

Vehicle Crossover Application - Guidance Notes

(These guidance notes are for your retention. Please do not return with your application)

These guidance notes are provided to help you understand Westminster's procedure in processing crossover applications. These guidelines will need to be followed to obtain formal approval from the Council for construction of a vehicular crossover a public footway or footpath and/or verge.

You will need to apply directly to our Planning Department, in the first instance, to establish whether you can actually construct an off-street parking area. In the meantime, I have attached an application form, which should be returned to the address below together with £142 non-refundable application fee. Please note that a temporary crossover will be needed if this or any other crossover is required for vehicular access to building works across the footway. Once that access is no longer needed, then the permanent crossover, which is the subject of this application, can be constructed. Application forms for a temporary crossover are obtainable by telephoning 020-7641 2000.

In assessing your application your council is required to have due regard to the following basic criteria.

1. The City Council will normally resist the development of car parking space on front gardens and shop or other frontages. The City Council will also resist the provision of vehicular access to such parking space, particularly when such development would result in the loss of on street parking space.
2. A site visit is carried out by the City Council's appointed Consultant to make standard observations and the necessary site measurements.
3. All off street parking spaces must meet the following requirements:
 - a) the area on which the vehicle is to be parked must be of a minimum size of 4.8metres (16ft) in length by 2.4metres (8ft) in width
 - b) the vehicular access to this area must not involve any manoeuvres causing danger to the public
 - c) gates must not open onto the public highway (this includes the footway)
 - d) for drainage reasons crossovers are constructed with a crossfall towards the road. It is the responsibility of the occupier to make any additional level alterations necessary within their private land to tie into the crossover area.
4. You will require planning permission if the provision of the footway crossover involves:
 - a) creating an access onto a classified road
 - b) demolishing or altering a forecourt wall of at least one metre high
 - c) if the property is other than a single family dwelling house (i.e. flats or other uses)
 - d) alterations to the premises, required for the construction and use of the crossover
 - e) a change of planning use of the forecourt/front garden

However, obtaining highway consent for the crossover does not under any circumstances exempt the applicant from applying for and obtaining the relevant planning, conservation area or listed buildings consents for the proposed works. Even though the works may be acceptable on highways grounds, they may not be acceptable in terms of planning and conservation policy.

5. If you consider you might require planning permission, write to the Development Planning Delivery Unit at City Hall or phone 020 7641 2977 (SW1 and WC2) or 2927 (W1) or 2924 (other postcodes). If you have already applied for planning permission or have been granted one for your proposals please quote the appropriate reference number.
6. The Council has a responsibility under the 1980 Highways Act to maintain the safe and free flow of traffic on the highway and in certain circumstances, where traffic safety is an issue, a vehicle crossover will not be permitted and you will be informed accordingly.

7. A formal enquiry is sent to all the statutory utilities (Telephone, Gas, Water, Electricity etc) who are responsible for their services in the footway which could be affected by the construction of the crossover. If any alterations are necessary, an estimate will be sent to you specifying the charges and you will be required to pay the full cost of any alterations undertaken by the statutory utilities to their plant.
8. An estimate will be sent to you specifying the charges for the crossover and any necessary alterations to the utilities plant. This estimate will include an allowance for contingencies and a 15% administration fee to cover the costs incurred by the Council.
9. If there is an existing parking place across the frontage, it will be necessary for the legal process to be undertaken to remove it before the crossover can be constructed. The legal process requires the City Council to make and approve a traffic management order which authorises a change to the parking designation. It can take up to six months to obtain the order, provided no objections are received to the proposal during the period of public consultation. However, please understand that even if planning permission and highway consent are given, the City Council may still uphold and support any objections, and as a consequence the parking place will not be removed.
10. On receipt of the cheque for the full amount, including the parking re-designation fee where appropriate, the works will be programmed to be completed within six weeks. Alternatively, where parking bays exist, once your cheque has been received the process for re-designating the parking will be started. The crossover will be programmed for construction approximately 28 days from confirmation that the parking has been re-designated.
11. The estimate for the work's which will be provided is based on a schedule of rates of the City Council's approved contractors. On completion, the work will be measured and any difference in cost will be refunded or charged accordingly
12. When the crossover is no longer required, the owner or occupier shall bear the expense of its removal and the restoration of the footway to its former condition, to the satisfaction of the Director of Transportation.

Below is a typical layout showing the dimensions we require to process your application. You may of course submit architects drawings or extracts from any planning permission mentioned above.

I trust the above clearly sets out the procedures for vehicle crossovers but should you have any further queries please do not hesitate to contact Inger Delapenha-Grant (in the Development Planning Delivery Unit) on 020 7641 3200 or by email – idelapenha-grant@westminster.gov.uk.

TYPICAL LAYOUT

