



## **Vehicle Crossover Application Guidance Notes**

**Please read this document carefully before you submit your application**

A vehicle crossover, often referred to as a dropped kerb, provides the legal means to allow you to access your property safely and easily using a car or other domestic vehicle. The kerbs are dropped from their normal height and the pavement or verge is strengthened to take the weight of the vehicle crossing it.

Each site will be assessed individually and against the current standards.

Similar installations within a localised area will not automatically result in approval of a given application. Older, historic crossovers, in the same vicinity, do not necessarily mean a new crossover will be approved.

## **Guidance for applicants**

The purpose of these guidance notes is to help you understand whether your application for a vehicle crossover is likely to be successful and to comprehend the process that we will follow in assessing your application.

To help us process your application as quickly as possible, please fill in all the details on the associated form. If you do have any further enquiries please contact us via 020 7527 2000 or E-mail [publicrealm@islington.gov.uk](mailto:publicrealm@islington.gov.uk)

### **Transport for London Roads**

Transport for London owns and manages the Transport for London (TfL) Road Network, which includes a selection of roads within Islington. These are identified by the red parking enforcement lines along the side of the carriageway (See Appendix 1).

If you live on one of these roads, you must apply to TfL for a crossover, but, you will first need to consult our planning department for prior approval.

### **Legal Considerations**

Under the Highways Acts and London Local Authorities and Transport for London Act 2003 it is not permitted to drive over a footway or verge unless a vehicle crossing has been authorised and installed. Doing so will damage the pavement and/or any pipes or cables that are below.

Should vehicles access areas without the necessary strengthening of the highway preventative action will be taken by the highways authority and legal action can be sought.

If you are a tenant of a council, housing association or leasehold property you will require the written permission of the relevant landlord and/or freeholder. Please submit a copy of the written permission with the application form.

If you live in a property designated as “car free” by a planning condition or obligation then you will not be permitted to have a vehicle crossover installed.

Even in non-car free properties there may be a restriction on parking a vehicle within the boundaries of the property. You must check your deeds to confirm there is no such restriction.

If aspects of this policy are breached, fines and the removal of the right of passage over the highway will be removed under the Highways Act 1980. As a temporary measure bollards will be erected, followed by re-instatement of the highway. Full costs will be levied for re-instating the access and/or removal of the bollards.

In assessing your application the council is required by law to have due regard to the following basic criteria:

- Vehicles will be able to enter and leave the premises safely
- The safe passage of vehicles and pedestrians in the road
- The need for strengthening of the footway/verge to withstand the weight of vehicles
- The vehicle must be parked wholly within the property and not overhang the highway.

Under the Highways Act 1980, it is illegal for water to flow from a private property across a footway onto the highway. If the proposed hardstanding area is to be constructed from a non-porous surfacing material such as concrete, asphalt concrete or varieties of block paving, surface water from the area will need to be directed to a drainage system within your own property. If the proposed area is non-porous and over five square metres, planning permission will be required.

[Click here](#) for further guidance on front areas, permeable paving and planning conditions.

We will not construct a crossover to a front area unless suitable drainage or permeable area has been installed.

## **Planning Permission**

In addition to assessing whether your request meets with the guidelines approved by the council, you will also need to check whether planning permission is required. It is the applicant's own responsibility to check whether planning permission will be required and to obtain where necessary. Please contact our planning department via [duty.planner@islington.gov.uk](mailto:duty.planner@islington.gov.uk) to enquire.

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

- the access is to be on a classified or trunk road (see appendix 1 and 2)
- the access is to a commercial property
- the access is to a property that is a maisonette or divided into flats
- the access is to a listed building
- the access is in a conservation area, which is covered by Article 4 Direction
- the access is likely to affect a tree, which is protected by a Tree Preservation Order.

If you do not live in a conservation area and live in a single dwelling house (a property which is occupied by a single household rather than split into two or more

units) that is not listed there are certain alterations you can carry out to the front of your property without planning permission. This is known as Permitted Development and set out in the document General Permitted Development Order 1995 (as amended) known as GPDO.

The GPDO provides that it is Permitted Development to create a new means of access to a highway providing that the highway is not a trunk or classified road and the access is required in connection with other permitted works taking place at the property.

This means that the formation of a crossover onto a non-classified road will usually be permitted development if you are also carrying out other work permitted under the GPDO. These associated works include:

- Building a new garage or car port (Part 1, Class A)
- Laying a new driveway (Part 1 Class F)

Furthermore as part of alterations to the front area no gate, garage door and the like will be permitted to open over the public highway.

Permitted development rights are not exclusive and are subject to certain restrictions on size, location and materials. Applicants are advised to enlist the services of a planning consultant for advice on this matter or refer to the [Planning Portal](#). It is strongly advised that when planning works under Permitted Development rights, householders apply to the Council for a Certificate of Lawful Development.

This is required if you wish to obtain formal confirmation that your proposal does not require consent under Section 192 of the Town and Country Planning Act 1990 (as amended). Guidance on this procedure [can be found here](#).

Where planning permission has already been given a copy of the consent letter or Certificate of Lawfulness and any approved plans must be submitted with your application. Likewise, should planning permission not be required, confirmation that this is not the case, must be submitted with your application.

***Please note that planning permission must have been granted within last three years.***

### **Highways Considerations**

The minimum width for which we can approve a crossover is 3 metres and a minimum depth of 4.8 metres is required within the front area. If you have a bay window we will measure from the front of this.

We will also check your front area to ensure that there is passage to your front door when your vehicle is parked there. This is to ensure that access is available to your property at all times by the emergency services.

The crossover should be located so that it does not affect existing street furniture. For example, lamp columns, posts, traffic signs and the like. Normally a minimum distance of 1.2 metres is required between the edges of a proposed crossover and the item. Should, any items require moving, the cost of this will be borne by the applicant.

Should statutory apparatus equipment, such as BT cabinets, strengthening of boxes and chambers and the necessary lowering of underground cables be required the cost of this will be borne by the applicant.

Due to the possibility of restricting the amount of on street parking for the wider community two crossings serving a single property will not be permitted, unless direct safety benefits can be proven, or, that there are no adverse on-street parking implications.

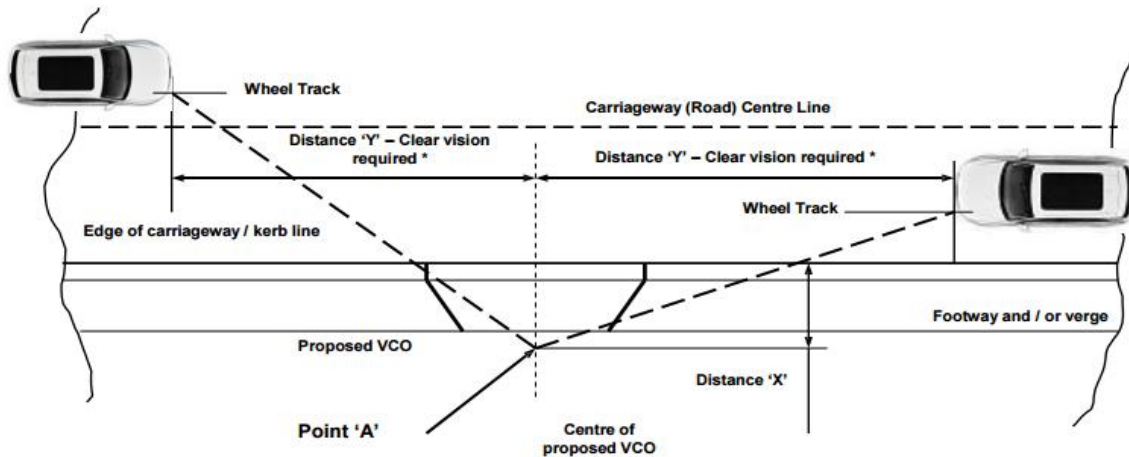
A high degree of road camber or a considerable gradient on a crossover can also create grounding issues for a vehicle. Local ground levels and gradients may put limitations on the type of vehicle that can use a given crossover installation. We will also not permit the installation of a crossover should the footpath need to be adjusted to levels of greater than 1:33 to 1:40 to meet the frontage.

It should be noted that a crossover installation would not necessarily accommodate all vehicle types.

Vehicle crossovers will not be approved where they significantly encroach into, or affect junctions, designated pedestrian crossing points and create conflicts between highways users. A dimension of 10 metres from a junction is the usual minimum that is considered.

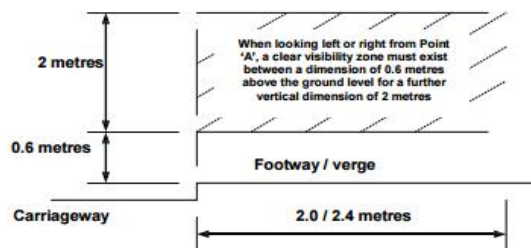
The access must provide suitable visibility to ensure safe egress and enable road users to see a potential hazard in time to slow down or stop comfortably before reaching it. The application will be refused if the crossing does not meet the visibility requirements. Minimum requirements are set out as follows:

When standing at "Point A" there must be clear vision along the dashed lines shown to both left and right for "Distance Y" from the table below.



Distance 'X' is 2.0 metres for urban (built up) areas and 2.4 metres for all other locations.  
 Distance 'Y' is dependant on the road speed limit as tabled below

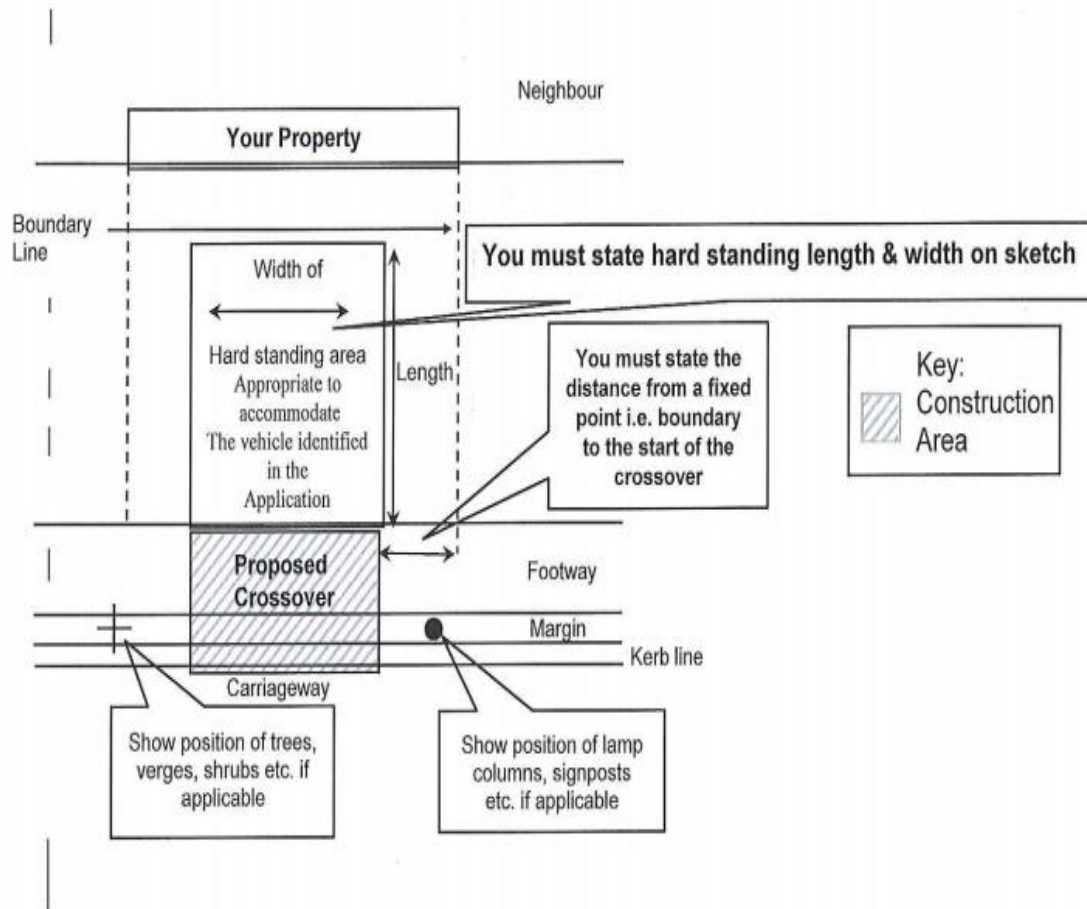
- 20mph 'Y' = 25 metres**
- 30mph 'Y' = 59 metres**
- 40mph 'Y' = 120 metres**
- 50mph 'Y' = 160 metres**
- 60mph 'Y' = 215 metres**



If your proposal does not meet our criteria we will inform of you of the reasons.

Please note that works should not be undertaken to your property in anticipation of permission being given for a vehicle crossover. Works should only commence upon written approval.

As part of your application you will need to provide a sketch detailing the position of the crossover, layout of the frontage and any surrounding apparatus. Please see below for an example of a sketch.



## Trees

Highways trees are a valuable environmental asset and every effort is made to avoid damage to them. A crossover may be refused if excavation may unduly disturb the root protection area of any trees located on the highway.

No crossover can be constructed within 1.2 metres from the edge of the stem of the tree.

Any crossover construction taking place more than 1.2 metres away, but within six times the circumference of the stem at 1.3 metres in height, must have trial excavations and be assessed by a tree officer before authorisation for the crossover is given. The council reserve the right to not construct the crossover if substantial tree roots are found.

Should this be the case it will be necessary for a tree officer to visit the site and assess once a trial excavation is underway. The cost of the tree officer visit is £160 and the cost of the trial hole is £500. Both costs will be borne by the applicant.

No crossover will be permitted within a distance of 1.2 metres from the trunk of a tree

No crossover shall be permitted should it require the removal of a highways tree.

Should a crossover be proposed where a viable tree pit has been identified It will be refused. Should a new tree pit be installed in the location of a proposed crossover, permission for a crossover will still be refused should the tree perish.

### **Parking Alterations**

Where the location of the proposed crossover is affected by a parking bay then a separate approval from the Council's Parking Projects Team will be required before the parking bay can be altered to allow the construction of the crossover. This approval will involve changes to the legal documents, called Traffic Orders, governing the parking bay which involves a statutory consultation including public consultation and advertising.

In considering the application, the council will assess the need for safe and efficient operation of the existing Controlled Parking Zone (CPZ). Applications will be refused where it is deemed that the construction of a crossover and subsequent loss of parking spaces would have a detrimental impact to on-street parking within the CPZ.

When the proposed crossover location is within a CPZ, the crossover application form will be processed in the normal way, but, approval will be conditional and subject to confirmation from the Council's Parking Projects Team that the parking bay can be removed or relocated. The cost of crossover construction will be notified to you with the conditional approval. At this stage, only the parking bay consultation fee would be payable before we can start this process. A fee of £700 is payable for this to be undertaken

Upon receipt of payment, the Parking Projects Team will conduct the necessary consultation for the changes to the Traffic Order(s). Please note the consultation fee is payable in advance. The fee covers the council's cost of carrying out the statutory consultation and advertising and is non-refundable irrespective of the outcome.

We anticipate that Traffic Order changes will take upward of 3 months to carry out provided no objections are received.

At the end of this stage you will receive a letter confirming whether approval to remove or alter the parking bay has been granted.

A crossover will be refused should it negatively impact on, or, cause the loss of designated parking spaces, such as disabled bays, car club bays, loading bays, electrical vehicle charging bays and the like.

We only mark yellow lines to the front of the crossover we do not place H-Bar markings.

**Important:** It is a statutory requirement that if a proposed Traffic Order is to be made permanent then it must be done within two years of the proposals being advertised.



Please bear this in mind when planning for your crossover as failure to do this would require the proposals to be re-advertised with charges applied at the prevailing rate.

## **Costs and Fees**

The regulations made under the Local Authorities (Transport Charges) Regulations 1998 authorised local authorities to impose charges for dealing with specific 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 criteria is a chargeable function. The fee for processing an application is £ 250 and it is non-refundable in any instance, as it covers a site visit to assess the application by a highways officer.

The deposit of £250 is redeemable against the cost of the crossover should you wish to proceed.

An applicant is able to pay the deposit either through cheque or BACS transfer. If you wish to pay by cheque please make it payable to London Borough of Islington and include with your submitted application. If you wish to pay through BACS transfer please contact Highways Services for these details.

You do not need to be present when the highways officer visits. However, should you wish to arrange a meeting please contact the highways department at [publicrealm@islington.gov.uk](mailto:publicrealm@islington.gov.uk).

Please allow for us to send you a decision within six weeks of receiving your application and deposit.

Should your application be successful we will provide you with an estimated cost for undertaking the works. You will need to pay the full amount of the estimate and complete all the works to your front garden before we construct the footpath side of the crossover.

Should highways renewal works be underway on the street and you wish to apply for a crossover no discounted price will be given.

Please do not carry out any works on the footpath or public highway. To do so is an offence under the Highways Act 1980. Only the council's contractors can conduct works on the public highway.

We will use our selected highways materials to construct the crossover. These will be in-keeping with other crossovers on the street where possible and take into account conservation areas.

This is in line with our Streetbook guidance [which can be viewed here](#).

## **Undertaking the Works**

Please provide as much notice as possible, for undertaking the works, in order to instruct Highways contractors and meet necessary dates.

## **Fair Processing Notice**

Any personal information you give us is held securely and will be used only for council purposes. Information that was collected for one purpose may be used for another council purpose, unless there are legal restrictions preventing this. Islington may share this information where necessary with other organisations, including (but not limited to) where it is appropriate to protect public funds and/or prevent fraud in line with the National Fraud Initiative guidelines.

## Appendix 1 – TFL Road Network

<b>Road Number</b>	<b>Road Name</b>	<b>Extents managed by Transport for London</b>
A1	Archway Road	All
A501	Baron Street	From Pentonville Road to White Lion Street
A1201	Blackstock Road	From Rock Street to Seven Sisters Road
A503	Camden Road	All
A501	City Road	From Angel intersection to Old Street Roundabout
A201	Farringdon Road	All
A1	Goswell Road	From Angel Intersection to Wakely Street
A1	Highbury Corner	All
A1	Highgate Hill	Between Junction Road to Tollhouse Way
A1	Holloway Road	All
A503	Isledon Road	All
A1	Islington High Street	From Angel Intersection to Upper Street
A201	Kings Cross Road	All
A501	Old St Roundabout	All
A503	Parkhurst Road	All
A201	Penton Rise	All
A501	Pentonville Road	All
A503	Rock Street	All
A503	St Thomas's Road	From Rock Street to Seven Sisters Road
A1	Sandridge Street	All
A503	Seven Sisters Road	All
A1201	Station Place	All
A1201	Stroud Green Road	From Station Place to Seven Sisters Road
A1	Tollhouse Way	All
A503	Tollington Road	All
A1	Upper Street	All
A501	Wakely Street	All
A501	White Lion Street	From Baron Street to Islington High Street

## Appendix 2 – London Borough of Islington Classified Roads

Road Number	Road Name	Extents that are classified roads
A104	Balls Pond Road	From Mildmay Park to Culford Road
B144	Bath Street	All
A1201	Blackstock Road	All
A5200	Brecknock Road	All
B144	Bunhill Row	All
A5203	Caledonian Road	All
A1200	Canonbury Road	All
B500	Carthusian Street	All and maintained by Corporation of London
B500	Charterhouse Street	All and maintained by Corporation of London
B100	Chiswell Street	All
A501	City Road	From Old Street Roundabout to Finsbury Square
A5201	Clerkenwell Road	From Goswell Road to Herbal Hill
B154	Copenhagen Street	York Way to Caledonian Road
A1201	Crouch Hill	From Hanley Road to Dickenson Road
A104	Essex Road	All
A501	Finsbury Pavement	All
A501	Finsbury Square	Western arm only
B100	Finsbury Square	Southern arm only
A105	Green Lanes	All and maintained by Hackney.
A1201	Highbury Grove	All
A1201	Highbury Park	All
B519	Highgate Hill	All
A5203	Hillmarton Road	All
B540	Hornsey Lane	All and maintained by Haringey
A103	Hornsey Rise	From Hornsey Road to Hornsey Lane
A103	Hornsey Road	All
A104	Islington Green	Eastern arm only
A400	Junction Road	All
B502	Lever Street	All
B515	Liverpool Road	All
A1200	New North Road	From Essex Road to Baring Street
A105	Newington Green	All
A105	Newington Green Road	All
A5201	Old Street	From Goswell Road to Old Street Roundabout
B502	Percival Street	All
A401	Rosebery Avenue	From Warner St to St John Street
B502	Rosoman Street	Rosoman Place to Exmouth Market
B502	Skinner Street	All
B102	Southgate Road	All and Maintained by Hackney.
A401	St. John Street	Pentonville Road to Rosebery Avenue

B501	St. John Street	Rosebery Avenue to Charterhouse Street
A400	St. John's Way	Archway Road to Highgate Hill
A1199	St. Paul's Road	All
A1201	Stroud Green Road	All
B100	Sun Street	From Wilson Street to Finsbury Square
B502	Tysoe Street	Exmouth Market to Rosebery Avenue
A5200	Wharfedale Road	All
A5200	York Way	From Brecknock Road to Market Road

### **Appendix 3 – Useful Contacts**

Islington Highways Services

Telephone: 020 7527 2000

Email: [publicrealm@islington.gov.uk](mailto:publicrealm@islington.gov.uk)

Islington Council Planning

Telephone: 020 7527 2000

Email: [dutyplanner@islington.gov.uk](mailto:dutyplanner@islington.gov.uk)

For enquiries relating to Transport for London Roads please phone 0845 305 1234

If you rent a council-owned property you will need written permission from the Housing Department. Please phone 020 7527 2000.

**If you would like this document in large print or Braille, audiotape or in another language, please contact 020 7527 2000.**