applications

Where applications do not conform to the eligibility criteria, applicants will be informed in writing of the reasons for refusal.

Unsuccessful applicants who believe their applications have not been processed in accordance with the criteria set out in the Council's Crossover Policy, **or that there are exceptional circumstances**, have the right of appeal. All appeals will be considered by the Head of Transportation

h) Soft Landscaping

In the application form "soft landscaping" refers to trees, plants and grassed areas.