

## Environment Directorate Highways Management Group

### Vehicular Crossover – Policy / Guidance Notes for Applicants

*Please refer to the attached Policy Notes when making your application.*

Please note that crossovers that are to be constructed on a trunk road, namely the A316 (Chertsey Road) or A205 (South Circular Road), do not require permission from the Highways Management Group (HMG), but do require permission from the Development Control Section (Contact Tel. 0845 612 2660 for the relevant application forms). Only after planning permission is granted should you contact Accord MP who are the highway agents for this section of road to discuss your proposal (Contact Tel. 0845 305 1234).

#### Application for a Crossover:

- 1 The application form should be completed in **black ink** and **block capitals**. You must also include your title (Mr/Mrs/Miss/Ms), your initials and your **postcode**. Completed forms should be sent to:

Environment Directorate  
London Borough of Richmond Upon Thames  
Highways Management Group  
Civic Centre  
Room 219  
44 York Street  
Twickenham  
TW1 3BZ

**Please note that there is an £80.00 fee for each crossover application, which is non-refundable. Cheques should be made payable to 'London Borough of Richmond upon Thames'.** Please sign the application prior to submission.

- 2 Your application will be processed with reference to other departments and sections within the Council that may need to be consulted (e.g. the Transport Planning Group). Please note that your proposal may require planning permission (see section 16) of the Policy/Guidance notes.
- 3 If planning permission is required for your proposal, the appropriate forms will be sent to you for completion. These should be returned to the Development Control Section with the appropriate planning fee and dimensioned plans. When planning permission is granted, you should return the confirmation form to the above address.
- 4 If planning approval is not required and your application to HMG is approved, you will be sent a fixed cost estimate and contract for the construction of the crossover. The figure quoted and the approval will remain valid for a three-month period from the date on the fixed cost contract.

- 5 The crossover will be assessed against the Supplementary Planning Document (SPD) Front Garden and other parking standards in addition to the terms of policy as outlined in these Guidance notes and can be accessed via this link.

[http://www.richmond.gov.uk/home/environment/planning/supplementary\\_planning\\_guidance/planning\\_information\\_design\\_guidance\\_leaflets.htm](http://www.richmond.gov.uk/home/environment/planning/supplementary_planning_guidance/planning_information_design_guidance_leaflets.htm)

**Please ensure that you have read and understood the SPD in addition to this document prior to submission of your application.**

***Note** Please note that the Planning Application process is outside the control of the Highway Management Group, any particular queries relating to planning should be addressed and directed to the Development Control section*

### **Construction of the crossover:**

- 6 Approved applications will receive, by letter, a fixed price cost for the crossover and any works necessary to construct the crossover by the Council appointed contractor, including the contract for the works to be signed by the resident. The estimate will include both the administration fee and the construction costs, which will be based upon the current Fees & Charges applicable at the time, published by the Council. The administration fee charged will be the same regardless of which finish of material is used to construct the crossover. The current administration fee is £443.00
- 7 You will be offered the option of paying for the works in full or over six instalments to be paid monthly. Upon receipt of payment, (via either option, in full or initial deposit of installments), the crossover will be added to the construction programme, and works constructed within approximately 6-8 weeks, depending on contractors' scheduled workload. Either payment option will immediately secure your works in the construction schedule. **You will be notified by the Contractor of the scheduled date of construction.** The construction work normally takes three days to complete, weather permitting. When small areas of bituminous surfacing are required, multiple visits by the construction crew may be required.
- 8 **You will need to receive crossover approval before you begin constructing your hard standing** (the forecourt parking space). **Hard standings should be approved and constructed prior to the crossover installation.** Hard standings shall be constructed to the level of the existing pavement and shall be constructed to minimum Council specification.
- 9 Only the Council appointed Contractor will construct all crossovers and will do so to match the adjoining levels of the existing footway. Please note that in some instances due to the existing levels of the road and proposed hard standing, low built vehicles may not have sufficient clearance for convenient vehicle access. The construction of a vehicle crossover may not guarantee convenient vehicle access. Should you wish to discuss levels with one of our Contract Officers, please telephone the Highway Management Group on 020 8891 7898.



If a new fence or hedge is to be erected, what height will this be? .....

Will you be erecting gates at the property? See also Section (7) YES / NO

If Yes, what distance are the proposed/existing gates from the back of the footway and What type are they (folding / inward opening / sliding). Circle option proposed.

.....

Is this a new crossover or do you require an extension to an existing crossover?

.....

Is the application to serve an existing hard standing? YES / NO

Is there an existing garage at the property? YES / NO

Would you like to be informed of the date & time of the site inspection? YES / NO

Planning Permission, Listed Building Consent or Conservation Area Consent may first be required prior to construction for the formation of a hard standing on your property. If this is the case, you will be advised accordingly.

Please provide a detailed dimension plan on the attached sheet, using **black ink**. As the Contractors will be working from the plan that you provide, it is important that you supply all the dimensions and location information requested below preferably in metres to avoid delay in the processing of your application.

Please indicate on the plan:

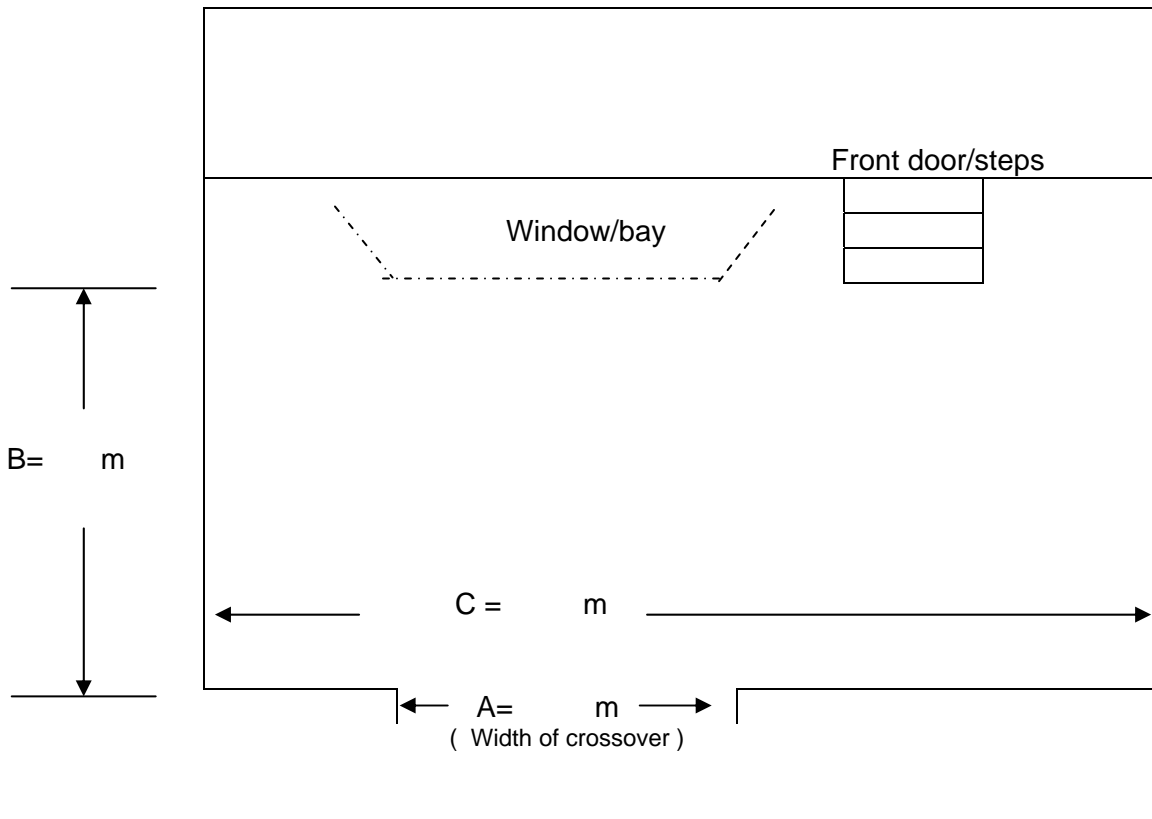
- A Width of crossover (Minimum. 2.4m to Maximum. 3.5m flat section)
- B Depth between front boundary and that part of the building relative to where the car will be parked (Minimum. 4.8m fronting the house, Minimum 5.8m if fronting main entrance to the house).
- C Width of your garden / forecourt area.
- D Show position of the crossover in relation to the property frontage
- E Show any existing wall, fence or hedge to be removed or modified to provide the required 2.4m x 2.1m pedestrian vehicle sight line splay.
- F Show exact location of trees, lamp columns, and/or other street furniture or obstruction in the vicinity of the crossover (including boxes and covers, which are set in paved areas).

After receipt of this application, if the footway crossover proposal is approved, a fixed price and contract for the work will be sent to you. The work will be programmed upon receipt of your signed contract agreement and the accompanying construction fee payment.

**I have read the Supplementary Planning Document (SPD) in addition to these Guidance Notes and the additional notes on the Detailed Dimension Plan and agree to the required Terms and Conditions of the Vehicle Crossover Policy.**

**Signed** ..... **Date** .....

Please ensure the **£80.00** (non-refundable) application payment fee is included and a completed plan. Failure to do so will result in the processing of your application being delayed.



**Address:** .....

Insert the measurements on your plan:

**Note:**

**Maximum width of crossover is 3.5m. Try to show all measurements in metres. Incomprehensible plans will be returned. Our contractors will construct the crossover using the measurements shown on your plan; therefore dimensions should not be approximated. Council Officers may amend your plan as part of the assessment process following a site visit. You will be notified of these changes. Please show the location of any existing and/or proposed crossovers clearly. If you require an extension to an existing crossover, please mark its position clearly on the plan and the position and width of the required extension.**

**Mark as applicable:**

**L.C = lamp column**

**T.P = telegraph pole**

 = tree (approx circumference of the trunk measured 1.5m above the footway level)

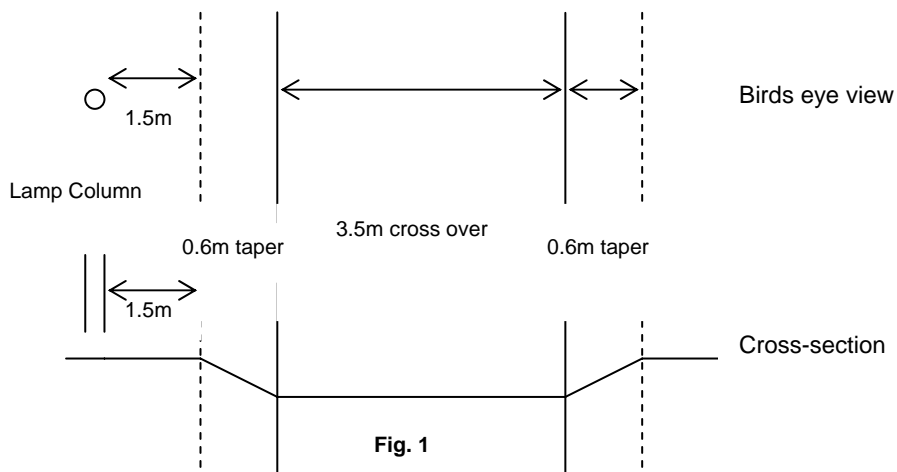
**Lamp columns and telegraph poles should be a minimum 1.5m away from the 0.5m taper of the crossover.**

**Trees should be at a minimum distance of at least 4 x the circumference of the tree measured 1.5m above the footway level to the taper of the crossover or 1.5m, which ever is the greater.**

## POLICY / GUIDANCE NOTES

**Please note that all measurements quoted (e.g. distance between a lamp column and the crossover) shall be measured from the top of the crossover taper (0.6m ramp on either side of the crossover) to the nearest edge of the object (and *NOT* the centre).**

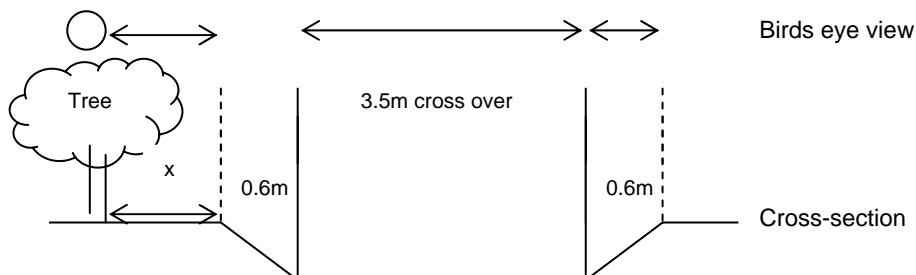
- 1 Crossovers should be located at least 1.5m from street lamp columns or any similar obstruction (refer to Fig. 1). If this is not possible the applicant will incur the cost of repositioning the lamp column, estimated between £1,200 and £1,800. Please note, it is not always possible to find an alternative suitable location for lamp columns, and therefore the crossover may not be approved.



- 2 Where there are street trees, applicants should ensure that they do not position the proposed crossover (including 0.5m taper) within 4 times the circumference of the tree, measured 1.5m above footway level (refer to Fig. 2). Any crossovers proposed within this precautionary area will be refused.

Notwithstanding the above, please note that should a crossover be approved and tree roots greater than 25mm in diameter are found during construction, the arboricultural officer will again be asked to assess the situation and the crossover may need to be aborted and the footway reinstated if it is felt the tree will suffer permanent damage. In these cases the application fee would not be refunded although any payment for the actual construction work will be returned to the applicant.

The Council will not relocate trees to construct a crossover, except in exceptional circumstances. This decision will be made by the Director of Environment in consultation with the cabinet Member for Environment.



- 3 If a utility company box or telegraph pole is situated within the area of the proposed crossover, including the 0.6m tapers on either side, it will be referred to the Utility Company in question for inspection. They will state whether it will be necessary to lower or relocate this feature *and the additional cost of such works, will be borne by the applicant rather than the Utility Company or the Council.*
- 4 **On all roads other than classified roads** it is the Council's policy that a crossover will only be approved where a standard car parking space (2.4m wide x 4.8m deep) at 90 degrees to the Highway can be accommodated on the front garden / forecourt of the application site (minimum 5.8m if parking space in front of main entrance to house). In addition, a vehicle must be able to leave the parking space at right angles to the kerb. 90° (refer to Fig 3). No other configuration for parking on the hard standing will be considered.

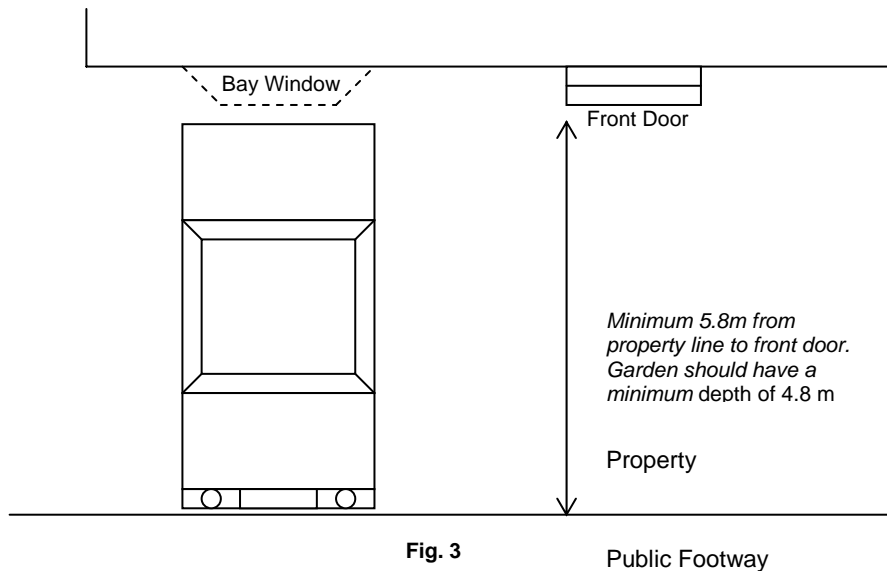
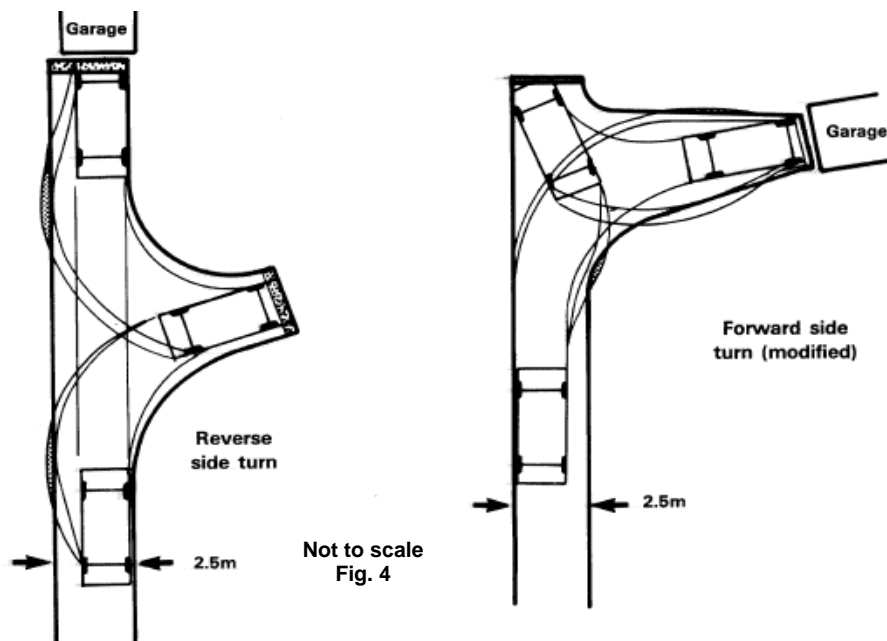


Fig. 3

Public Footway

- 5 **On Classified Roads**, vehicles must be able to enter and exit in a forward gear (i.e. the property must have space to turn the vehicle around). A private car requires a minimum area of 10m by 8m to undertake this manoeuvre (refer to Fig. 4). The Council has adopted the dimensions shown in Design Bulletin 32 as that needed to turn their vehicles on site.

A list of the classified roads in the Borough is attached (see Appendix A).



- 6 To maintain the appearance of the property and to maintain pedestrian safety it is advisable where possible to keep the vehicle and pedestrian accesses separate. Such an arrangement can be achieved with the use of differing materials or landscaping. It is not advisable to use a loose gravel surface for the driveway as this invariably gets carried onto the footway and carriageway, posing safety problems for pedestrians, disabled persons and motorists. Rolled gravel or shingle is an acceptable alternative; please see SPD for further guidance. A lip must be provided at the property boundary to prevent spillage onto the public highway.
- 7 Any gate/s at vehicle accesses must open inwards.
- 8 Only one crossover will be allowed per property, except where in the interest of public/road safety the Transport Planning Group recommends otherwise. Please note that multiple occupancy/flats will be considered as one property.
- 9 The maximum width for a residential crossover is 3.5m flat section and any applications exceeding this amount will be forwarded to our Transport Planning Group and will not usually be approved (unless it is an exceptional circumstance). The minimum width of a 90° parking bay is 2.4m. The cost of the crossover is based on the area to be constructed; it therefore may be worth noting this in order to reduce costs. Where applicants are applying for two adjoining crossovers (e.g. for 2 adjoining properties), or where a new crossover will join an existing one (e.g. a neighbours crossover), a maximum of 3.5m flat section will be allowed for each crossover (refer to Fig 5).

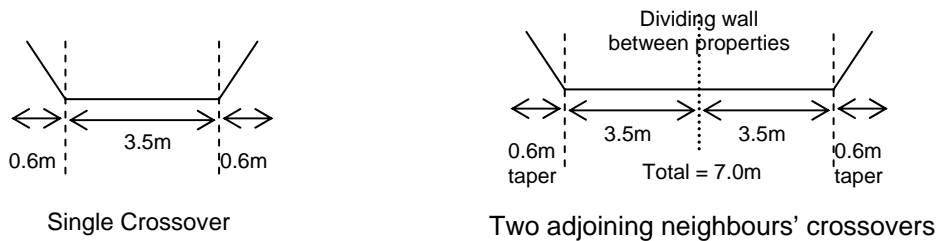
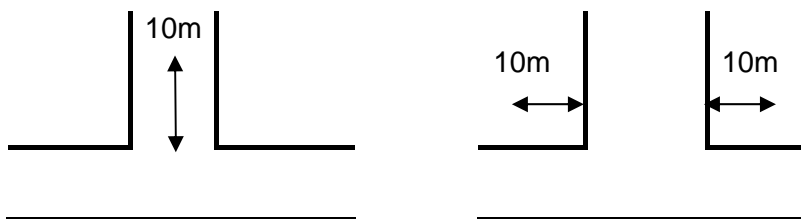
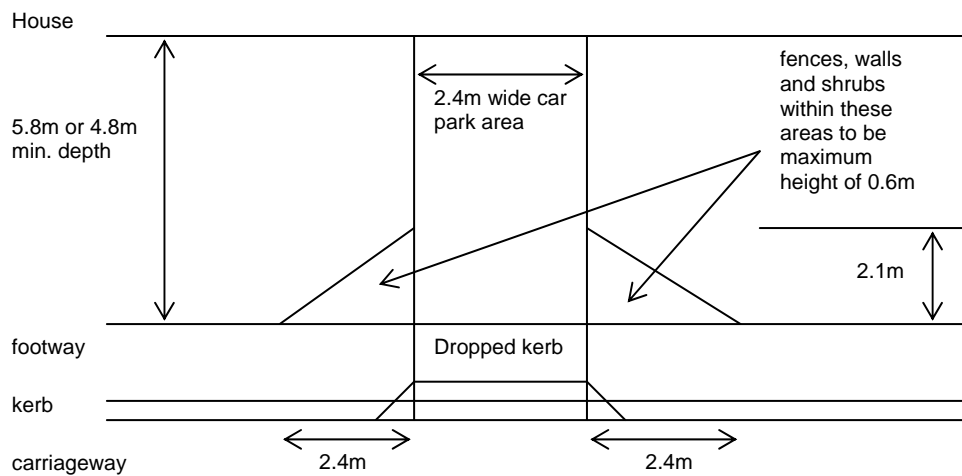


Fig. 5

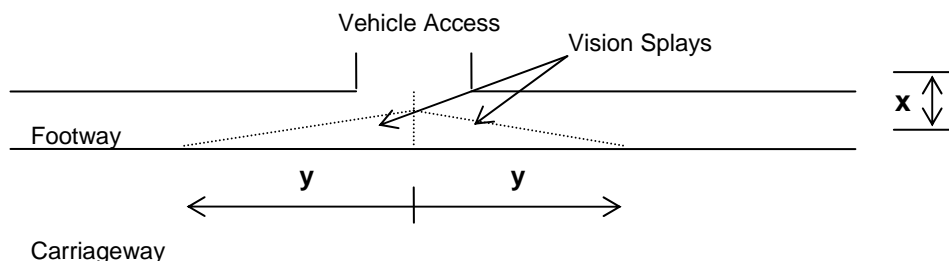
- 10 Where applicants require extensions to existing crossovers, the total width must not exceed 3.5m flat section. It is not Councils policy to reconstruct the entire crossover unless it is structurally unsound, it is specifically requested, or is a requirement of the Public Space Design Guide. Where applicants request that the entire crossover be reconstructed for aesthetic reasons, this will be included in the price quoted.
- 11 Crossovers will not be approved if they are within 10m of a road junction (measured from the edge of the kerb to the taper of the crossover).



- 12 Crossovers within 10m of a bus stop, bend or pedestrian crossing will be referred to the Councils Transport Planning Group and may be refused on road safety grounds. Crossovers will not be constructed where they directly interfere with an existing or proposed bus stop or within the zig-zag lines of road crossings and school keep clear markings.
- 13 Where crossovers are requested adjacent to traffic calming measures (e.g. speed humps and pedestrian refuges), these will be relocated only if approved by the Transport Planning Group, and at the cost to the applicant.
- 14 Where crossovers are requested in Controlled Parking Zones, (CPZ), necessitating the removal of residents' parking, they will be referred to the Transport Planning Group for their comments. If approved, the bay will be removed / relocated after construction at cost to the applicant. Please note that the relocation of a CPZ bay will be charged at a minimum £1000 to cover costs, in addition to the costs of constructing the vehicular crossover.
- 15 Pedestrian visibility splays of 2.1m by 2.4m should be provided (refer to Fig. 6). In addition to this, vehicular splays should be provided in accordance with national recommendations.



**Fig. 6 Pedestrian Visibility Splay**



**Fig. 7 Vehicular Visibility Splay**

- 16 Please note that in some cases (e.g. conservation areas or where a crossover is required to a maisonette), planning permission may be required to remove the boundary wall and convert the front garden or part of it into hard standing. If you have already made a successful planning application please supply the planning reference number as it will allow us to process your application faster.
- 17 The quoted cost of a vehicular crossover includes the driving surface area across the pavement, which is the width determined by the applicant, a 0.5m taper on either side, any additional works (e.g. the alteration to utility plant or lamp column etc) and an administration fee.
- 18 Please note that white lines (access protection markings) will not be provided, as they are no longer enforceable. If removed as part of highway maintenance works, they will not be reinstated.
- 19 Crossovers shall be constructed in materials that match the surrounding footway as determined by the Highway Authority, or in materials that will in the opinion of the Highways Authority enhance the Street Scene.

### **Personal Information Policy**

The Council will use your details, the information about your dealings with the Council and the information about you available to the Council (“your information”) to:

- Deal with your requests and administer its departmental functions (e.g. to assist the processing of your application and in providing an effective service)
- Meet its statutory obligations
- Prevent and detect fraud
- Conduct surveys and research in respect of the service you have received
- Contact you with information about activities and events involving the Department or the Council or with offers which it thinks may be of interest to you

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected Members) central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf.

March 2010

London wouldn't be London without its **trees** and Richmond wouldn't be its jewel in the crown without its **urban forest**.

The Tree Section will be consulted on your application if it is likely to affect a tree. If the construction of the crossover would lead to the damage of valuable roots the application will be refused. The council, residents and elected members have shown a desire to keep the Borough's streets tree lined.



The picture above shows how roots grow in an ideal situation, in a street, the tree is under a lot more pressure to find places for its roots to go. The big roots you may see under the surface are essential to anchor the tree and keep it standing. The most valuable roots are the small fibrous ones that take in essential nutrients and water for the tree to live.

We know that when crossovers are refused for tree reasons many questions are asked, such as "why has the crossover down the road been allowed near to the tree?" We have to judge each application on its own merits, every tree is different and we have a duty to manage the Borough's trees with future generations in mind.

Not having a crossover may be inconvenient but every tree in Richmond's streets contributes to the pleasant environment in which we live and work:

- **TREES HELP TO KEEP US HEALTHIER**

Air pollution is acknowledged to increase the risk of heart attacks, strokes and cancer. Trees are very effective in filtering out harmful pollutants from vehicle emissions and absorbing harmful gases.

Trees provide shade reducing the risks of skin cancer and the formation of ozone smog.

Trees and green spaces significantly reduce the stress of urban living.

- **TREES REDUCE POLLUTION**

Trees help to lock up carbon emissions and reduce energy consumption (as much as 10% lower in buildings sheltered by trees).

Trees reduce the effects of storm water and the likelihood of flash flooding.

- **TREES ENHANCE OUR COMMUNITIES**

They are essential to our sense of place – landmarks in the city, the community and the personal lives of our citizens.

- **TREES INCREASE THE VALUE OF OUR HOMES**

Residential property prices are substantially higher in leafy areas.

**If your application is refused for tree reasons, there is no appeal process; we trust this sheet gives you an insight into why trees are so important to us all.**

The Tree Section -Managing Richmond's Treescape [trees@richmond.gov.uk](mailto:trees@richmond.gov.uk) 0845 6122660

<b>'A' Classified Roads</b>		
<b>DESCRIPTION</b>	<b>ROAD No.</b>	<b>WARD</b>
BARNES HIGH STREET	A3003	Barnes
BRIDGE STREET	A305	Twickenham Riverside
BROAD STREET	A313	Teddington
CASTELNAU	A306	Barnes
CHURCH ROAD	A3003	Barnes
CHURCH STREET	A311	Hampton
CROSS DEEP	A310	South Twickenham
CROWN ROAD	A3004	St Margaret's and North Twickenham
ETON STREET	A307	South Richmond
FERRY ROAD (Part - Twickenham Road to Kingston Road)	A313	Teddington
GEORGE STREET	A307	South Richmond
HAMPTON COURT ROAD	A308	Hampton
HAMPTON ROAD	A313	Fulwell and Hampton Hill
HAMPTON ROAD	A311	West Twickenham
HAMPTON ROAD EAST	A312	Hampton North
HANWORTH ROAD	A314	Whitton
HEATH ROAD	A305	South Twickenham
HIGH STREET	A310	Hampton Wick
HIGH STREET	A313	Teddington
HIGH STREET (Part - Wellington Road to Church Street)	A311	Fulwell and Hampton Hill
HIGH STREET (Part -Thames St to Church St)	A3008	Hampton
HILL STREET	A307	South Richmond
KEW ROAD	A307	North Richmond and Kew
KING STREET	A305	Twickenham Riverside
KINGSTON BRIDGE	A308	Teddington
KINGSTON ROAD	A310	Hampton Wick
LOWER RICHMOND ROAD	A3003	Mortlake and Barnes Common
MANOR ROAD	A310	Teddington

MORTLAKE HIGH STREET	A3003	Mortlake and Barnes Common
PARADISE ROAD (Part - Eton Street to Sheen Road)	A305	South Richmond
PARADISE ROAD (Part - Eton Street to Red Lion Street)	A307	South Richmond
PARK ROAD (Part - High Street to Bushy Park Entrance)	A309	Teddington
PARK ROAD	A313	Fulwell and Hampton Hill
PETERSHAM ROAD	A307	Ham Petersham and Richmond
RED LION STREET	A307	South Richmond
RICHMOND BRIDGE	A305	Twickenham Riverside and South Richmond
RICHMOND ROAD	A305	Twickenham Riverside
RICHMOND ROAD	A307	Ham Petersham and Richmond
ROCKS LANE	A306	Barnes/Mortlake
SHEEN ROAD (Part - Eton Street to U.R.R.West)	A305	South Richmond
SHEEN ROAD (Part - Eton Street to The Square)	A307	South Richmond
St MARGARET'S ROAD	A3004	North Richmond
STAINES ROAD	A305	West Twickenham
STRAWBERRY VALE	A310	South Twickenham
THAMES STREET	A308	Hampton
THE CAUSEWAY	A3007	Teddington
THE GREEN (Southside)	A311	South Twickenham
THE GREEN (Northside)	A305	South Twickenham
THE QUADRANT	A307	South Richmond
THE SQUARE	A307	South Richmond
THE TERRACE	A3003	Mortlake and Barnes Common
TWICKENHAM ROAD	A310	Teddington
TWICKENHAM ROAD	A305	West Twickenham
UPPER HAM ROAD	A307	Ham Petersham and Richmond
UPPER RICHMOND ROAD WEST (Part - Sheen Road to Clifford Avenue)	A305	East Sheen
UPPER SUNBURY ROAD	A308	Hampton
UPPER TEDDINGTON ROAD	A310	Hampton Wick
UXBRIDGE ROAD	A312	Hampton North
WALDEGRAVE ROAD	A309	Teddington
WELLINGTON ROAD	A311	Fulwell and Hampton Hill
YORK STREET	A305	Twickenham Riverside

<b>'B' Classified Roads</b>		
<b>DESCRIPTION</b>	<b>ROAD No.</b>	<b>WARD</b>
CHURCH GROVE	B359	Hampton Wick
CHURCH ROAD	B360	Fulwell and Hampton Hill, Teddington
CHURCH ROAD (Part - Mount Ararat Rd to Sheen Rd)	B322	South Richmond
FRIARS STILE ROAD	B322	South Richmond
HAM GATE	B352	Ham, Petersham
HILL RISE	B321	South Richmond
HOSPITAL BRIDGE ROAD	B358	Heathfield
HOUNSLOW ROAD (Part -Kneller Rd to borough boundary)	B361	Whitton
KEW GARDENS ROAD	B353	Kew
KNELLER ROAD	B361	Whitton
LONSDALE ROAD	B350	Barnes
MANOR ROAD	B353	North Richmond
MILL HILL ROAD	B349	Mortlake and Barnes Common
MOUNT ARARAT ROAD (Part - Friars Stile Road to Church Road)	B322	South Richmond
NELSON ROAD (Part - Hanworth Road to Hospital Bridge Road)	B358	Heathfield
PARK ROAD (Part - Church Grove to Sandy Lane)	B358	Hampton Wick
PARK ROAD (Part - Bushy Park Entrance to Sandy Lane)	B358	Teddington
QUEENS RIDE	B306	Mortlake and Barnes Common
QUEENS ROAD	B353	South Richmond
QUEENS ROAD	B358	Teddington
RICHMOND HILL	B321	Ham, Petersham
SANDY LANE	B358	Teddington
SANDYCOMBE ROAD	B353	Kew
SHACKLEGATE LANE (Part - Church Road to Waldegrave Road)	B360	Fulwell and Hampton Hill
SHEEN LANE	B351	East Sheen
SIXTH CROSS ROAD	B358	West Twickenham
SOUTH ROAD	B358	South Twickenham
STANLEY ROAD (Part - South Road to Broad Street)	B358	Fulwell and Hampton Hill
STAR AND GARTER HILL	B353	Ham, Petersham
STATION ROAD	B349	Mortlake and Barnes Common
WHITTON ROAD	B361	Whitton

<b>'C' Classified Roads Un-numbered</b>	
<b>DESCRIPTION</b>	<b>WARD</b>
BROAD LANE (Part - Oak Avenue to Uxbridge Road)	Hampton
CHURCH ROAD ((Part - Sheen Road to Kew Road)	South Richmond
CHURCH TERRACE (Part - Red Lion Street to Wakefield Road)	South Richmond
CROMWELL ROAD	Hampton Wick
FIFTH CROSS ROAD	West Twickenham
FULWELL ROAD	Fulwell and Hampton Hill
GLOUCESTER ROAD	Hampton
HANWORTH ROAD	Hampton North
HIGH PARK ROAD	Kew
HIGH STREET	Whitton
HOUNSLOW ROAD (Part -Kneller Road to Nelson Road)	Whitton
JUBILEE AVENUE	Heathfield
KINGSTON LANE (Part - Cromwell Rd to Kingston Rd)	Hampton Wick
LEWIS ROAD	South Richmond
LEYBORNE PARK	Kew
LICHFIELD ROAD	Kew
LOWER SUNBURY ROAD	Hampton
MEADWAY	West Twickenham
NELSON ROAD (Part - Hospital Bridge Road to Warren Road)	Whitton
OAK AVENUE	Hampton North
PERCY ROAD	Heathfield
PERCY ROAD	Hampton
POPES AVENUE (Part Vicarage Road to Popes Grove)	South Twickenham
POPES GROVE	South Twickenham
POWDER MILL LANE	Heathfield
PRIESTS BRIDGE	Mortlake & Barnes Common
SHACKLEGATE LANE (Part - Church Road to Stanley Road)	Fulwell and Hampton Hill
STATION APPROACH	Kew
STATION PARADE	Kew
STATION ROAD	Hampton
STATION ROAD	Teddington

TUDOR ROAD (Part - Wensleydale Road to Station Road)	Hampton
VICARAGE ROAD	South Twickenham
WAKEFIELD ROAD	South Richmond
WARREN ROAD	Whitton
WENSLEYDALE ROAD (Part - Gloucester Road to Tudor Road)	Hampton
WHITE HART LANE	Mortlake & Barnes Common