



London Borough
of Hounslow

Residential Crossovers and Off-Street Parking Policy

October 2016



CONTENTS

| | |
|--|----|
| 1. THE APPLICATION | 1 |
| 2. IS PLANNING PERMISSION REQUIRED?..... | 2 |
| 3. MINIMUM REQUIREMENTS FOR A CROSSOVER | 3 |
| SIZE OF PARKING AREA WITHIN THE PROPERTY | 3 |
| VISIBILITY REQUIREMENTS..... | 4 |
| OTHER SAFETY REQUIREMENTS..... | 4 |
| CROSSOVER WIDTH (INCLUDING EXTENSIONS)..... | 5 |
| FRONT BOUNDARY TREATMENT..... | 5 |
| PARKING AREA SURFACING AND DRAINAGE | 5 |
| TURNTABLES | 6 |
| GARAGES | 6 |
| OTHER RELEVANT INFORMATION..... | 7 |
| 4. EXISTING VEHICULAR ACCESS..... | 7 |
| 5. HIGHWAY TREES, VERGES AND AMENITY AREAS | 8 |
| TREES..... | 8 |
| VERGES AND AMENITY AREAS..... | 8 |
| 6. CONTROLLED PARKING ZONES (CPZ's)..... | 9 |
| 7. REFUSED APPLICATIONS AND APPEALS..... | 10 |
| 8. INSTALLATION..... | 10 |
| 9. MATERIALS..... | 10 |
| 10. CHARGES AND PAYMENTS | 10 |
| 11. ILLEGAL CROSSING OF FOOTWAYS..... | 11 |
| | |
| Appendix 1 - Classified Roads | 13 |
| Appendix 2 - Conservation Areas and Article 4(2) Directions..... | 14 |

NOTES

The Council promotes the retention of landscaped front gardens. Please consider whether you need to pave your front garden before going ahead.

The requirements of this policy will need to be met in full, even if planning permission is granted, otherwise the council may not construct the crossover.

In 2013 the Council entered into a 25 year contract with Hounslow Highways to provide highway services to the Council. This includes the responsibility for advising on and constructing crossovers. The Council remains Highway Authority, however, and is responsible for this policy. Hounslow Highways will implement this policy and act on the Council's behalf. References to the Council may mean Hounslow Highways, or any other approved contractor, acting on behalf of the Council.

Reference is made within this policy to other council policies and procedures which may change from time to time. Applicants are advised to check with the respective Council service or representative (such as Hounslow Highways) to ensure that they are aware of the latest policies and procedures. This includes planning policies, procedures for applying for crossovers including payment methods, etc.

1. THE APPLICATION

- 1.1. In most cases a homeowner will have a right to have a vehicular access to their property from the public highway. However, this right is subject to a test that a crossover will not harm highway safety.
- 1.2. This policy provides details of the Council's requirements as Highway Authority setting out the minimum requirements relating to highway safety, the layout and landscaping of parking areas, and amenity.
- 1.3. The Highway Register will show if a road is adopted public highway and therefore requires an application to be made to the Council. This can be found on the Council's website or by clicking:
http://maps.hounslow.gov.uk/map/aurora.svc/run?script=%5cAurora%5cHighways_Register.AuroraScript%24
- 1.4. Applications for crossovers need to be submitted to Hounslow Highways who act on the Council's behalf. Application forms may be downloaded from the Council's website or from the Hounslow Highways website.
- 1.5. In some cases permission will be required from others:
 - If the proposed crossover is for a Council owned housing property, or is accessed from a Council housing estate road prior consent will be required from the Council's Housing Department.
 - If the proposed crossover is accessed from a privately maintained road then permission will be required from the landowner and not the Council.
 - Transport for London (TfL) is responsible for maintaining some roads within the borough. This can be checked by looking at the list of roads in . In such cases, it is TfL who will need to give permission for the works and arrange for it to be carried out. Please see the TfL website for further details. Planning permission will also be required – see Section 2 for further details.
- 1.6. In assessing an application, the Council takes into account the following:
 - The size of the parking area
 - The safety of highway user
 - Impact on street parking and front boundary treatment
 - Existing access provisions for off-street parking

- The materials used to surface the parking area
 - The need to retain and protect street trees, grass verges and amenity areas
 - The impact within Controlled Parking Zones
- 1.7. The application is passed to an Inspector who will assess the application against the Policy criteria and discuss requirements with the applicant.
- 1.8. If the application does not meet the criteria in some circumstances, before rejecting the application, an alternative layout or location will be suggested to the applicant.

2. IS PLANNING PERMISSION REQUIRED?

- 2.1. Planning approval is also required for a crossover in some circumstances as listed below. The initial application should still be made to Hounslow Highways who will informally comment on the proposal in respect of road safety and advise on any aspect that is likely to result in a rejected application (for instance if the proposed crossover is too near a road junction).
- If the application seeks to create access onto a Classified Road (including for properties located on a slip road of a Classified Road where it bears the same name). Please see Appendix 1 for a current list of Classified Roads
 - If the application is for a Listed Building
 - If the application is for a property that is not a single family house
 - If the property is subject to an Article 4(2) direction that removes permitted development rights (this applies in some Conservation Areas – please see Appendix 2 for more information)
 - If the crossover is required for commercial premises unless it is being built in connection with works to the premises that constitute Permitted Development. You are advised to check with the Council's Planning Department about the project before proceeding – email planning@hounslow.gov.uk
 - If the parking area within the site measures more than 5 sqm and does not meet the Government's minimum requirements for drainage. This is set out in more detail in paragraph 3.23 and can also be accessed using the following link: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf
 - If there is land between the property and the road or footway which is not public highway
- 2.2. If you live in a Conservation Area or in a Listed Building you may also require planning permission for other works such as demolishing a front boundary wall to enable access to be provided. If you are unsure whether you need planning permission for any works you are advised to check first with the Planning Department. Please contact the Planning Department on planning@hounslow.gov.uk first.
- 2.3. If a request meets the minimum criteria and is likely to be approved the applicant will automatically be sent information by Hounslow Highways on how to apply for planning permission and informed that their crossover will not be constructed until a planning decision has been issued.
- 2.4. You will be required to submit the response/advice from Hounslow Highways with a planning application so that the Planning Officer knows that the application is supported in principle. Failure to submit the letter from Hounslow Highways could lead to delay. The crossover will need to meet the requirements of this policy in order for it to be constructed by Hounslow Highways.
- 2.5. If a request does not meet minimum road safety criteria and is therefore likely to be refused, you will be informed of this by Hounslow Highways. You will be able to make an informed decision before making an application that could result in paying the

planning fee but fail to be provided with a crossover. It is most likely that a planning application would be refused. However, there is a right of appeal to planning refusals via the Government's Planning Inspectorate.

- 2.6. PLEASE NOTE: if you apply for a crossover and planning permission has been refused for any related works then the Council will take enforcement action. This could include removing the crossover and preventing vehicular access to a property and you will be charged for the cost of these works.
- 2.7. Transport for London has responsibility for some roads within the borough and in these cases applicants are advised to apply to TfL for approval. Planning permission will be required in all cases. The roads to which this applies are identified in Appendix 1. It is likely that there will be more severe restrictions placed on an application for a crossover on these roads. Contact information is available on the TfL website.
- 2.8. A list of Classified Roads is included at Appendix 1 and a list of Conservation Areas is included at Appendix 2.
- 2.9. If planning permission is refused you may appeal to the Planning Inspectorate. Details will be provided by the Planning Department.

3. MINIMUM REQUIREMENTS FOR A CROSSOVER

- 3.1. In order to ensure that a proposed crossover will be safe the Council will have regard to a number of national guidance notes and requirements. These relate to a number of aspects that are set out below. It is important that all of these requirements are met or an application is likely to be rejected. These requirements apply to requests for new crossovers or extensions to existing crossovers.
- 3.2. A crossover will not be constructed unless a suitable area for parking is provided. If there is not an existing area for parking your application will be refused.

SIZE OF PARKING AREA WITHIN THE PROPERTY

- 3.3. Minimum dimensions apply to a vehicle parking area. This will ensure that a vehicle can be parked safely off the public highway without overhanging any part of it; allow sufficient space for occupants to get in, out and around the vehicle; and not obstruct access to the front door of the property.
- 3.4. If applications are received where the parking area, whilst large enough for your particular vehicle, does not meet with the minimum dimensional requirements approval will not be given. It must be recognised that property and car ownership is liable to change at any time for a number of, sometimes unforeseeable, reasons. This could potentially involve difficult situations where a new property owner with a larger vehicle (or the original applicant having purchased a larger vehicle) causes it to overhang the footway due to insufficient depth of parking area, in which case the Council could be obliged to consider enforcement action.
- 3.5. In the case of Blue Badge holders, the same dimensional criteria will be applied for the reasons given above. However if it is not possible to provide a crossover due to the available parking space not meeting minimum requirements consideration will be given to the provision of a disabled parking bay directly outside the applicant's property or as near to it as possible.
- 3.6. In most cases parking spaces will be constructed perpendicular to the road. The parking area must be a minimum of 4.8 metres deep and a minimum of 2.4 metres wide. There must also be a minimum 1.2 metre wide clear path to the front door of the property from the street. This is in line with national guidance as set out in the Government Inclusive Mobility guidance, 2005, Page 29.

- 3.7. Where the vehicle would be parked parallel to a carriageway, it must be possible to enter and exit the site in one easy manoeuvre. This will require a minimum forecourt depth of 4.75m metres and width of 12m.
- 3.8. Vehicle gates must not open out over the footway. Gates are unlikely to be permitted where a crossover will open onto a Classified Road. This is to ensure that vehicles do not obstruct pedestrians or other vehicles whilst gates are opened or closed.
- 3.9. The vehicle must be able to cross the footway and enter and exit the property in a single movement.

VISIBILITY REQUIREMENTS

- 3.10. Visibility splays that accord with the Manual for Streets (sections 7.5-7.7, pages 90-93) must be provided. A visibility splay is an area in front of the property that is generally free of any permanent physical obstruction higher than 600mm such as a wall, fence, tree, vegetation, etc. This allows a driver exiting a property to have clear sight of any traffic on the road. If there is a bend in the road close to the property then this might also reduce the distance a driver can see and mean that the minimum requirement cannot be met. This is explained in more detail in the Manual for Streets but in a 20mph speed limit is 25m in both directions and in a 30 mph speed limit is 43m.
- 3.11. In particular, the distances set out in Table 7.1 of the Manual for Streets must be met. Any crossovers that cannot meet these minimum requirements will be refused on the grounds of road safety. The Manual for Streets can be found online.
- 3.12. Pedestrian visibility splays of 2.4m x 2.4m at the back of the footway and on both sides of the crossover will be also required. There must be no obstructions over 600mm high in this area and generally this will require the front boundary of the property to be no higher than 600mm although a wall with thin brick piers and wide railings that sit on top may be acceptable on less busy roads. Where all or part of the splay lies across land outside the applicant's control, a relaxation to this requirement may be considered, taking into account the amount of pedestrian activity along the footway and the width of the footway.

OTHER SAFETY REQUIREMENTS

- 3.13. The crossover must not be within 5 metres of an existing road junction measured from the nearest part of the crossover to the kerb line of the joining road. The crossover must not intersect with the radius of a junction.
- 3.14. Crossovers are not permitted within 10 metres of a bus stop or within bus stop road markings to ensure that accessibility and safety for bus passengers is not affected. Where a bus stop is used by more than one bus service this distance will be extended to 20m to make an allowance for 2 buses arriving at the stop at the same time.
- 3.15. Crossovers are also not permitted in any of the following circumstances for safety reasons:
 - onto a section of road where traffic speeds are known to regularly exceed the speed limit;
 - on the approach to traffic signal junctions or within junctions themselves;
 - onto, or within 5m of, a roundabout;
 - within the zigzag markings of pedestrians crossings or School Keep Clear lines;
- 3.16. A minimum level footway of 1.2 metres must be provided between neighbouring crossovers. This will provide refuge for a person in a wheelchair or a parent with a buggy.
- 3.17. Applications for crossovers directly onto cycle lanes or cycle tracks will need to demonstrate that they will not harm the safety of cyclists. Applicants will need to

demonstrate that all relevant minimum standards included within this guidance can be met in full. In particular, there must be clear visibility of cyclists, if there are gates then cars must not obstruct the cycle lane while they are opened, and there must be no obstructions over 600mm high (including railings) along the front boundary.

- 3.18. Visibility splays onto cycle lanes or cycle tracks needs to relate to the speed of cyclists. Current guidance provided by Sustrans suggests that cycle routes on major roads should be designed for speeds of 20mph and those on other roads to 12mph. This means that a visibility splay of 30m on major roads (which will generally be those roads listed in Appendix 1 as Classified Roads) and 20m on other roads will need to be provided in the direction cyclists are travelling.
- 3.19. Where there is an on-street cycle lane the visibility splay should be taken 2.4m back from the kerb line.
- 3.20. Where there is an off-carriageway cycle track the visibility splay should be taken 2.4m back from the edge of the cycle track.
- 3.21. For crossovers onto shared cycle/footways minimum visibility splays of 10m should in both directions be provided.

CROSSOVER WIDTH (INCLUDING EXTENSIONS)

- 3.22. For a single crossover there is a minimum width of 2.4 metres and a maximum width of 3.6 metres of kerb as measured along the dropped section.
- 3.23. A double crossover can be constructed where a property has a hard standing capable of accommodating two cars (ie. the property is a minimum 6m wide to accommodate 2 x 2.4m wide parking spaces and a 1.2m wide path to the front door). In these cases the crossover may be widened up to a maximum of 4.2m. However, the maximum width of the crossover must not exceed 50% of the width of the frontage of the property. The required path to the front door must also be provided and a low wall provided across the remainder of the frontage to prevent illegal crossing of the footway.

FRONT BOUNDARY TREATMENT

- 3.24. Where new crossovers are approved a low (less than 600mm high) wall or fence must be present along the remainder of the front boundary of the property (but allowing for a separate pedestrian gate) to ensure that vehicles only use the crossover. This is also required to protect the safety of passing pedestrians, most particularly children. If planning permission is needed for the crossover, or the crossover forms part of a larger development, this will be a requirement of that permission.
- 3.25. If you have been granted permission for a crossover and it is subsequently found that the wall or fence has been removed to allow vehicles to be driven over the footway then the Council will take enforcement action by removing the crossover and physically preventing access and you will be charged for the cost of the works.
- 3.26. PLEASE NOTE it is illegal to drive over the footway.

PARKING AREA SURFACING AND DRAINAGE

- 3.27. The Council promotes the retention of landscaped front gardens and the minimum amount of hard surfacing to accommodate a parking space should be provided. The Council will expect you to retain as much soft landscaping in the front area of the property as possible to allow for natural drainage. The parking area should drain to this area. This is also important in order to maintain an attractive street scene and will be a factor in any planning application. The Council has published guidance about this at: http://www.hounslow.gov.uk/your_front_garden1.pdf

- 3.28. If the whole of your front garden has been paved when it is not required to provide a parking space and access to your front door then your application may be refused if other amenity requirements apply (eg. You live in a Conservation Area or Listed Building).
- 3.29. Crossovers will not be constructed unless there is already a suitable parking area within your property for parking. However, all areas used for parking must meet Government requirements for drainage. The paved area must conform to one of the following:
- be constructed in porous materials; or
 - drain to a soakaway within the site and not into any system that leads to a public drain
 - The Council will also require that the paved area:
 - is not surfaced in loose material, such as unbound gravel (less than 20mm nominal size) that could spill out onto the highway; or
 - does not drain onto the highway.

Further details can be found by following the link in paragraph 2.1.

- 3.30. The Council will need to check details of the surfacing and drainage and you may be asked to provide construction details before approval is given. If your parking space does not meet these minimum requirements the application will be rejected.
- 3.31. If the materials used to surface the parking area are subsequently changed the Council will write to you requesting that the original materials are reinstated or enforcement action will be taken which could include removal of the crossover. If that is the case then you will be charged for the Council's costs.
- 3.32. The parking area should be constructed with a fall back towards the property, ideally draining to a landscaped strip or soakaway. Alternatively, if the parking area falls towards the highway, a drainage channel connected to a soakaway must be provided at the highway threshold.
- 3.33. If, exceptionally, the use of loose material is agreed then raised edging will be required where the parking area meets the footway to help prevent material spilling out from the property. Details of this will need to be agreed with Hounslow Highways.

TURNTABLES

- 3.34. Turntables are seen by some people as an option for providing a means to turn a car around within a confined site. However, these are not encouraged, especially when they are located close to the property boundary. Means of operation and details of a maintenance regime will need to be submitted so the council can be satisfied that there will not be any adverse impacts arising from their use. Applicants are advised to first check with the Planning team in case planning permission is required.

GARAGES

- 3.35. Garages may need planning permission and you must contact the Council's Planning Department (planning@hounslow.gov.uk) for further advice before applying for a crossover.
- 3.36. Where a crossover is to be constructed to provide access to a garage, a minimum distance of 6 metres from the front boundary to the garage is required. This is to allow you to open the garage doors whilst your car is parked in front. The only exception to this is where roller/sliding doors are to be provided and the distance could be reduced to 4.8 metres. If these measurements cannot be provided then permission for a crossover will not be granted.
- 3.37. The internal area of a garage should be large enough to accommodate general storage in addition to a parked car. The internal dimensions of a single garage should be 3

metres wide by 7 metres deep. Double garages should measure a minimum of 5.5m wide and 7m deep to allow for storage. If this dimension cannot be met then you should be able to demonstrate that alternative storage space, such as a garden shed and cycle parking, is available.

- 3.38. Garage doors must be wide enough for a car to easily enter and exit. In this respect the doors should measure at least 2.4m in width for a single garage and 4.8m for a double garage. If it is not easy for a car to access a garage then it is unlikely to be used for parking, leading to additional on-street parking pressure.
- 3.39. In cases where planning permission is sought to convert or remove a garage then the minimum dimensions in paragraph 3.6 will be applied to any remaining off-street parking space. If these dimensions cannot be satisfied then a condition will be applied to any planning permission for the crossover to be removed and kerbs, footway and front boundary treatment to be reinstated.

OTHER RELEVANT INFORMATION

- 3.40. The proposed crossover should not require alteration to the footpath or verge in front of neighbouring properties. Where this cannot be achieved, the crossover will only be approved if it does not obstruct access to the neighbouring property.
- 3.41. Where crossovers are requested adjacent to traffic calming (e.g. speed humps and pedestrian refuges) these may need to be relocated. If the application is approved you will be required to pay the costs.
- 3.42. In some cases street furniture may need to be relocated or removed in order to allow construction of a crossover. This could include street lighting columns, bus stops, road signs, equipment cabinets, etc. This may be required even if the street furniture is adjacent to the proposed crossover to ensure that it is not damaged by vehicles turning into or out of the property. In such circumstances you will be required to pay for relocation or removal costs.
- 3.43. Crossovers that would lead to the loss of Pay and Display or Short Term Parking Bays will be refused unless the bays can be re-provided in a suitable alternative location. This is to ensure that enough parking remains for visitors.
- 3.44. You may apply to the Council to have a white bar marking painted in front of your crossover to act as a guide for on-street parking.

4. EXISTING VEHICULAR ACCESS

- 4.1. To limit any adverse impact on pedestrians using the adjoining footway and to minimise the loss of kerb side parking, only one vehicular access to the public highway will be permitted per property. This will also help to ensure that features such as front walls, hedges, fences and gardens can be retained in order to preserve these elements of the street scene.
- 4.2. If you benefit from an existing crossover, including to the side or rear of your property, applications for additional crossovers will be refused.
- 4.3. Construction of a second crossover may be permitted for safety reasons where the property frontage along the road measures at least 12 metres and where a second crossover would enable the formation of an "in and out" driveway.
- 4.4. Where an existing crossover becomes redundant, if a garage is converted or a new crossover is approved for example, it will need to be permanently closed with kerbs, footway and a low boundary wall reinstated. This situation will normally occur as part of a development requiring planning permission. You would be required to pay for these works.

5. HIGHWAY TREES, VERGES AND AMENITY AREAS

TREES

- 5.1. Where an application for a crossover is in the vicinity of an existing street tree, the application will normally be refused if the tree obstructs visibility splays as set out in Section 3 of this policy. If the tree does not obstruct visibility splays then consideration needs to be given to the effect of the installation of the crossover on the tree.
- 5.2. Where a proposed crossover is within the precautionary area of a tree, a meeting with the applicant will be requested to determine if the preferred location of the crossover can be moved to avoid the tree. (The precautionary area is the area within which harm could be caused to the tree by excavation and is defined in the National Joint Utilities Guidelines as 4 times the girth of the tree measured at 1.5m height). Crossovers will not be allowed within 1m of a tree.
- 5.3. If there is no alternative location, the Council's Arboriculturist (or authorised representative) will be asked to provide a report on the condition of the tree to assess its health and amenity value.
- 5.4. Removal of street trees will not normally be approved. However, depending on the Arboriculturist's report, approval to remove 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 streetscene.
- 5.5. Approval to remove a tree will require the authority of the Director of Environment under the council's scheme of delegation. The replacement tree will be semi-mature, of the same or similar species and planted as close as possible to the original. In the case of a forest tree its replacement will be of a species that is more suitable for the highway environment, in keeping with the character of the location. You will be responsible for the Council's costs in replacing a tree.
- 5.6. If removal of the tree is not an option, the applicant may request that a trial hole is excavated to determine the extent of tree roots within the precautionary area. All costs will need to be met by the resident in full, even though it may not prove to be feasible to install a crossover.

VERGES AND AMENITY AREAS

- 5.7. The Council has a policy in favour of retaining green space. This needs to be balanced against the right for residents of single family dwellings to have vehicular access to their property.
- 5.8. Where an application for a crossover is proposed across a highway verge or any other grassed amenity area, and it meets all other requirements, approval will be given subject to the construction of the crossover in an appropriate material in order to retain as much grass as possible and to minimise visual impacts. The Council will use permeable materials to construct the crossover wherever possible.
- 5.9. There is, however, presumption against construction of crossovers if a verge or amenity area measures 5m or more in width. In such circumstances each application will be assessed on its own merits. If there are no other crossovers over the verge, or the Council considers that there will be an adverse impact on amenity then the application is likely to be refused.
- 5.10. The Council may consider installing bollards along the sides of the crossover to prevent vehicles from accessing the grassed area. This will be taken into consideration in assessing an application for amenity impact. If the Council believes that the construction

of a crossover requires bollards but these would not be acceptable for amenity reasons then the application is likely to be refused.

- 5.11. If bollards are installed and then removed to allow vehicles to access or park on a grassed area the Council will first write to occupiers asking that this action ceases. If it does not cease the Council take enforcement action which will include the removal of the crossover. You will be charged for all works to remove the crossover and prevent future access or parking on the verge or amenity area.
- 5.12. Approval will also be subject to any special requirements if it is within a Conservation Area or in the proximity of a Listed Building. In such cases removal of a boundary wall may require planning permission. The applicant is advised to contact the Council's Planning team for advice (planning@hounslow.gov.uk).

6. CONTROLLED PARKING ZONES (CPZ's)

- 6.1. Prior to the installation of CPZ's, residents are asked if they wish to apply for a crossover to be installed and, if such an application is approved, the crossover will be installed prior to the CPZ going live. This allows the Council to ensure that the initial design of a CPZ is safe and efficient.
- 6.2. Following installation of a CPZ, any crossover application where there are yellow line waiting restrictions will be considered against the normal criteria but will also be judged against any impact on the safe and efficient use of the CPZ. Any crossover that would open onto an on-street parking bay will have to satisfy the additional criterion that there should be no overall net loss in parking provision when considering both on and off-street parking bays once the crossover has been provided. This will include an assessment of the remaining number of on-street parking spaces. If the Council considers that there is additional loss of on-street parking spaces then an application will be refused.
- 6.3. For example, if the crossover would remove 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, for example by not leaving enough space for cars to be parked in the remaining length of on-street parking bay and provides access to only one off-street parking bay, then the criterion is not satisfied and the crossover application will be refused.
- 6.4. In order to ensure that impact on parking is minimised the Council will only construct crossovers measuring 2.4m wide in CPZs. No double crossovers will be allowed except in exceptional circumstances which would have to be clearly justified to the Council. Personal circumstances may not be a valid reason for justification of a double crossover.
- 6.5. If a crossover application that requires alteration to the layout of on-street parking bays is approved (most likely the removal of an on-street parking bay), you will be required to pay the full costs of any necessary changes to the parking bay. All on-street parking bays require a Traffic Order to be made so any changes to a parking bay require the Traffic Order to be amended prior to construction of the crossover. You will be required to cover the Council's costs in making these changes in addition to all other relevant costs (please see Section 10). Please note that amending a Traffic Order is subject to separate processes and consultation with no guarantee of success.
- 6.6. Where a crossover would lead to the removal of Pay and Display or Short Term parking bays an application will be refused unless it can be demonstrated that enough such bays remain to cater for demand.

7. REFUSED APPLICATIONS AND APPEALS

- 7.1. Where applications do not conform to the proposed Policy criteria, you will be informed in writing of the reasons for refusal.
- 7.2. It is inevitable that, in some instances, applications will be received for properties which do not meet with the requirements of the current policy but are in areas where crossovers have been approved in the past for other properties. This will not be a reason for departing from the current policy and they will be refused.
- 7.3. The Council has an appeals procedure for rejected applications. Requests for reconsideration of a refusal on road safety grounds will not normally be considered if the policy has not been met. Appeals will be considered if the applicant believes there are exceptional circumstances or an error has been made.
- 7.4. Unless your application was refused planning permission, appeals against a refusal on road safety grounds will be dealt with under the council's approved scheme of delegation. All appeal applications should clearly set out why you believe a decision is incorrect or should be allowed.
- 7.5. When refusal has been made by the Council's Planning Department an appeal would need to be made in accordance with the standard procedures for Planning Appeals. Details of the appeal process to the Planning Inspectorate are provided with all planning decisions.

8. INSTALLATION

- 8.1. Construction of a crossover will be undertaken for the Council by its appointed contractor which is currently Hounslow Highways at their contracted rates and prices.
- 8.2. Inspections are undertaken at various stages of construction by a Highway Engineer and materials used may be tested to ensure that they conform to the specification. A twelve month guarantee is provided by the contractor for both materials and workmanship.
- 8.3. Under no circumstances will applicants be allowed to install crossovers themselves, or using their own contractor. Crossovers form part of the fabric of the public highway, not the private properties they serve and they are maintainable by the Council in perpetuity.

9. MATERIALS

- 9.1. Vehicle crossovers will usually be constructed in tarmac for the full width of the footway. However in Conservation Areas or close to Listed Buildings materials will be chosen in consultation with the Council's Conservation Officer.
- 9.2. Where access is required from the applicant's property over a grassed verge (subject to the provisions of paragraphs 5.7-5.8), the crossover will be constructed in appropriate materials to preserve the appearance of the verge as far as possible.

10. CHARGES AND PAYMENTS

- 10.1. You will be charged a fee for processing their crossover application, which is non-refundable, regardless of whether the application is approved or rejected. Charges for the processing of crossover applications are reviewed annually to ensure that costs incurred by the Council are fully recovered.
- 10.2. If planning permission is required, it is your responsibility to submit the appropriate forms and fee to the Planning Department. This is a separate charge for dealing with the planning application and payment does not guarantee a positive outcome.

- 10.3. Crossovers are constructed by the Council's appointed contractor, currently Hounslow Highways, and you will be charged the quoted cost based upon the Contractor's schedule of rates and prices.
- 10.4. The cost of any tree removal and replacement, alterations to Statutory Undertakers' apparatus (eg. gas or water pipes, cables etc), lamp columns, or other street furniture will be included in the quoted costs.
- 10.5. If the proposed crossover is within the area of a programmed footway maintenance scheme, when crossovers can be constructed at a reduced cost, you will be advised accordingly and given the opportunity to delay the application to coincide with the footway works. Your application must conform in all respects to this policy.
- 10.6. When footway maintenance is planned the Council will write to residents who have parking spaces that do not meet the requirements of the policy and request that they stop driving over the footway with immediate effect. If you receive a letter and do not comply with this request the Council may take enforcement action to prevent unauthorised crossing of the footway.
- 10.7. In cases where enforcement action is taken by the Council you will be expected to pay all costs incurred by the Council.
- 10.8. All charges are payable directly to the appointed contractor, currently Hounslow Highways, in accordance with their policy for payment, prior to commencement of the works.

11. ILLEGAL CROSSING OF FOOTWAYS

- 11.1. Occupiers who habitually drive their vehicles over the footway onto their property without a properly constructed crossover are guilty of an offence under Section 184(17) of the Highways Act 1980.
- 11.2. Frequent crossing of footways that are not specifically strengthened for vehicles use causes damage and can lead to potentially hazardous footway defects. These can cause injury to pedestrians and leave the Council open to legal action with the risk of compensation being payable.
- 11.3. Potential danger can also arise to pedestrians crossing the path of a moving vehicle where there is no indication of a right of access.
- 11.4. At locations where illegal vehicle crossings are identified, the owner and the occupier will be informed that he/she is committing an offence under the Highways Act 1980 and that the activity must cease. He or she will also be invited to apply for a crossover and the relevant application forms will be provided. Illegal crossing of the footway can be reported to traffic@hounslow.gov.uk.
- 11.5. This will usually result in the activity ceasing or in the occupier applying for a crossover, which will be constructed by the Council at the expense of the applicant if it meets the Policy Criteria. If it does not, or planning permission, where appropriate, is refused, the owner and the occupier will be informed by the serving of a notice that the activity must cease.
- 11.6. If a crossover has been constructed and the front boundary wall is subsequently removed to allow vehicles to be driven over the footway the Council will write to the occupier to request reinstatement of the wall. If the occupier does not comply with this request the Council will remove the crossover and undertake works to physically prevent unauthorised crossing of the footway. The occupier will be charged for this work.
- 11.7. If a crossover has been constructed and it is subsequently discovered that the materials used to surface the parking area have been changed and no longer meet Government

requirements the Council will write to the occupier requesting that the materials are changed so that they comply. If the occupier does not comply with this request the Council will remove the crossover and undertake works to physically prevent unauthorised crossing of the footway. The occupier will be charged for this work.

- 11.8. If it is discovered that a crossover has been installed in contravention of any other Council policy (eg. if planning permission has been refused for removal of front boundary treatment, etc.) then the crossover will be removed and the Council will undertake works to physically prevent unauthorised crossing of the footway. The occupier will be charged for this work.
- 11.9. Legislation contained in Section 16 of the London Local Authorities and Transport for London Act 2003, enables a Highway Authority to serve a notice on an occupier of property where the kerb or verge is being used as a vehicle crossover and the Authority has not constructed or approved construction of a crossover.
- 11.10. If this notice is ignored the Council may inform the occupier and install a crossover to prevent further damage to the footway. The costs of installation plus administration and legal costs will then be recovered from the occupier, through the courts if necessary.
- 11.11. In cases where illegal crossing occurs and the Council would normally reject an application for a legal crossover (for instance, if it would be located within 5m of a road junction), a physical barrier will be erected to prevent continued crossing of the footpath and the costs will be recovered from the occupier, through the courts if necessary.
- 11.12. A person who is served notice under Section 16(1) may initially serve a notice of objection to the Highway Authority's notice and ultimately appeal to the County Court.

Appendix 1 - Classified Roads

Planning consent will be needed for the following (service roads will also require consent). Roads in *italics* are maintained by TfL and crossovers will require their permission.

| | |
|------------------------------------|--------------------------------|
| Acton Lane (B490) | Hounslow High St (A315) |
| <i>Alexandra Avenue (A316)</i> | Hounslow Road, Feltham (A244) |
| Ashford Road (A244/B377) | Hounslow Road, Hanworth (A314) |
| Bath Road (A3006) | Kew Bridge Road (A315) |
| <i>Bath Road (A4)</i> | <i>Kew Bridge Road (A205)</i> |
| Bath Road, Chiswick (B409) | <i>Kew Road (A205)</i> |
| Beaconsfield Road (B490) | Kingsley Road (C024) |
| Bedfont Lane (B3377) | Lampton Road (A3005) |
| Bedfont Road (C001) | Lionel Road North (C033) |
| Bell Road (A314) | Lionel Road South (C033) |
| Boston Manor Rd (A3002) | London Road (A315) |
| Bridge Road (C032) | Mogden Lane (C018) |
| <i>Burlington Lane (A316)</i> | Nallhead Road (C009) |
| <i>Cedars Road (A4)</i> | New Heston Road (D578) |
| Chertsey Road (A244) | North Hyde Lane (C013) |
| Chiswick High Road (A315) | Norwood Road (A3005) |
| <i>Chiswick High Road (A205)</i> | Richmond Road (A3004) |
| Chiswick Lane (A316) | Snakey Lane (D2027) |
| Church Road, Heston (A3063) | South Street (A3004) |
| Clockhouse Lane (B3003) | South Parade (B409) |
| Country Way (A316) | Spring Grove Road (B363) |
| Cranford High St (C012) | Spur Road (B454) |
| Cranford Lane (C014) | St Dunstan's Road (D017) |
| Dick Turpin Way (D158) | St Johns Road (B363) |
| Dorchester Grove (A316) | St Margaret's Road (A3004) |
| Ealing Road (B455) | Staines Road (A315) |
| <i>Ellesmere Road (A4)</i> | Stanwell Road (C003) |
| <i>Faggs Road (A312)</i> | Staveley Road (C037) |
| Feltham High Street (A244) | Steve Biko Way (A3006) |
| <i>Great Chertsey Road (A316)</i> | Strand on the Green (D1030) |
| <i>Great South West Road (A30)</i> | Sunbury Road (D222) |
| <i>Great West Road (A4)</i> | Sutton Court Road (C040) |
| Grove Park Road (D1056) | Sutton Lane (A3063) |
| Grove Park Bridge (D1155) | Syon Lane (B454) |
| <i>Gunnersbury Avenue (A406)</i> | Thames Road (D1031) |
| Half Acre (A3002) | The Avenue (B491) |
| Hampton Lane (D3243) | <i>The Causeway (A312)</i> |
| Hampton Road E (A312) | <i>The Parkway (A312)</i> |
| <i>Hampton Road W (A312)</i> | Turnham Green Terrace (B491) |
| Hanworth Road, Hounslow (A314) | Twickenham Road (A310) |
| Hanworth Road, Feltham (B3377) | Upper Sutton Lane (A3063) |
| Hanworth Terrace (B361) | <i>Uxbridge Road (A312)</i> |
| <i>Harlington Road E (A312)</i> | Vicarage Farm Rd (D519) |
| <i>Harlington Road W (A312)</i> | Wellesley Road (A3000) |
| Hartington Road (C034) | Wellington Road N (A3063) |
| Hatton Road (C004) | Wellington Road S (A3063) |
| Hayes Road (D416) | Western Road |
| Heathfield Terrace (A3000) | Whitton Road (B361) |
| Heston Road (A3005) | Windmill Lane (B454) |
| High Street, Brentford (A315) | Windmill Road (B452) |
| <i>Hogarth Lane (A4)</i> | Worton Road (C021) |

Appendix 2 - Conservation Areas and Article 4(2) Directions

Current Conservation Areas within Hounslow (as of the 31st December 2015) are:

BEDFONT GREEN
BEDFORD PARK
CHISWICK HIGH ROAD
CHISWICK HOUSE AND SURROUNDING AREA
CRANFORD VILLAGE
FELTHAM GREEN / TOWN CENTRE
GRAND UNION CANAL AND BOSTON MANOR
GROVE PARK
GUNNERSBURY PARK AND SURROUNDING AREA
HANWORTH PARK
HESTON VILLAGE
HOUNSLOW CAVALRY BARRACKS
ISLEWORTH RIVERSIDE
KEW BRIDGE
OLD CHISWICK
OSTERLEY PARK AND SURROUNDING AREA
ST DUNSTAN'S
ST PAUL'S, BRENTFORD
ST PAUL'S CHURCH, BATH ROAD
ST STEPHENS'S
SPRING GROVE
STAMFORD BROOK
STRAND ON THE GREEN
THE BUTTS
THORNEY HEDGE
TURNHAM GREEN
WELLESLEY ROAD
WOODLANDS GROVE

For further information on Conservation Areas please follow this link:

www.hounslow.gov.uk/conservation_area_advice

For a map of the Conservation Areas please follow this link:

http://www.hounslow.gov.uk/conservation_areas.pdf

Article 4(2) Directions

Under the Town and Country Planning (General Permitted Development) Order 1995, the Council has made 'Article 4(2) Directions' which cover all properties in the Bedford Park and Gunnersbury Park conservation areas. The effect of the directions (in addition to standard conservation area controls) is that owners also need to apply for planning permission to make many other changes to their properties. This does not mean that the Council will necessarily refuse permission, but enables it to exercise greater for the following reasons.

The Council has made the directions to protect the best features on individual buildings and to ensure that any proposed alterations are in the best interests of the character of the conservation area. This may include removal of any previous unsympathetic alterations where permission is needed to make changes.

Usually, the owner of a house in a conservation area can carry out considerable alterations to the property without the Council's permission. In some cases, these 'permitted' changes can harm the area's character if not carried out using appropriate details or materials (in the case of such features as windows, doors, roofs, porches, etc.) or to an excessive scale.

Because permitted development rights have been granted by law, Government policy is that they should be withdrawn only in exceptional cases, such as where carrying out permitted development might damage a conservation area's character. Article 4 Directions are not issued without careful consideration, because the Council may be required to pay compensation in circumstances where you cannot obtain planning permission for development which otherwise would be treated as permitted development.

Because they are a restriction on the use of the property, proposed Article 4 directions are notified to owners before they are made and are then registered as a Local Land Charge, so that a buyer can be aware of their existence.

If an application for planning permission is required because of an Article 4 Direction, there is no fee for the planning application involved.

Details of the properties affected by these two Directions and what householders can and cannot do to their properties can be downloaded from the Council's website.

Contact:
Planning Department
London Borough of Hounslow
Civic Centre
Lampton Road
Hounslow
TW3 4DN
E-mail: planning@hounslow.gov.uk
See also <http://www.hounslow.gov.uk/article4>

Traffic & Transport
London Borough of Hounslow
Civic Centre, Lampton Road
Hounslow, TW3 4DN
traffic@hounslow.gov.uk

www.hounslow.gov.uk