



London Borough of Hounslow

Dropped kerb application / extension form Guidance notes for applicants

Please refer to the attached notes when making your application.

Application for a proposed vehicle crossover:

1. The application form should be completed fully in black ink and block capitals together with a sketch. You must also include your title, your initials and your postcode.

Completed forms should be sent to:

Highways Maintenance
Environment Department
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Telephone queries should be made to the highways team on the following number:
020 8583 4902.

Please note there is a £67 fee for each crossover application that is non-refundable. Payments should be by debit / credit card or cheque made payable to the 'London Borough of Hounslow'. Cash payments will not be accepted.

2. Please refer to the guidance notes for a dropped kerb which explain whether you need to apply for planning permission. If your property does require planning permission the appropriate forms can be found at: www.hounslow.gov.uk/dropped_kerb

Alternatively these forms can be collected in person from the front reception at the Civic Centre.

Where planning permission is required you are advised to apply for this first. If the planning permission has been approved you should submit the appropriate application and fee to the Highways section.

You will still be liable for the £67 administration fee if you apply for a crossover without obtaining planning permission or where permission has been refused.

3. On receipt of the completed form and fee we will process your application and provide you with an estimate of costs. The quoted price will remain valid for a three month period from the date stated, after which time a new estimate will be required. If you would like to pay by instalments we will provide you with a direct debit mandate.

Guidance Notes for Vehicle Crossover

Before submitting an application for a vehicle crossover, please ensure that you have carefully read these guidance notes.

We will not accept any liability for costs arising from its refusal of an application for a vehicle crossover that does not conform to the guidance or policy.

The Hardstanding

1. The hardstanding is the area within your property on which the vehicle is parked.
2. To ensure pedestrian safety and maintain the appearance of your property, it is necessary to keep the vehicle and pedestrian access separate.
3. The hardstanding should have an attractive appearance and it is best to avoid large areas of concrete or tarmac. Where possible keep existing fences and planting to maintain the character of your property.
4. Surface water must not discharge from the hardstanding onto the public footway.
5. Where the hardstanding (the hard surface within your front garden area between the house and the highway) is to exceed 5 square metres, the following provision must be made:
 - The hardstanding shall be made of porous materials; or
 - Provision shall be made to direct run-off water from the hardstanding to a permeable or porous area or surface within your front garden area (not into a rainwater drain).

If the hard surface does not meet these requirements, you must first apply for and obtain Planning Permission
6. The depth of the hardstanding should not be less than 4.8 metres (Dimension A) see diagram on page 8.
7. It may be possible to accommodate a crossover with a minimum depth of 3.8 metres if it has a width of at least 6.5 metres (Dimension B) to allow the car to be parked parallel to the kerb (see the diagram on page 10).
8. For the safety of other highway users there should be a visibility splay with no walls or growth higher than 0.6 metres where the vehicle leaves the hardstanding, within a 2.4 metre distance of the crossover (on either side).
9. Due to fire safety regulations a crossover must not block a fire exit.
10. Garden gates must not project or open on to the footway.

The Crossover

1. The crossover is the strengthened area of footway between the kerb and your property.
2. The vehicle must be able to use the crossover in a single movement.
3. Vehicle crossovers are normally 2.4 metres wide (Dimension C) plus a 0.6 – 1 metre splay on each side (a splay is the difference between the width of the crossover at the road and the width at the property).
4. Wider crossings up to a maximum of 3.6 metres may be considered in special cases such as where parallel parking is used.
5. The crossover has to be constructed by the council at your expense.
6. The materials used are chosen by the council to match the footway and other crossovers.
7. Additional works such as moving lamp posts, street furniture as well as gas, electricity and water box apparatus and removing any parking bays / restrictions may be necessary before a crossover can be constructed. Costs associated with such works will be included in the estimate.
8. Your car must never project beyond the line of the garden wall and obstruct the footway.
9. For the safety of other highway users, a crossover is not permitted within 5 metres of a junction, a roundabout or the zigzags of a pedestrian crossing.
10. The crossover must be constructed without altering the footway in front of your neighbour's property.
11. The crossover remains part of the public highway and will be maintained by the council as part of the footway.

Council housing

If the proposed crossover is for a council housing property, prior approval will be required by contacting the appropriate estate manager of Hounslow Homes.

Financial information / method of payment

1. Applicants will be charged a non-refundable administration fee of £67 for processing their crossover application. This is a non-refundable fee, regardless of whether the application is approved or rejected.
2. Payment for crossover installation may be made by cheque, credit or debit card or monthly payments over 6 months. We do not accept cash.

3. To pay by credit or debit card please call 020 8583 4902 between 10 – 1 pm Monday to Friday.
4. **Monthly payments** require a direct debit agreement.
5. **Interest** will be applied to direct debit payments at 2% above the Bank of England Base Rate and is fixed for each application at that rate pertaining at the time of the first instalment.
6. In exceptional cases of financial hardship (e.g. where an applicant can demonstrate that they receive income support or a low fixed income), or where the cost of providing a crossover exceeds £1,000, consideration will be given to allowing payment by direct debit over 10 consecutive months. Each such case will be considered on its merits.
7. Crossovers are constructed by the council's contractor and applicants will be charged the quoted cost based upon the contractor's schedule of rates and prices.
8. Charges for the processing of crossover applications are reviewed annually to ensure that costs incurred by the council are fully recovered.
9. Construction of the crossover will not commence until the lump sum or completed direct debit agreement is received.

Planning permission

1. Planning consent will be needed for the access in the following circumstances:
 - Your property is not a single family house;
 - It is on a classified road as listed on page 7;
 - It is in either the Gunnersbury Park or Bedford Park Conservation Area;
 - If it involves the removal of any gate, railings, wall or fence over 1 metre high adjoining the footway or road, in one of the conservation areas as listed on page 7;
 - It fails to meet the criteria in section 5 on page 2.
2. Listed building consent will be needed for the access if your property is a listed building.
3. If planning permission or listed building consent is required, it is your responsibility to submit the appropriate forms and fee to the planning department.
4. If planning consent is approved it is your responsibility to submit a copy of the planning or listed building approval letter with your vehicle crossover application form to the highways department.

Existing vehicular access

Where a property has an existing, adequate vehicular access, for instance via an existing crossover to a rear garage or parking area, the crossover application will normally be refused. This is so that features such as front walls, hedges, fences and gardens can be retained in order to preserve elements of the street scene.

Controlled Parking Zones (CPZs)

1. Prior to the installation of CPZs, residents are asked if they wish to apply for a crossover to be constructed and if such an application is approved, the crossover will be installed prior to the CPZ becoming effective.
2. Following installation of a CPZ, any crossover application in an area of yellow line waiting restrictions will be considered against the normal criteria. Any crossover in an area of on-street parking bays must satisfy the additional requirement that there should be no overall net loss in parking provisions.

For example, if the crossover affects one on-street parking space but provides at least one off-street parking space, then this additional criterion is satisfied. If however, the position of the crossover effectively removes two on-street parking bays but provides access to only one off-street parking bay, then the criterion is not satisfied and the crossover application will be refused.

3. If a crossover application that requires alteration to the layout of on-street parking bays is approved, the applicant will be required to pay the full costs of any necessary changes to the Traffic Order for the parking scheme in addition to all other relevant costs.

Grass verges

Where an application for a crossover is proposed across a highway verge that is greater than 3m in width or any other grassed highway area, it will be refused. Approval **may** be given where the verge is 3m or less in width (subject to any special requirements if it is within a conservation area or in the proximity of a listed building).

Legal restrictions

In some instances a property will 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 exists.

Highway trees

1. Where an application for a crossover is in the vicinity of a highway tree, consideration needs to be given to the effect of the installation of the crossover on the tree.
2. The precautionary area is the area within which damage could be caused to the tree by excavation and is 4 times the girth of the tree that measures at over 1.5m in height.
3. Where a proposed crossover is within the precautionary area of a tree, the applicant must attempt to relocate the crossover to avoid the tree.
4. If there is no alternative location, the council's arboriculturalist (tree specialist) will be asked to provide a report on the condition of the tree to assess its health and amenity value. The resident must meet the cost of obtaining the report even if the crossover cannot be constructed.
5. Removal of a tree may be granted where its condition gives rise to public health and safety concerns or it is of such size that a semi-mature, replacement can be planted nearby with minimal impact on the appearance of the street scene.
6. Approval to remove a tree will require the authority of the director of environment in consultation with ward members.
7. If removal of the tree is not an option, the applicant may request that a trial hole is excavated to establish the extent of tree roots within the precautionary area. The trial hole will be excavated by hand and the costs met by the resident in full, even though it may prove not to be feasible to install a crossover.

Traffic calming measures / street furniture

1. Where a crossover is requested adjacent to traffic calming measures (such as speed humps and pedestrian refuges) these will not be relocated except with the approval of the Traffic Section and at the cost of the applicant.
2. Crossovers should be located a minimum of 1.5m from any street furniture.

Refused applications

1. Where applications do not conform to the criteria, applicants will be informed in writing of the reasons for refusal.
2. It is inevitable that in some instances applications will be refused for roads where crossovers have been approved and constructed at similar properties under previous policies, but do not meet with the requirements of the current policy. Unfortunately we can only assess your application in accordance with the current policy and guidelines.
3. Requests for reconsideration of a refusal decision will only be allowed where the circumstances have subsequently changed or you proved the decision was incorrect according to the current policy. Appeals will be referred to the appropriate Area Committee.

Classified roads

Planning consent will be needed for the following (service roads will also require consent):

Acton Lane	Harlington Road East	Staines Road
Ashford Road	Harlington Road West	Stanwell Road
Bath Road	Hartington Road	Staveley Road
Beacon Road	Hatton Road	Steve Biko Way
Bedfont Lane	Hatton Road South	Strand on the Green
Bedfont Road	Hayes Road	Sunbury Road
Bell Road	Heathfield Terrace	Sutton Court Road
Boston Manor Road	Heston Road	Sutton Lane
Bridge Road	Hounslow High Street	Sutton Lane North
Burlington Lane	Hounslow Road, Feltham	Swan Street
Chertsey Road	Hounslow Road, Hanworth	Syon Lane
Chiswick High Road	Kew Bridge Road	Thames Road
Chiswick Lane	Kingsley Road	The Causeway
Chiswick Road	Lampton Road	The Parkway
Church Road, Heston	Lionel Road	Turnham Green Terrace
Church Street, Chiswick	London Road	Twickenham Road
Clockhouse Lane	Martindale Road	Upper Square
Cranford High Street	Mogden Lane	Upper Sutton Lane
Cranford Lane	Nallhead Road	Uxbridge Road
Dick Turpin Way	New Heston Road	Vicarage Farm Road
Dorchester Grove	North Hyde Lane	Wellesley Road
Ealing Road	Norwood Road	Wellington Road North
Faggs Road	Oxford Road North	Wellington Road South
Feltham High Street	Oxford Road South	Western Road
Fetham Hill Road	Park Road, Isleworth	Whitton Road
Great West Road	Prebend Gardens	Windmill Lane
Grove Park Road	Richmond Road	Windmill Road
Grove Park Bridge	Snakey Lane	Worton Road
Half Acre	South Street	
Hampton Lane	Spring Grove Road	
Hampton Road East	Spur Road	
Hampton Road West	St Dunstons Road	
Hanworth Road	St Johns Road	
Hanworth Terrace	St Margarets Road	

Conservation areas / listed buildings

Conservation areas within LB Hounslow are:

Bedfont Green	Hanworth Park	St Pauls Church
Bedfort Park	Heston Village	St Dunstan
Cavalry Barracks	Isleworth Riverside	St Stephens
Chiswick House	Kew Bridge	The Butts
Cranford Village	Old Chiswick	Thorney Hedge
Feltham Town Centre	Osterley Park	Turnham Green
Grand Union Canal & Boston Manor	Spring Grove	Wellesley Road
	Stamford Brook	Woodlands Grove

Grove Park
Gunnersbury Park

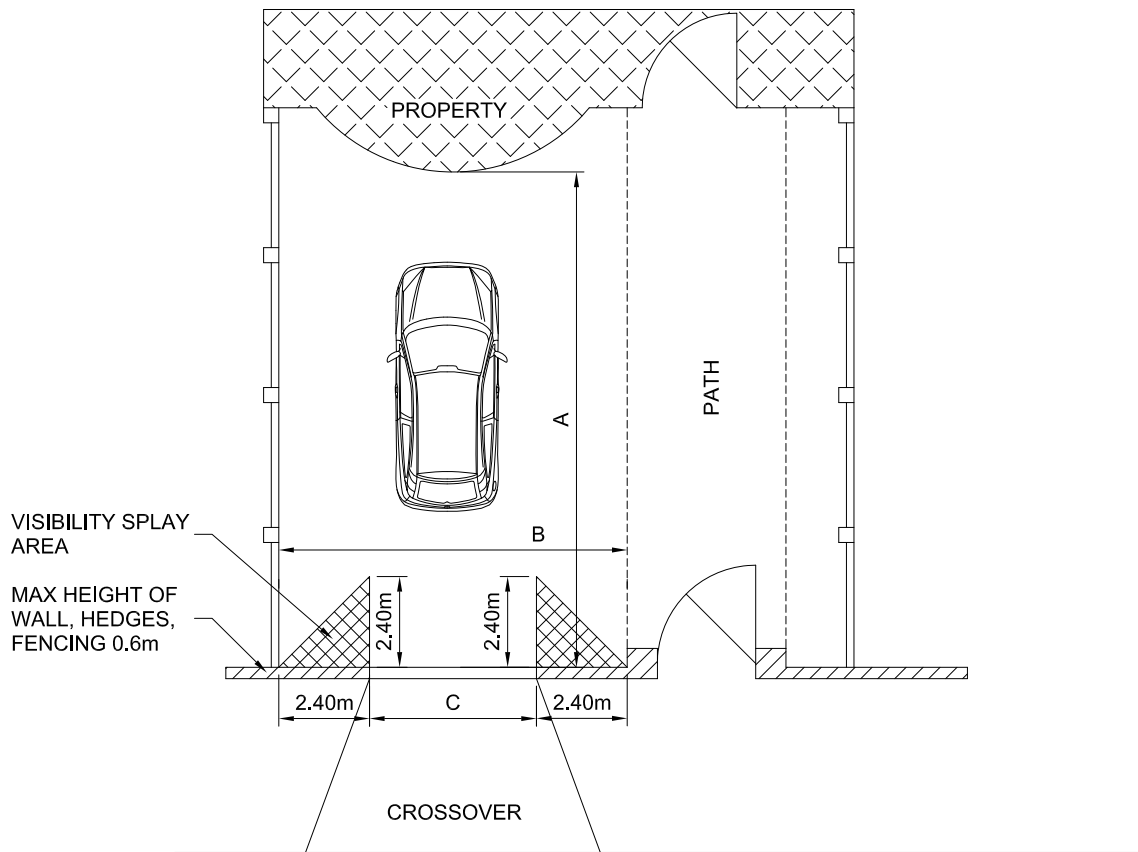
Strand on the Green
St Pauls Brentford

Further information on conservation areas: www.hounslow.gov.uk/conservation_area_advice

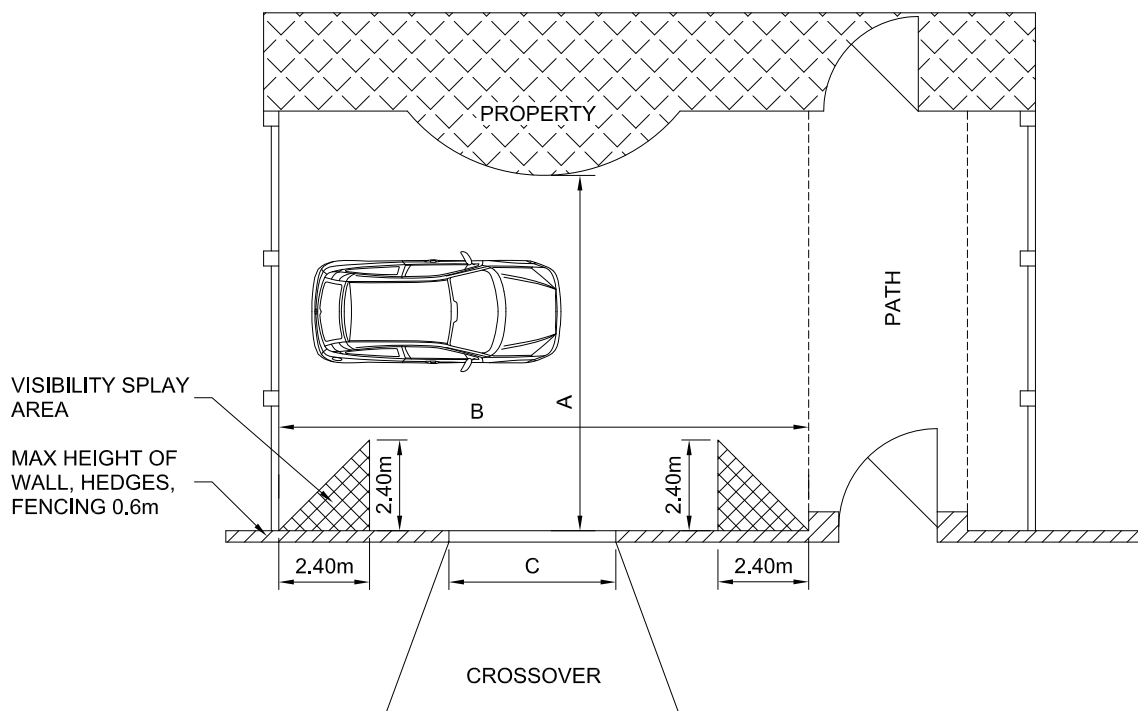
For further information on listed buildings please contact the planning department on 020 8583 4965 during office hours.

Typical Layouts

Normal layout



Car parked parallel to the road



Permitted Development self-assessment form

You must answer all the questions listed below. If you have answered YES to any of the questions than Planning Permission may be required.

The hard surface

		Yes	No
1.	Will the hard surface (the drive area) be used for purposes which are not incidental to the enjoyment of the dwellinghouse as such? E.g. for commercial purposes.		
2. a	Will the hard surface (the drive area) be situated on land between the front of your house and the highway?		
AND			
2. b	Is the total surface area of the drive going to exceed 5 square metres?		
AND			
2. c	Will the hard surface (the drive area) be made of non-porous materials?		

Note: If the answer to questions 2 a – c (above) is YES, then your hard surface (drive area) may still be allowed (under the permitted development regulations) if your answer to question 3 below is also YES:

		Yes	No
3.	Will provision be made to direct run-off water from the hard surface (the drive area) to a permeable or porous area or surface that is within your garden?		

Definitions

- **The hard surface:** is the hardstanding or the area within your property on which the vehicle is parked.
- **Porous materials:** gravel (over a permeable membrane or permeable sub-base); reinforced grass, porous asphalt; porous blocks or blocks with gaps around the edges.
- **Non-porous materials:** concrete, tarmac, interlocking or sealed blockwork.

Additional information

The information provided by you above, will determine whether Planning Permission will be required. If you require a formal determination of whether Planning Permission is necessary, you must submit an application for a Certificate of Lawful Proposed Development. Copies of the relevant application forms are available from the Council's website www.hounslow.gov.uk

Application Form for vehicle crossover / extension

Before submitting an application for a vehicle crossover, please ensure that you have carefully read the guidance notes contained in this application.

The council will not accept any liability for costs arising from its refusal of an application for a vehicle crossover that does not conform to the guidance or policy.

Applicant's details

Title First name Surname

Address where crossover is required

Your address if different from where crossover is required

Tel. No.

Tel. No.

Application checklist

1. The hardstanding meets the dimensional and other requirements.
2. The crossover meets the requirements for the safety of highway users.
3. If the crossover is for a council house you have the required consent (please attach a copy of the consent).
4. You have read and understood the financial information / method of payment section.
5. You have filled out and attached a copy of the 'Permitted Development self-assessment' questionnaire form.
6. The crossover does not require Planning or Listed Building consent (if it does please ensure that you have attached the approval letter)
7. The property does not have an existing vehicular access. If it does, please note that we can only extend up to a maximum of 3.60 metres.
8. The crossover is not in a Controlled Parking Zone (CPZ).
9. The crossover does not cross a grass verge greater than 3 metres.
10. There are no legal restrictions which forbid the parking of a vehicle in your garden.
11. The crossover is not in the vicinity of an existing highway tree.
12. You have provided the proposed layout drawing.
13. You have enclosed the £67 application fee.

I have read the guidance notes and wish to apply for a vehicle crossover.

Signature of applicant

Date

Please provide your proposed layout below

The layout must include the lettered dimensions as shown on the examples in the guidance notes and the distance between any street furniture (trees, lamp columns, telegraph poles etc). Please ensure that you show the position of the vehicle where you intend for it to be parked in relation to the front door of your property and the approximate measurements of the crossover. **Please note this diagram does not need to be completed by an architect and a rough sketch will suffice.**

For office use only

I have inspected the site and the application for a vehicle crossover should be approved.

Dimensions Cost

Signature of engineer Date

I have inspected the site and the application should be rejected for the following reason.

Signature of engineer Date

Conservation Areas

These are areas of "special architectural or historic interest" which the Council have named so that they can be "preserved or enhanced". There are currently 26 Conservation Areas in the borough. Many are groups or streets of buildings with a particular style and age, often with good street trees and well defined boundaries. Listed buildings, Bedford Park and Gunnersbury Park Garden Estate also have special restrictions.

Adding trees, and protecting the existing ones has often been a way of keeping - and increasing - the special character. Hedges around the gardens, or walls along the street are often part of the detailed attractiveness, relating to the style and period of the houses and other buildings.

The character will be lost if front gardens and boundaries are removed. Bringing the car into the front garden will downgrade the appearance and feeling of special quality, especially where attractive gateways and paths to front doors disappear.

Cross-overs and the loss of verges reduce character. A forecourt with at least some planting can make a huge difference to the colour, texture and pleasantness of the area. In a conservation area it is particularly to retain original hard landscaping and enclosing boundaries and to use sympathetic materials and styles.



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This leaflet has been produced in partnership with the EU Life funded Sun Project.



Contact Information

For planning and conservation area enquiries:

Borough Planning Department
Civic Centre, Lampton Road
Hounslow TW3 4DN
Tel: 020 8583 6750
Email: planningcomments@hounslow.gov.uk

For crossover application enquiries:

Highways Admin
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow TW3 4DN
Tel: 020 8583 4910

For enquires about landscaping and attracting wildlife to your garden:

CIP (Parks and Open Spaces)
Feltham Airparcs Leisure Centre
Uxbridge Road, Hanworth TW13 5EG
Tel: 020 8894 2677
Email: com.serv@cip.org.uk

Centre for Wildlife Gardening:

28 Marsden Road, East Dulwich SE15 4EE
Tel: 020 7252 9186
Email: lwtwildgarden@cix.co.uk
Or visit the London Wildlife Trust website at www.wildlondon.org.uk

For all other enquiries:

Environmental Strategy Unit
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow TW3 4DN
Tel: 020 8583 5213
Email: environmental.strategy@hounslow.gov.uk

London Borough of Hounslow
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www.hounslow.gov.uk

Pictures courtesy of Hounslow Resident's and Waltham Forest

 Hounslow



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 Hounslow

YOUR FRONT GARDEN

Save It, Don't Pave It!





Your Front Garden – Save it, don't pave it!

In recent years there has been a tendency to pave over front gardens to provide off-road parking spaces, or to create low-maintenance, minimalist gardens.

Removing the soft-landscaping of lawns and flower beds and replacing them with block paving and concrete can make a street look bleak and unwelcoming.

It also removes the many positive impacts of front gardens.

Your front garden is the first thing visitors to your home will see, so it is important that it looks good. However, there is more to front gardens than looks alone.

For example, front gardens provide valuable wildlife habitat and can even help reduce the risks of flooding. Here are some of the vital roles performed by front gardens:

- **Protection against flooding** – Soft-surfaced front gardens play an important role in absorbing rainwater. The growing tendency to cover front gardens results in the rainwater flowing directly into the over pressured sewage system, and increases the risk of flooding during heavy rainfall.
- **Wildlife habitat** – A sensitively maintained front garden provides feeding and nesting opportunities for birds, such as robins and blackbirds, and supports other garden wildlife including hedgehogs, butterflies and bees. Specific types of plants can attract wildlife to your garden. For example, catmint is good for insects, especially bees. See photos for other examples.
- **Temperature regulation** – Plants release water vapour, which helps to cool the air. However, if the plants are removed and replaced with bricks and concrete, the effect is reversed, resulting in increased temperatures. This has the knock-on effect of reducing air quality by increasing the negative impacts of pollen and pollutants.
- **Protection against subsidence** – Keeping soft, permeable surfaces in the front garden reduces the risk of the soils drying out, protecting against subsidence.
- **Amenity and house prices** – Roads with attractive front gardens have a more pleasant character and generally benefit from higher property prices.



Stonecrop



Heather

Alternatives to hard surfacing

There are alternatives to block paving and concrete. Gravel is a cheap way to surface your front garden, and if it is placed on top of permeable hardcore, water will be able to penetrate and some plants, for example heather and stonecrop, are ideal for gravel gardens.

If you need to park a car in your front garden, you only need to pave an area big enough for the car. You could just pave the wheel tracks and plant low growing vegetation between them. Small trees, shrubs and containers of plants will brighten up the front of your house and require little maintenance. If you have limited space for plants, you can construct a pergola over the parking area and grow plants such as clematis and honeysuckle up it.



Catmint



Clematis



Geranium