

Your guide to applying for a Vehicle Crossing



From September 2017
New Policy

VehicleCrossings@harrow.gov.uk
020 8736 6072



We encourage residents to legally park off the street to maintain traffic flow and minimise congestion. However, we need to consider how this work will affect your garden and the way the street looks.

Can I have a vehicle crossing?

We can build a vehicle crossing if:

- You have a suitable surface to park your car.
- Your garden is a minimum of 4.8m deep or can accommodate a 5m x 2m parking bay accessible without driving over the footway and obstructing safe access to the front door. This is to ensure that your car does not overhang onto the footway and obstruct pedestrians or prevent safe exit from the property. See diagram on Page 4.
- Your view when driving out of your property is not obstructed by high walls or fencing.
- The proposal will not affect the safety of traffic and pedestrians.

How wide can the crossing be?

The maximum width allowed of dropped kerb is 4.5m (3.6m where grass verges exist). The maximum width depends on the width of your property.

Existing crossings may also be extended up to a maximum width of 4.5m of lowered kerb (3.6m where grass verges exist) along with the adjoining tapered kerb (normally 900mm in length). An existing shared access (located between two properties) may be widened up to 4.5m from the mid-point (3.6m where grass verges exist).

Do I need planning permission?

Once we have approved your application you will not normally need planning permission unless you live in certain conservation areas, on certain main roads or if your property is a flat or maisonette. If planning permission is required, you will be required to provide evidence of approval.

Can I have a second crossing?

The maximum section of lowered kerb permissible for a second single crossing is 2.7m, subject to all other criteria being met. The use of 0.6m tapered kerbs or 0.3m quadrant kerbs is not permitted on second crossings.

Second crossings will not be permitted where the construction would result in removal of healthy trees or grass verges in excess of 1m in depth across the footway, except on heavily trafficked roads (classified roads) where the removal of grass verge (not healthy trees) may be permitted, where road safety benefits of allowing vehicles to enter and leave in a forward aspect can be demonstrated without any possibility of driving over the footway.

What else may affect my application?

Position and condition of street trees

We must make sure that tree roots are protected. Generally, there needs to be a distance of four times the trunk circumference between the tree and the edge of the start of the crossing. If the proposed crossing is closer, you can pay for a trial excavation (see the Fees section) to check the location of the tree roots.

We do not remove healthy street trees or prune roots without the council's arboricultural officer's agreement.

It may be possible for us to remove an over-mature tree or one which is likely to have a life expectancy of 5 years or less. You will have to pay for its removal and the planting of two replacement trees locally or elsewhere within the borough.

Position of street furniture and utility equipment

Street furniture includes items such as lamp columns, signposts and nameplates. Utility equipment includes items such as telegraph poles and telecom cabinets.

There must be a minimum distance of 600mm between the top of the taper (ramped kerb) and any item of street furniture. In some cases, you can pay for the relocation of the street furniture. We need to consider how this may affect your neighbours and allow for future crossing construction. You need to contact the utility company directly to discuss whether relocation of their equipment is possible.

Historically Constructed Vehicle Crossings

Where vehicle crossings have been constructed under the regulations of previous vehicle crossing policies (i.e. before September 2017), the design and construction of these do not set a precedent for the construction of new crossings. You will see a variety of designs and constructions all over the borough however these are likely to have been constructed under a previous policy.

All vehicle crossing applications will be assessed on the basis of the current policy.

Engineering Considerations

Where applicants' requests and preferences will be accommodated as much as possible, in some instances it is not practicable to meet these requirements. In these cases, an alternative design will be provided to the applicant for agreement prior to payment being made for the crossing.

In order to protect the structural integrity of the footway, the existing footway materials and apparatus (e.g manholes/access chambers) will also influence the width of crossing permissible.

Requirements for hard standing:

Prior to constructing your new vehicle crossing, we require your hard standing (the area where vehicles will be parking) to meet certain criteria to comply with The Town & Country Planning Act (General Permitted Development) Order 1995 (as amended in 2008).

Permeability

We require all surfacing installed to the front of a property (over 5 square metres) to be 25% of porous (permeable) material. This can include flower beds, gravelled areas (laid on a permeable base) or permeable block paving. This applies both to new surfaces and to the repair and replacement of an existing surface. See the next page for examples of different types of block paving and what is acceptable.

Water Drainage

You will need to make provisions to drain surface and rainwater into a soak away within your property, to ensure that no water discharges onto the highway, as this is illegal. This can be done by installing a full-width aco channel at the lowest sloped point of your property. You need to ensure that this is plumbed into a permeable soak away to allow the water to drain away naturally.



Other Considerations

The line and level of the back edge of the footway (adjoining your property boundary) will not be altered to suit any changes in level within your frontage. It is therefore necessary for the hard standing to meet the pavement at the same level. The Council will insist on the construction or retention of a garden wall to ensure that vehicles will not be driving over the raised footway in order to access a property frontage.

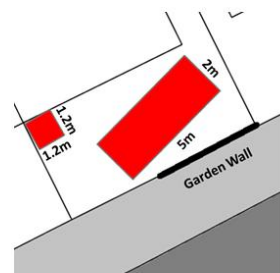
In all instances a minimum of 25% of your front garden must be constructed of a permeable material such as permeable block paving or planting areas. Please see the recommended examples below.



Paved tracks
Loose gravel



Resin-bonded gravel
Loose gravel



5m x 2m Angled
Parking Bay

We recommend you wait until we have responded to your application before building a hard standing.

What materials can I use?

Permeable block paving allows surface water to drain naturally and is now readily available from most paving manufacturers. This is the preferred construction material and applicants should ensure that they are aware of the differences between permeable and non-permeable block paving. Designs comprising entirely of non-permeable block paving without a **minimum of 25%** permeable area will be rejected. Diagram 1 shows the required construction detail of permeable block paving. Diagram 2 shows the difference between permeable and non-permeable blocks.

Please ensure that you carefully compare your builder's design with our requirements before accepting non-permeable block paving as a construction material.

Diagram 1:
Permeable block paving

Washed 20mm aggregate
250mm min depth

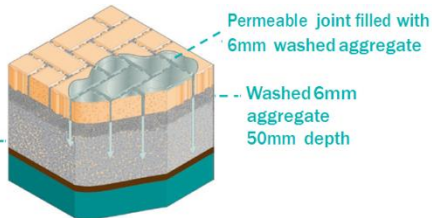


Diagram 2

Permeable Block Paving



Non-Permeable Block Paving



Loose gravel is also an acceptable material but must be laid over a suitably permeable base. In order to keep the gravel off the footway it must be set back at least 1 metre. If the levels in your front garden allow you to drain the surface water into a flower bed, traditional block paving or tarmac surfacing may be used. A useful guide to permeable surfacing has been produced by the Department for Communities and Local Government. This can be found at:

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

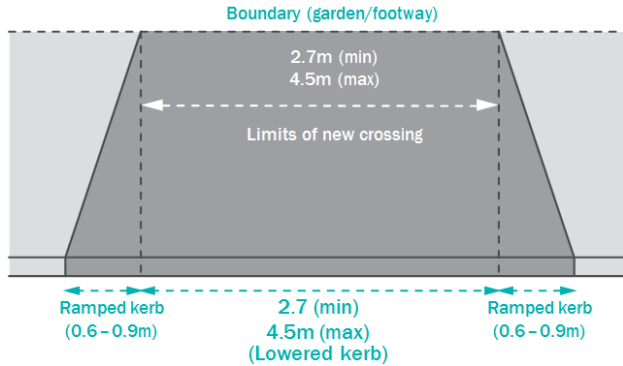
Diagram 3:
Gravel retention systems



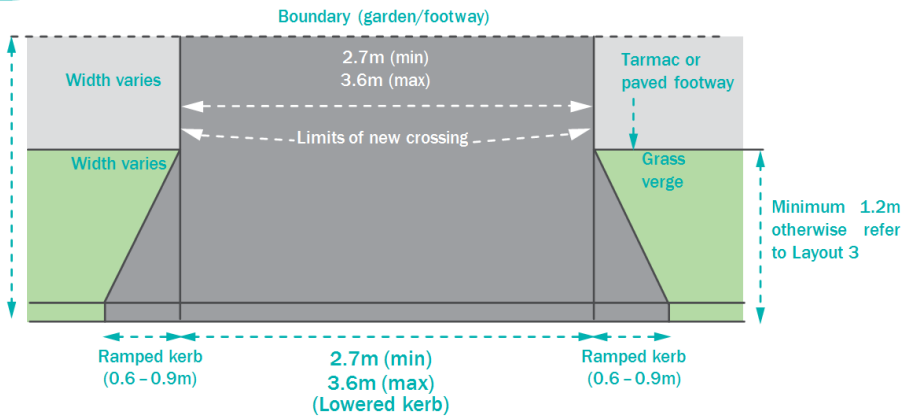
Various gravel retention systems are available

Standard vehicle crossing layouts

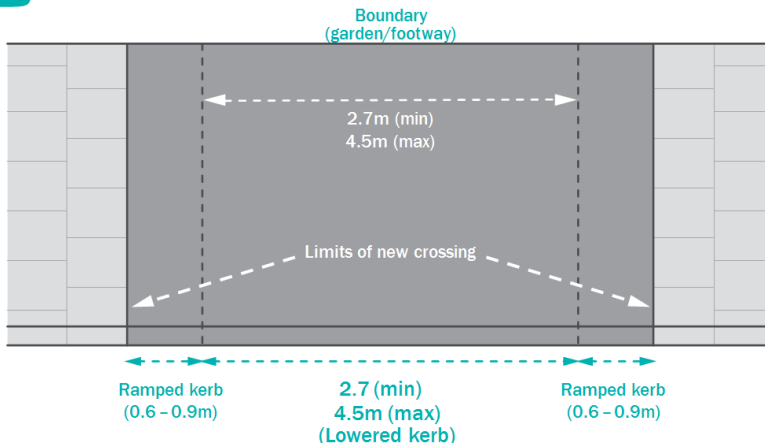
Layout 1 Full width tarmac footway



Layout 2 Footway with grass verge greater than 1.2m deep



Layout 3 Full width paved footway (or where the verge is less than 1.2m deep)



How do I apply?

Apply Online

Visit the Harrow Council website www.harrow.gov.uk/vehiclecrossings or search for 'Vehicle Crossings' or 'Dropped Kerbs'. From here visit the 'Apply' section where you can apply for a crossing and pay your application fee online by credit or debit card.

Complete an application form:

- Download from Harrow web site: www.harrow.gov.uk/vehiclecrossings

The application form includes details about how to provide a sketch plan of the front of your house. The more accurate the drawing, the sooner we can assess your application. The drawing should include:

- Position and width of proposed crossing
- Any form of street furniture or obstacle that may affect your application, e.g. lamp post or post box
- Areas of soft landscaping (grass/ planting)
- Areas of hard surfacing (permeable and non-permeable)

Completed application forms and payments can be submitted online or posted to Vehicle Crossings, Civic Centre, Station Road, Harrow, HA1 2XF

What does the application fee cover?

The application fee is non-refundable. It covers the cost of assessing your application, visiting your property and if approved, producing a quotation for the works.

How long does the quotation take?

Once we have received your application fee, we aim to provide the quotation as soon as possible. Due to the large volume of enquiries we receive for this service, this normally takes between six and eight weeks.

Fast Track applications

Our Fast Track application service guarantees a survey and quotation within ten working days of receiving your application. This service carries an additional cost. Please see the fees page for further information.

When will my crossing be constructed?

Once your application has been approved, your hard standing constructed to the required standard and full payment has been received, your crossing will be placed on a batch of works to be completed by the Council's contractor. The timescales for this vary depending on the current volume of applications and you will be advised of the estimated timescale once your application has been approved and you receive your quotation.

Vehicle Crossing Fees April 2022 – March 2023

Standard application fee: **£112.40** (non-refundable)

Fast track application fee: **£281.40** (non-refundable)

Joint Application fee: **£168.60** (non-refundable)

Fast Track guarantees a survey to be undertaken and a decision given within ten working days of receipt of payment. It does not affect the construction time of your vehicle crossing.

For further information on the joint application, please contact the Vehicle Crossing department as this option is only available where it is not possible to provide off street parking without a shared vehicle crossing.

There is an additional charge for any second and further visits this will be 50% of the application fee you paid.

Construction costs:

As all crossings are unique, we will send you a detailed quotation specific to your property once we receive your application fee.

Most crossings will cost between **£130 and £180** per m²

Possible additional costs:

Service chambers

An additional charge is required when access covers are within the area of works:

Large chamber (for example manhole cover) **£71**

Small chamber (for example water valve cover) **£36**

Tree root trial excavation **£150**

Required if your proposed crossing is closer than four times the circumference of any street tree:

Relocation of lamp post or street furniture

The cost of any required alterations will be estimated on an individual basis.

In most instances the cost will be between **£1000 and £2000**

Useful Contacts

Harrow Council Vehicle Crossings Officer
020 8736 6072

Harrow Council Planning Department
020 8901 2650

Harrow Council Housing Department
020 8424 1125

Harrow Council Website
www.harrow.gov.uk/vehiclecrossings

