

## **Vehicular Dropped kerb – Application.**

Please note that dropped kerbs 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 Traffic & Transport (T&T), but do require permission from the Development Control Section (Contact Tel. 020 8891 1411 for the relevant application forms). Only after planning permission is granted should you contact TfL Streets who are the highway agents for this section of road to discuss your proposal (Contact Tel. 0845 305 1234 or visit [www.tfl.gov.uk](http://www.tfl.gov.uk).)

### **Application for a Dropped kerb**

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  
Traffic & Transport  
Civic Centre  
44 York Street  
Twickenham  
TW1 3BZ

**Please note that there is a £274.50 fee for each dropped kerb 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 Supplementary Planning Document (SPD)).
3. If planning permission is required for your proposal, please **contact our Planning department directly**. When planning permission is granted, you should return a copy of the Approved plans to the above address, with the Highways dropped kerb application form.
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 dropped kerb. The figure quoted and the approval will remain valid for a three-month period from the date on the fixed cost contract. After that date a reassessment of the cost will be undertaken.

5. The dropped kerb will be assessed against the [Supplementary Planning Document \(SPD\) on Front Garden and Other off Street Parking Standards](#). Alternatively, go to our website and search for:

[www.richmond.gov.uk/supplementary\\_planning\\_documents\\_and\\_guidance](http://www.richmond.gov.uk/supplementary_planning_documents_and_guidance)

**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 Traffic & Transport any particular queries relating to planning should be addressed and directed to the Development Control section.

### **Construction of the dropped kerb**

6. Approved applications will receive, by letter, a fixed price cost for the dropped kerb and any works necessary to construct the dropped kerb 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 dropped kerb. The current administration fee is £818. This fee will be included in your construction quote.
7. **You will need to receive dropped kerb approval before you begin constructing your hard standing** (the forecourt parking space). **Hard standings should be approved and constructed prior to the dropped kerb installation.** Hard standings shall be constructed to the level of the existing pavement and shall be constructed to be porous. Please check with Planning that your hard standing proposal will not require Planning permission prior to construction.
8. Upon receipt of payment, the dropped kerb will be added to the construction program, and works constructed within approximately 6-8 weeks, depending on contractors' scheduled workload. **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.
9. Only the Council appointed Contractor will construct all dropped kerbs 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 and sports cars may not have sufficient clearance for convenient vehicle access. **The construction of a vehicle dropped kerb may not guarantee convenient vehicle access.** Should you wish to discuss levels with one of our Contract Officers, please telephone the Traffic & Transport on 020 8891 5250.

## TRAFFIC & TRANSPORT

### APPLICATION FOR FOOTWAY DROPPED KERB: CHECKLIST

Please review the checklist below before *and* after completing the Application Form portion of this document. The Dropped kerb Policy Criteria is explained in more detail in the Guidance Notes section of this document. as well as the SPD on Front Garden and Other off Street Parking Standards which is available at [www.richmond.gov.uk/dropped kerbs](http://www.richmond.gov.uk/dropped%20kerbs)

	YES	NO
<b>1. Planning Permission (PP) is required...</b>		
A. If the dropped kerb is to be located on a classified road. (Refer to SPD).		
B. If the property a Flat, Maisonette, or a Commercial or Industrial development.		
C. If your existing front boundary wall is higher than 1.0m.		
D. If more than 75% of your front garden be non-porous hard standing.		
E. Please provide your PP No. and enclose drawings, when PP has been granted.		
<b>2. Have the Dropped kerb Policy Criteria been met?</b>		
A. Are pedestrian sightlines of 2.4m width x 2.1m depth <b>either side of the proposed hardstanding</b> within your boundary currently clear of visual obstruction greater than 0.6m in height.		
B. The proposed hardstanding measures a <b>minimum</b> 2.4m width and 6m depth.		
C. There is a <b>minimum</b> 1.0m wide pedestrian access route to main entrance door (around / outside of the proposed hardstanding area).		
D. The proposed dropped kerb is <b>not</b> within 1.5m, or 4 x the <b>circumference</b> of any street trees measured 1.5m above the footway level, which ever is greater.		
E. Where there is a grass verge fronting the property, or between the carriageway and footway, this is <b>less than 1.0m</b> in depth.		
F. The proposed dropped kerb will be the <b>only</b> vehicle access to the property.		
G. The proposed dropped kerb is to be located a <b>minimum</b> 10.0m from the edge of road junction, road bend, pedestrian crossing or bus stop / bus stop cage markings.		
H. The dropped kerb is <b>not</b> placed in-front of or adjacent to traffic calming measures or raised speed cushions or tables.		
I. The address is <b>not</b> within a controlled parking zone.		
<b>3. Are there Utilities Inspection Covers in the footway?</b>		
A. There is a <b>TW / MWB / Gas / CATV / Etc</b> small sized cover in the footway at or close to the proposed dropped kerb location.		
B. There is a <b>CATV / BT / Post Office / Elec / Etc</b> medium or large sized cover in the footway at or close to the proposed dropped kerb location.		
C. There is a <b>telegraph pole</b> close to the proposed dropped kerb location.		

TRAFFIC & TRANSPORT

APPLICATION FOR FOOTWAY DROPPED KERB: APPLICATION FORM

(Please complete in block capitals and tick appropriate boxes)

Name of Applicant: .....

Applicant's Address: .....

.....

.....

.....

Preferred Communication (please circle): Email / Mobile Phone / Daytime Phone

Email Address: .....

Mobile Number: .....

Daytime Telephone Number:.....

Address where dropped kerb is required (if different from above):

.....

.....

.....

.....

Please state if dropped kerb is required for Council owned property:

.....

Name and Address of owner if different from above: .....

.....

.....

.....

Will the dropped kerb serve a house, flat, maisonette, commercial or industrial property?

.....

If a house, is it solely for the occupation of your family?

.....

If No, please state other use:

.....

Will part of any existing boundary wall, hedge or fence fronting the road have to be

Demolished in accordance with your proposal? YES / NO

If Yes, what is the height of the wall, fence or hedge?

.....

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

.....

Will you be erecting gates at the property? YES / NO

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

Is this a new dropped kerb, an extension to an existing dropped kerb or a reconstruction request?

.....

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

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

Although it is not required that you be present at the assessment, 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 dropped kerb (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 dropped kerb 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 lines, within the property boundary.
- F Show exact location of trees, lamp columns, and/or other street furniture or obstruction in the vicinity of the dropped kerb (including boxes and covers, which are set in paved areas).

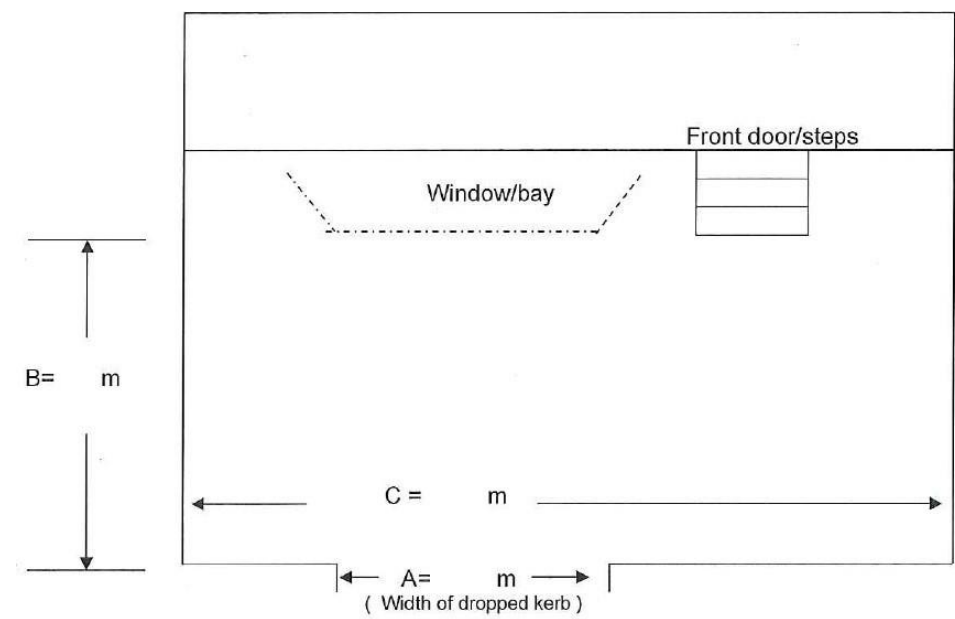
After receipt of this application, if the footway dropped kerb proposal is approved, a fixed price and contract for the work will be sent to you. The work will be programmed upon receipt of your signed contract agreement and the accompanying construction fee payment.

I have read the Supplementary Planning Document (SPD) and the additional notes on the Detailed Dimension Plan and agree to the required Terms and Conditions of the Vehicle Dropped kerb Policy.

Signed: .....

Date: .....

Please ensure the £244 (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 dropped kerb is 3.5m. Try to show all measurements in metres. Incomprehensible plans will be returned. Our contractors will construct the dropped kerb 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 dropped kerbs clearly. If you require an extension to an existing dropped kerb, 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 0.6m taper of the dropped kerb.

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 dropped kerb or 1.5m, whichever is the greater.



## **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.

## **The Tree Section**

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 dropped kerb 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 dropped kerbs are refused for tree reasons many questions are asked, such as "why has the dropped kerb 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 dropped kerb 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.**

#### Contact the Trees Section

Email: [trees@richmond.gov.uk](mailto:trees@richmond.gov.uk)

Telephone: 020 8891 1411

## APPLICATION FOR FRONT GARDEN AND OTHER OFF STREET PARKING

### FREQUENTLY ASKED QUESTIONS

Questions concerning the application process		
1	How can I apply for a vehicle crossover?	Applications can be made on-line, through the council's website <a href="http://www.richmond.gov.uk">http://www.richmond.gov.uk</a> . Enter 'dropped kerb' in the search bar at the top of the page.
2	Where can I see the council's Standard Conditions and Guidelines?	The on-line application has a link to the standard conditions.
3	I don't have access to a computer. How can I apply?	Please call the council (020 8891 1411) and an application form and standard conditions will be sent to you.
4	Why must I pay an application fee?	The fee is to cover the cost of council officer's time to process your application. Several person-hours are spent processing applications, including a dedicated site visit to verify that the information included in the application form is correct.
5	Do I require planning permission?	<p>Generally no, but in the following circumstances planning permission would be required:-</p> <ul style="list-style-type: none"> <li>• if the property is on a Classified Road ('A', 'B' or 'C' Road). A list of Classified Roads is included with the Standard Conditions.</li> <li>• if the property is not a single family house i.e. flats, bed-sits or commercial use.</li> <li>• if the property is a listed building.</li> <li>• if the property is in a conservation area.</li> <li>• if the proposals affect any trees, especially those with a Tree Preservation Order.</li> <li>• if a boundary wall, railings, fence or trellis over 1.0m in height is to be erected adjacent to the highway.</li> </ul>
Questions concerning whether an application may be approved		
6	How much space do I require?	On non-classified roads, a minimum hard standing space of 2.4m wide and 4.8m deep is required. The parking space should not be sited in front of the main door to the house, although it may be acceptable where a minimum of 1.0m can be provided between the parking area and the front door.
		Visibility splays must be provided, at least 2.4 m wide, either side of the hard-standing. This means that an overall minimum frontage width of 7.2m will be required, although a shared pedestrian side-access way can be included.
		On classified roads ('A', 'B' or 'C' roads) a vehicle must be able to enter and leave the site in forward gear. Generally, a minimum turning area of 8.0m x 10.0m is required.

7	Are there any other issues could lead to my application being refused?	If your property is within 10.0m of a road junction (measured from the edge of the kerb).
		If your property is in a road where on-street parking demand is high.
		If your property is within the lines of a bus cage or within 10.0m of a bus stop.
		If your property is within the zig-zag lines of a pedestrian crossing or school keep clear markings.
		If there is a grass verge at least 1.0m wide.
		If there is a tree close to (within four times the circumference) of the proposed dropped-kerb.
		If there is a lamp column, road sign or telegraph pole within 1.5m of the proposed dropped kerb.
		If there is already a dropped kerb at your property, even if it is at the rear or side of the property.
<b>Other questions that may arise</b>		
8	My garden is less than 4.8m deep, but I have a small car. Why can't I have a dropped-kerb?	Although your present car would fit within your front garden, you, or a future resident may purchase a larger car. The required minimum size of the hard standing will allow most vehicles to be parked without overhanging the footway.
9	According to the standard conditions, I am unable to have a dropped kerb, yet there are already dropped kerbs in my road.	These are likely to have been installed in the past, before the current conditions came into force. Even if neighbouring properties have dropped kerbs, we are unable to waive the current conditions.
10	If dropped kerbs were previously acceptable in my road, why have the conditions been changed?	Parking in front gardens can impact on the appearance of an area and the council is keen to ensure that any parking provision is done in the best possible way. High priority is placed on the street-scene and preservation of the borough's unique character.
11	I've tried to use the online application form but am unable to proceed past the part where I have entered the measurements.	If dimensions are entered that are less than the minimum dimensions listed in 6 above, or you have entered details of some other factor that may cause the application to be refused (e.g. a nearby tree), the application will not proceed. If your dimensions and other factors are within specification but the application will not proceed, please submit a paper application. In this latter case, please notify us at which question on the on-line form your application failed, so that we can identify and resolve any issues with the on-line system.
12	Are there any issues that could increase the cost of a crossover?	If there is a lamp column, road sign or utility company apparatus within 1.5 metres of the proposed crossover, the cost of re-siting it will also have to be met.
		If on-street parking demand is uncertain, a local parking survey may be carried out, to determine whether a dropped-kerb may be allowed.