

# London Borough of Barnet Domestic Vehicle Crossover Policy

Adopted 1<sup>st</sup> April 2019

## **Introduction**

Residents wishing to drive across the footway to gain access to park on their property are required under s184 of the Highways Act 1980 ("the Act") to have a vehicle crossover constructed. Access from the highway into a private property must be done safely and legally by forming a vehicle crossover, also known as a crossover or dropped kerb. As part of the process the footway is strengthened to take the weight of a light goods vehicle and the kerb is dropped to form a ramp.

This Domestic Vehicle Crossover Policy is intended to ensure that there is a consistent approach to considering applications for domestic vehicle crossovers in the borough.

Inevitably, the adoption of this policy will result in some future applications being refused which, under previous policies, may have been successful. This will seem inequitable to some unsuccessful applicants, especially when other similar type properties in the immediate vicinity, have crossovers. However, applicants will be advised that crossovers constructed prior to the current criteria does not set a precedent for new applications.

This policy is for domestic (light duty) crossovers (up to a maximum weight of 3500 kgs). Heavy duty crossovers are required for commercial and residential developments where access is required for more than one vehicle serving new developments in the borough. Existing Development Control requirements shall apply until such time a new policy is produced.

## **Section 1 - Council approval**

If residents wish to have a crossover, approval is required from the local authority. The section below outlines the approval requirements.

### **1.1 Highways Approval**

The council is the Highway Authority for all roads in the borough, with the exception of A406, A41, A1 and M1 which are under the authority of Transport for London (TfL) Road Network (TLRN) and Highways England. The A1000 and A5 are part of the Strategic Road Network (SRN) and therefore may require consultation with TfL.

Residents can complete an application form to request the permission for the council to construct a crossover.

In determining how to use its powers as the Highway Authority and in assessing an application, the council must consider the need to prevent damage to the footway/verge / services and is required by law to have due regard to the following key criteria:

- a) Vehicles will be able to enter and leave safely from the premises.
- b) The safe passage of vehicles and pedestrians in the road. A suitable sized parking area on the property (as defined by the council), will be required before a crossover is agreed. This will allow vehicles to enter and leave the space at right angles and in one movement from the road.
- c) The need for strengthening of the footway/verge to withstand the weight of vehicles to ensure statutory services under the footway/verge are protected.

- d) The vehicle must be parked wholly within the property. Any vehicle overhanging the footway is committing an offence under the Highways Act 1980, section 137.
- e) Apart from the vehicle crossover across the public footway, a permeable hardstanding (parking space) within a front garden and access may require planning permission.
- f) For an application which requires the removal of a CPZ parking bay. The application will be subject to a review of the parking availability and statutory consultation which includes public consultation and advertising which may result in objections to crossover. Any objections will need to be considered by the council and could result in the council refusing the crossover application.

Applicants are fully advised to read the full policy to ensure that all criteria are adhered to prior to applying for a vehicle crossover.

Residents may request the Highway Authority to construct a crossover and the Highway Authority may approve the request with or without modifications, may propose alternative works, or may reject the request.

If the Highway Authority agrees to the provision of a crossover, they must provide the occupier with an estimate for the costs of the works, and once the cost has been paid by the occupier, the crossing will be constructed by the Highway Authority.

## **1.2 Planning Approval**

In addition to needing the council's permission as the Highway Authority, applicants may also need planning permission under the Town and Country Planning Act 1990 to create a 'vehicular access'.

Planning permission is generally needed in the following circumstances, although this list is not exhaustive:

- access is to be on a classified tiered or trunk road
- access is to a commercial property
- access is to a property that is a maisonette or divided into flats
- access is to a listed building
- access is in a conservation area, which is covered by Article 4 Direction requiring planning permission for hard surfacing and
- access is likely to affect a tree, which is protected by a Tree Preservation Order

It is the applicant's responsibility to check whether planning permission is required and to obtain it where necessary before applying for a crossover.

If the proposal requires planning permission, then a further planning fee will be payable with the planning application.

Where planning permission has already been given a copy of the consent letter, any approved plans and the conditions must be submitted with the crossover application form.

Residents of the Hampstead Garden Suburb will need to enclose formal consent from the Hampstead Garden Suburb Trust Limited for the hardstanding and crossover.

Please visit the planning pages on the council website for further information  
<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control.html>.

### 1.3 Landowners Permission

Applicants are required to provide the landowners permission as part of the application form. For example, Barnet Homes tenants are required to obtain Barnet Homes permission prior to applying for a crossover and the applicant must provide evidence as part of the application form.

## **Section 2 - Crossover Criteria**

### **2.1. Permitted types of vehicle crossovers**

There are two types of crossover:

- a) Light duty domestic crossovers are only suitable for laden vehicles up to a maximum weight of **3500 kgs**. They are not designed to be driven over by heavy goods vehicles or mechanical equipment.
- b) Heavy duty crossovers will be required for vehicles with a laden weight **over 3500 kgs** and this will apply for new developments and commercial properties where access for several vehicles are required

Light duty domestic crossovers are not designed for vehicles over 3500kgs in weight to prevent damage to the footway.

### **2.2. Road Safety**

Any application for the construction of a domestic crossover may be refused or modified on the grounds of highway and pedestrian safety. The council will ensure that adequate sight lines are maintained to allow safe access to properties.

Situations where manoeuvring onto or off the highway may be hazardous include:

- onto a section of road where traffic speeds are high;
- on the approach to traffic signal junctions where regular queuing takes place;
- onto a roundabout;
- within the zig-zag markings of pedestrian crossings;
- immediately adjacent to pedestrian refuges, traffic islands which would prevent a vehicle turning in excess of 90 degrees in a single manoeuvre;
- at bus stops where use of a crossing could conflict with passengers waiting or make it difficult for disabled passengers to board or alight a bus; and
- in the immediate vicinity of a junction.

The above list is indicative, but not exhaustive.

### **2.3. Overhanging Vehicles and the illegal crossing of the public footway**

It is illegal to drive a vehicle across a public footpath without using a properly constructed footway crossing (S184(17) of the Highways Act 1980).

No part of a vehicle parked within a property frontage may project on to or over the highway. The crossover may not be used as a parking area and no part of it is exempted for the purpose of footway parking.

Applicants must construct a boundary wall, fence or plant a hedge within 0.6 metres of the edge of a crossing to prevent vehicles that are entering their frontage overriding the adjacent footway (see section 2.13 for further information). If the applicants request is approved, the construction of the hard standing and boundary will need to take place before the crossover can be constructed.

The council will check and monitor any instances of, or complaints about the unauthorised crossing of the public footway or overhanging of vehicles. This will involve an initial warning letter and issuing a penalty notice or fine where appropriate.

Unauthorised crossing of the footway or overhanging vehicles can be reported to 020 8359 3555. Under the London Local Authorities and Transport for London Act 2003, the council may execute works to prevent vehicles from being taken over a footway or verge and recover expenses incurred in doing so from the owner or occupier. These works can include the installation of bollards for which the cost of their removal would be borne by any future applicant.

To report an illegal crossover please contact the council on 020 8359 3555.

To report footway parking, please contact the council on 020 8359 7446.

## **2.4 Front Garden / Forecourt Dimensions**

There must be sufficient space within the curtilage (enclosed area around front of property) of a site to ensure that a parked vehicle does not overhang the footway and that manoeuvring on and off the highway can be carried out safely.

Front gardens / forecourts should be an absolute minimum of 2.4 metres wide. There is no minimum depth requirement.

All applicants are required to enter into a legal agreement with the council which will be registered as a land charge against the property. The cost of this agreement will be borne by the applicant.

The agreement will be prepared by the council;

- The agreement will state that a vehicle must not overhang onto the public footway. The crossover applicant needs to demonstrate to the council that his or her vehicle(s) can park at 90 degrees to the kerb without overhanging onto the public footway;
- The agreement will be a local land charge, meaning the agreement will be attached to the property rather than the applicant;
- If the agreement is breached, there will be an escalating level of response, including fine and removing the right of passage over the footway under section 184 of the Highways Act 1980.

## **2.5. Width of Crossover Required**

The minimum width for which we can approve a crossover is 2.4 metres (approximately 8 feet). The maximum width allowed is 4.2 metres (approximately 14 feet) although the distance between crossovers needs to be considered (section 2.6).

As the paving slabs are 0.6 metres (approximately 2 feet) wide, for practical reasons the intermediate widths will be in stages of 0.6 metres. Where the type of existing surface

material of the footway/verge is not standard paving slabs, the width stages may be varied; if so details of width should be provided.

## **2.6. Distance between Crossovers**

To minimise any impact on highway amenities, the crossover should generally be sited to the side of the frontage, not in the centre.

The minimum distance between crossovers is 2.4 metres which will provide enough upstanding / pavement for a highway amenity such as a tree or lamp column.

However, where this is not possible due to limited frontage width, the applicants crossover may adjoin a neighbour's existing crossover. In such cases approval is subject to a site inspection by a Highway Engineer.

For information on shared access driveways see section 2.8.

## **2.7. Second Crossovers**

Normally, to limit any adverse impact on pedestrians using the adjoining footway and to minimise the loss of kerb side parking, only one crossover will be permitted per property.

However, a second crossover may be permitted where:

- The property fronts a road where a second crossover would enable the formation of a carriage drive and the garden is deep enough to accommodate this so that vehicles do not have to reverse either onto or off the highway. In this case each crossover would be a maximum of 3.6 metres each.
- The property has an existing crossover and it is deemed suitable for a second crossover to be provided to allow additional cars to be parked on the forecourt. In this case the second crossover would be a maximum of 3.6 metres.

The distance between crossovers needs to be considered (section 2.6).

## **2.8. Shared Access Driveways**

Where the occupiers of two adjoining properties share a driveway, and wish to build a double width crossing to serve the two sites, both occupiers are required to submit an application.

Where there is an application to extend the width of a crossover to a shared driveway, then the width of the crossover shall be taken from the centre of the shared driveway. This is required to ensure that the crossover width to a property does not exceed the maximum permitted width of 4.2 metres. In addition, the distance between the shared crossovers and any other existing crossovers will need to be considered and adhered to (the minimum distance between crossovers is 2.4 metres – see section 2.6).

## **2.9 Impact on Neighbouring Properties**

In order to limit the impact on neighbours, a crossover should only normally be provided over the section of footway fronting an applicant's property.

## **2.10 Existing highway amenity**

Where possible, the crossover should be located so that it does not affect the existing highway amenities, including street furniture such as a lamp column, green amenities such as trees and parking.

Any existing highway amenity requiring a specialist officer's visit will attract an additional fee. In any case, where works may be approved or proposed by the council which require removal and/or replacement of highway amenity, the cost of such works will be borne by the applicant.

For any highway amenity/equipment which does not belong to the council (such as utility equipment e.g. British Telecom Cabinet or a shallow cable) and is in the location of the proposed crossover, it is the applicant's responsibility contact the relevant provider and pay any charges. The applicant must provide confirmation of removal of any items as part of application form.

#### 2.10.1 Street Furniture

Existing street furniture e.g. lamp column, traffic sign, some gullies etc. A minimum distance of 1.2 metres is generally required between a proposed crossover and any existing street furniture. If this is not feasible, a decision will be made by the relevant council department to determine whether the item can be removed or relocated, although there may be limited scope to do this.

In cases where works may be approved or proposed by the council and require removal, relocation and/or replacement of street furniture, the cost of such works will be borne by the applicant.

#### 2.10.2 Green Amenities

When considering the layout of a hardstanding and the position of a proposed crossover, applicants should consider any existing green amenities such as a grass verge, hedgerow, flowerbeds.

Any applications for crossovers where there is impact on flowerbeds or shrubs will not be considered. In addition, if a grass verge is 2 metres deep or more, the application will not be considered. If a site visit is required by an officer the cost of the visit will be borne by the applicant and the cost will not be refundable. Any costs of alterations will be borne by the crossover applicant.

The space between the road and the buildings frontage is an important part of the environment which can change significantly by the increase in front garden parking area. As traditional front gardens are replaced by hard surfaces and vehicles, the harmony and continuity of the street scene is interrupted and enjoyment of the buildings themselves, especially if listed or in a conservation area may suffer. This may also lead to a reduction in wildlife through lost habitats and permeable surfaces. It is therefore important that front garden parking, where permissible, should be constructed to cause minimum intrusion and harm. With care and attention, any visual impact of a parking space together with the adverse effect on wildlife can be reduced, whilst blending in with the neighbourhood.

#### 2.10.3. Trees

All crossovers near a tree will be referred to the council's Tree Team who will refer to criteria as detailed in the council's Tree Policy before an application is considered.

There are three scenarios possible with crossovers close to trees:

- The tree is considered an amenity and is to be retained and the crossover refused.
- Engineering alternatives will be considered which would allow the tree to remain and the crossover installed. In this situation, a trial excavation may be required.
- The tree is found to be in poor health or deemed to be of low amenity and in the interest of sustainability, the tree can be removed and replaced.

If the tree removal is refused and there are no suitable alternatives to protect the tree, then the crossover application will be refused.

In all cases where it is agreed to remove a street tree, the applicant will be required to pay for the cost of its removal and replacement to be located, wherever possible, elsewhere outside their frontage. If engineering alternatives and/or a trial excavation is required the applicant will be required to pay the cost.

#### 2.10.4 Controlled Parking Zones ("CPZ") and Pay and Display Bays

Where the location of the proposed crossover is affected by a parking bay then a separate approval from the council will be required before the parking bay can be removed or altered to allow the construction of the crossover. This approval will involve changes to the legal documents governing the parking bay, called Traffic Management Orders. The process involves a statutory consultation which includes public consultation and advertising which may result in objections to crossover which will need to be considered by the council.

There will be two additional fees associated with this process which are payable in advance and are non-refundable. The two fees cover the two stages involved in the process; the public consultation stage and final stage to remove/alter the bay in question.

Where a parking bay would be affected by the proposed crossover, we will:

- Process the crossover application form in the normal way, but approval will be conditional and subject to confirmation from the council that the parking bay can be removed or relocated. Applicants will be notified of the construction cost with the conditional approval but, at this stage, only the parking bay consultation fee (Stage 1) as appropriate would be payable before we can start this process.
- Upon the payment of the consultation fee, the council will conduct the necessary consultation to amend the on-street parking and the Traffic Management Order(s). Please note that the consultation fee is payable in advance, it covers the council's cost of carrying out public consultation and advertising and is **non-refundable irrespective of the outcome**.

- At the end of this stage applicants will receive a letter confirming whether approval to remove or alter the parking bay has been given. If approval has been given, the final cost of removal / relocation of the parking bay (Stage 2) as well as the cost of the crossover construction is payable.

### **2.11 Alternative Access**

It is desirable to minimise the number of new accesses (and associated stopping and turning manoeuvres) onto main roads in order to maintain their importance as traffic routes in the borough's road hierarchy.

Where the property fronts onto a main road, a crossover may be permitted but this should be limited to 2.4 metres (which is the minimum width noted in this policy).

### **2.12 Surfacing and Drainage of Hardstanding's**

Crossovers will not be constructed unless there is a suitable hardstanding in place. The hard standing / parking area must be constructed;

- using permeable material such as gravel, permeable block paving or porous asphalt. Otherwise rainwater should be directed to a lawn or border to drain naturally.
- water must not drain onto the highway.
- It is recommended that the hardstanding area is restricted to a suitable space to accommodate a vehicle and that the remaining frontage is retained as a green space

Paving front gardens changes the greenness, attractiveness and character of whole streets and as such it is recommended that the hardstanding area is restricted to a suitable space to accommodate a vehicle and that the remaining frontage is retained as a green space to minimise the environmental impact on the neighbourhood and to promote wildlife such as bees, butterflies and other pollinators. Also hard paved areas contribute to rapid run-off of rainfall, which contributes to the pollution of waterways and flooding. Therefore, all hard standing must be constructed with a permeable material. Proof must be provided to the council to show that permeable material has been used.

If using gravel, this must be a nominal size of 20 millimetres or more and extending at least one metre in from the property boundary to prevent the gravel from spilling onto the pavement.

If the applicants request is approved, the hard standing and permanent front boundary (see section 2.13) will need to be in place before the crossover can be constructed. The hardstanding must be level with the footway so that the new crossover will not be damaged during the construction of the hard standing. The applicant is required to confirm this in writing and provide photographic evidence of completion. A site inspection will take place to confirm that the hardstanding and permanent front boundary have been constructed. If the construction has not been completed correctly, the applicant will be asked to make changes to abide by this policy.

It is the responsibility of the applicant to provide adequate drainage for surface water, so that it does not fall or flow on to the highway, as required by Section 163 of the Highways Act 1980. The application may be refused if adequate surface water drainage is not provided. Water must not flow from the property directly onto the public highway and must drain onto a garden area or into a drainage channel.

Every step will be taken to ensure that surface water does not flow into the property from the highway as a result of the construction of the crossover.

An application for the extension of an existing crossover must comply with the criteria for a new crossover in relation to hardstanding and drainage.

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>

For information on the current acceptable methods of constructing a hard standing area please contact our Planning Group on telephone number 020 8359 3000.

### **2.13 Permanent Front Boundaries**

Where a crossover is proposed, it is essential that an appropriate boundary is provided to the remainder of the frontage. This is required both to prevent illegal use of the pavement by vehicles and to maintain the appearance of the street. If the crossover application is approved, construction of the hard standing and a suitable boundary will need to be in place before the crossover can be constructed.

- If the proposed crossover is stand-alone (i.e. not joined onto a neighbour's crossover on one side) the applicant will need to build / retain a permanent boundary across the front of the property. The location will need to be agreed with the council.

OR

- If the proposed crossover is to be joined to a neighbour's crossover the applicant will need to build / retain a suitable permanent boundary across the front of the property on the other side of the line sprayed on the footway to indicate the width of the proposed crossover

If applicants are building a new permanent boundary, acceptable options are:

- a wall or fence
- permanent landscaping (grass/plants) on raised beds
- posts with a minimum diameter of 75 millimetres and placed no more than 1.5m apart.

The boundary options listed above must have:

- appropriate foundations with a minimum depth of 30 centimetres (foundations are a part of the structure under the ground that distribute the weight and provide stability to the part above)
- a minimum height from the ground of 30 centimetres
- a maximum height from the ground of one metre

### **2.14 Gates across vehicle entrance**

Gates fitted across the vehicle entrance to a property may in no circumstances open outwards across the footpath or carriageway (Highways Act 1980 - Section 153). On safety grounds, gates will not be permitted on crossovers constructed on Principal Roads (i.e. "A" Roads).

### **2.15 Crossover Construction**

Only the council can build vehicle crossovers. Any work carried out on the public highway is the sole responsibility of the local authority and it is an offence for anyone else to make any changes to the public footway. Any unauthorised vehicle crossovers could cause deterioration of the footway and reduce the safety of those using the footway.

Crossovers will be constructed by the council's Approved Contractor.

In general crossovers will be constructed using tarmac or block paving to match the existing footway. If the property falls within a Conservation area, the crossover will be constructed in keeping with the surface of the footway.

The crossover remains part of the public highway and will be maintained by the council as part of the footway.

### **2.16. White Access Bars / White Lines**

If applicants want to prevent people parking in front of their crossover, we can provide an advisory white crossover bar marking - a white line that runs across the driveway parallel to the kerb line. This emphasises that there is a driveway there and discourages obstructive parking but it is not enforceable.

The cost of installing white access bars will be borne by the applicant. The application form can be found on the councils website <https://www.barnet.gov.uk/citizen-home/parking-roads-and-pavements/Roads-and-Pavements/dropped-kerb-vehicle-crossover.html>

## **Section 3. Application Process**

### **3.1 Application Arrangements**

On submitting an application form and paying an inspection fee, the size and cost of the crossover will form a legal agreement between the applicant and the council. The applicant pays for the construction and administration costs, and the crossover is then built by the council's highway contractor.

Applicants should not construct the hard standing area in their property until they have received the councils approval for the crossover. If the application is approved, the applicant will need to construct the hard standing before the crossover can be constructed, and the hardstand must be level with the footway this is required so that the new crossover will not be damaged during the construction of the hard standing. The applicant is required to confirm this in writing and provide photographic evidence of completion.

Crossover application form and guidance for completing the form can be found online on the council's website <https://www.barnet.gov.uk/citizen-home/parking-roads-and-pavements/Roads-and-Pavements/dropped-kerb-vehicle-crossover.html>

### **3.2 Timescales**

A crossover application should be processed approximately between twelve to eighteen weeks. However, where trees, lamp columns, parking bays etc. are affected the application will take longer to process.

The main steps of the application process and typical timescales are as follows;

Stage 1 - Assessing the application – approximately six weeks, although outcome B will result in approximately six to twelve weeks for consideration of highway amenities or additional time and payment for the planning process

- New complete crossover application and payment received
- Site inspection by highways officer which results in one of two outcomes;
  - Outcome A - If planning permission is not required and there are no highways amenities in close proximity then move to the next step
  - Outcome B - If a highway amenity is in close proximity or planning permission is required, additional consideration is required including inspections from specialist officers and additional fees for the applicant
- If the application is approved a quote for the construction of the crossover and a quote for any highway amenity works (if applicable) is sent to the applicant

Stage 2 – Applicants hardstanding

- Approval and quote for crossover construction received by applicant
- The applicant has three months to construct the hardstanding in their front garden and sends proof to the council along with the final payment for the construction of the crossover

Stage 3 – Inspection of hardstanding and any works to highway amenities – two to twelve weeks

- Proof of hardstanding construction and payment received
- For all crossover applications the inspection of permeable hardstanding will take place before the crossover construction (up to two weeks)
- If required, highway amenity works will take place such as removal/replacement of a lamp column. This may also require a follow up inspection to ensure there are no roots left or damage to the footway. Depending on the works this will take approximately six to twelve weeks.

Stage 4 - Construction of the crossover – up to eight weeks

- Crossover constructed by the councils approved contractor

Stage 5 - Crossover sign off – six weeks to eight weeks

- The legal agreement will be produced and sent to the applicant.

### 3.3 Fees

The regulations made under the Local Authorities (Transport Charges) Regulations 1998 authorised local authorities to impose charges for dealing with specified matters about certain highway, road traffic regulations and travel functions. The consideration of a request to construct a vehicle crossover by the council in accordance with the required criteria is a chargeable function.

The total cost of a crossover will vary for each application. The cost depends on the amount of work that needs to be done. There are several external factors that can increase this figure:

- Impact on existing highway amenities for example street lights, trees and signposts and parking – this could include fees for a specialist officer visit, removal or relocation of the amenity, specialist engineering techniques or trial excavation for Trees or consultation with regards to parking bays.
- Width of the footpath and size of the proposed crossover
- Planning permission if required
- Installation of White Access Bars (if the applicant chooses for this to be installed)

The application fee and legal agreement fee will be the same for all crossovers.

The latest list of fees can be found online <https://www.barnet.gov.uk/citizen-home/parking-roads-and-pavements/Roads-and-Pavements/dropped-kerb-vehicle-crossover.html>

Charges for the processing of crossover applications will be reviewed annually to ensure that costs incurred by the council are fully recovered. Section 4 of the Local Authorities (Transport Charges) Regulations stipulates that the amount of the charge is to be at the discretion of the local authority and in determining the amount the authority shall have regard to the cost to them of dealing with matters of the description in question.

### 3.4 Coordination with the footway renewal programme

If the council is planning to carry out footway works to the pavements in a road, the residents will have received a letter. If a resident decides to apply for a crossover they may receive a discount in price because of these planned works. A discounted price is only applicable if the crossover does not affect street furniture or parking bays.

When making an application for a crossover, please include in the application a note to inform the crossover team that a footway renewal letter has been received. The team will then verify this and take it in to consideration in the application process.

### 3.5 Redundant Crossovers and the Removal of Crossovers

Any redundant crossover(s) will be removed during planned works after the property owner has been consulted and the vehicle crossing is no longer required and deemed as being redundant. When a property owner requests the removal of a crossover to enable a new crossover access to be created and planned works are not taking place then the footway will be reinstated at the applicant's expense.

### 3.6 Crossover refusal

If the application does not meet the criteria noted in this policy the domestic crossover application will be refused. The reasons for refusal can be very specific to a location.

Where applications do not conform to the criteria set out in this policy, applicants will be informed in writing and will be provided with details of the reasons for the refusal.

The appeal process is only limited to considering the removal of a healthy tree to accommodate the crossover when this has been the reason for the refusal of a domestic crossover application. The appeal process for domestic crossovers follows the appeal process outlined within the Barnet Tree Policy which can be found on the council's website.

#### Appeal Process:

Where tree removal has been requested by a resident in order for a crossover to be constructed and this removal is assessed as unjustified by Officers, the first stage would be for the Trees and Woodlands Manager to review the decision. If the resident is not satisfied with the decision by the Trees and Woodlands Manager then this is escalated to the Chief Officer in consultation with Ward Members. If the resident is not satisfied this would then be a complaint and dealt with as outlined in the council's Corporate Complaints Policy.

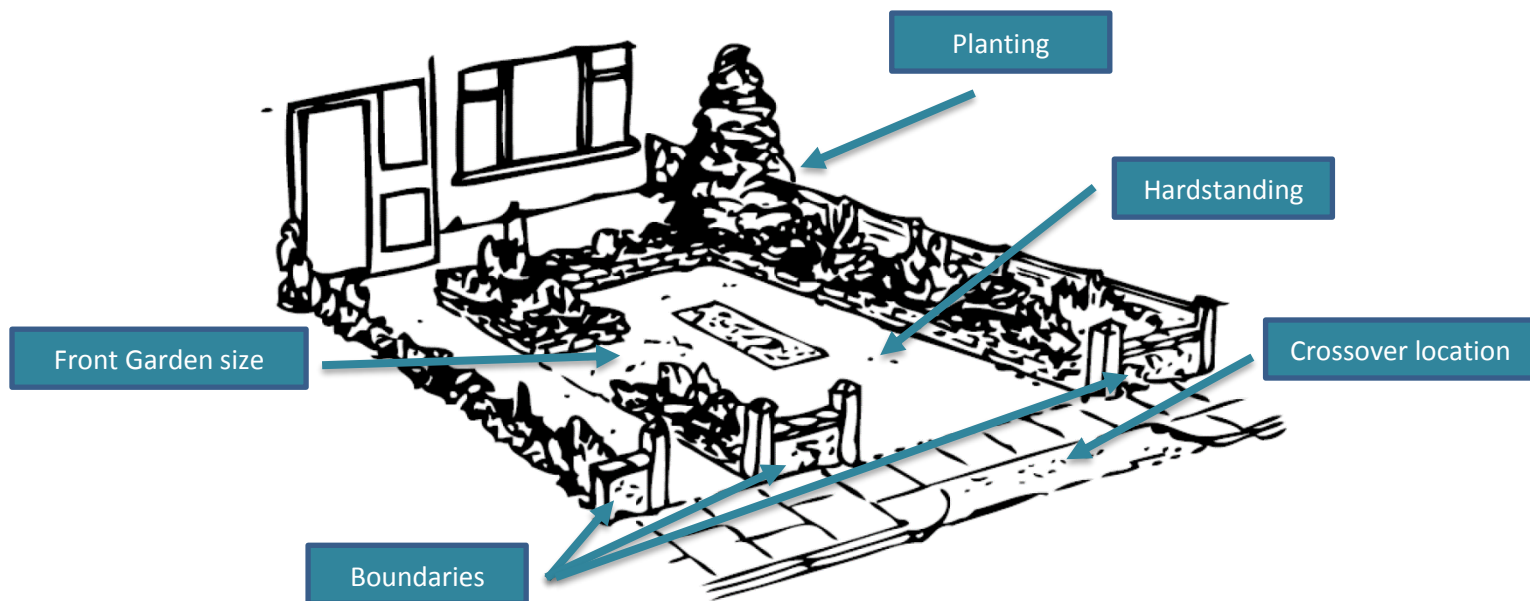
## **Section 4. Example of a good front garden / forecourt design**

Below is a suggestion of how your front garden could be layed out to accommodate your new crossover.

**Front garden size** - You need to ensure that your vehicle has enough space in your front garden to enter and leave at right angles and in one movement from the road and ensure that the vehicle is not overhanging into the footway. Front gardens / forecourts should be an absolute minimum of 2.4 metres wide. There is no minimum depth requirement.

**Crossover location** - To minimise any impact on highway amenities and the character of the street, the crossover should generally be sited to the side of the frontage, not in the centre. This will also enable space on your front garden for flowerbeds and planting.

**Hardstanding** – these must be using permeable material such as gravel, permeable block paving or porous asphalt. Rainwater should be directed to a lawn or border to drain naturally and must not drain onto the highway. It is recommended that the hardstanding area is restricted to a suitable space to accommodate a vehicle and that the remaining frontage is retained as a green space which is beneficial to wildlife, water drainage and keeping the character of your property and the street. You may also wish to consider enough space and the location of an area to store your recycling and refuse containers.



**Boundaries** – Try to maintain as much of the original fence, wall or hedge as possible as this will preserve the character of the street. As noted in the policy, an appropriate permanent boundary needs to be retained or built across the remainder of the frontage (the boundary area which is not part of the crossover. Any gates must open inwards.

**Planting** - When considering the layout of a hardstanding and the position of a proposed crossover, applicants should consider any existing flowerbeds, trees or hedgerows within their property. Having planting around the parking area in your front garden will help to screen your vehicle and support wildlife. Ensure that any planting or boundaries do not obstruct your visibility to maneuver your vehicle safely onto the highway.