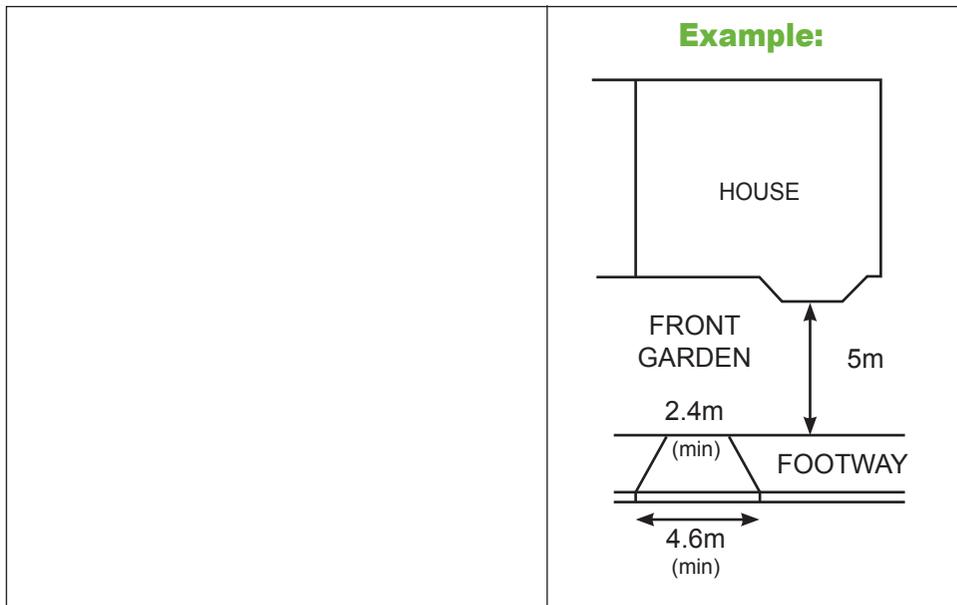


Please provide a sketch (birds-eye view) of the area where you wish to have a vehicle crossing constructed. Please indicate the number of vehicles to be parked. Use a separate piece of paper if necessary.



I agree to abide by the terms and conditions as set out in this application form, and request Broxbourne Borough Council to carry out a survey and, if appropriate, to provide an estimate for building a vehicle crossing at the location to which this application refers.

I enclose a non-refundable payment of £ \_\_\_\_\_  
(cheques payable to Broxbourne Borough Council).

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to Highway Services, Borough of Broxbourne,  
Borough Offices, Bishops' College, Churchgate, Cheshunt EN8 9XQ

FOR OFFICE USE ONLY

Signed by inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_

This application is APPROVED / REFUSED

# VEHICLE CROSSINGS

This leaflet explains the process of providing or extending vehicle access to properties across a verge and footway



## Introduction

This booklet explains what to do if you wish to have a new vehicle access to your property constructed across a verge or footway, so that you can drive onto your property. It deals with access to private dwellings from unclassified roads (an unclassified road is one which does not have a prefix of A, B or C). If you are unsure of the classification of your road please visit [www.hertsdirect.org/actweb/gazetteer/](http://www.hertsdirect.org/actweb/gazetteer/)

Access to or from classified roads may require planning permission and different standards will apply, although the same application form may be used once planning permission is granted. Crossovers on busy or high-speed roads will only be permitted if there is adequate space to turn a vehicle through 180° within the curtilage of the property. If you are in doubt as to whether planning permission is required or not, please contact the Council's planning service on **01992 785510** for further advice.

If planning permission was required a copy of the decision notice must be supplied with the application form.

It is illegal to damage the highway under the Highways Act 1980. If you do not have a proper access point constructed and you drive over the footway or verge, it may cause damage to the surface or kerbs and also to pipes and cables below. You could then be liable for all repair costs.

If you are constructing a new hardstanding (driveway) on your property or extending an existing one, or if you are uncertain as to whether planning permission is required, you should **always** check with the Council's planning department first.

Surface water from your hardstanding must not run onto the public highway. Surface water must be intercepted at the highway boundary and drained to a domestic drainage system.

Further information on hardstandings can be obtained at [www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf](http://www.communities.gov.uk/documents/planningandbuilding/pdf/pavingfrontgardens.pdf)

## Stage 1

Use the simple checks set-out on pages 3 and 4 to ensure your property is appropriate for off-road parking. In some locations, space, safety considerations or steep slopes will make it impossible to construct a driveway, parking space or local parking. Additionally, some applications may not be accepted for environmental reasons. **Every crossover is judged on its individual merits, and any existing crossovers in the local area do not set a precedent in terms of approval.** Information at this stage should enable you to see whether this applies in your case. As there is a non-refundable fee for the survey and estimate, you are advised to check your proposal against the criteria before proceeding to stage 2.

## Application

### HIGHWAYS ACT 1980 – SECTION 184

I wish to have the Council assess the suitability of having a vehicle access, to design the works and provide a quotation for construction.

### DETAILS OF APPLICANT

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

Contact details: Daytime phone: \_\_\_\_\_

Email: \_\_\_\_\_

### DETAILS OF SITE IF DIFFERENT FROM ABOVE

Address: \_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

#### Is the access for normal domestic use only?

Greater construction may be required if heavy vehicles are to use the access.

Yes  No

#### Has planning permission been sought and obtained?

For classified roads only. If not you need to speak to the Council's planning service.

Yes  No  N/A

#### Are you the freehold owner of the property?

If not please provide written confirmation of the land owner's consent.

Yes  No

## Further Information

For further information please visit [www.broxbourne.gov.uk](http://www.broxbourne.gov.uk)

Contact Highway Services by email via [highways@broxbourne.gov.uk](mailto:highways@broxbourne.gov.uk)  
Website: [www.broxbourne.gov.uk](http://www.broxbourne.gov.uk) or by telephone on **01992 785548**

To make any other enquiries please telephone the Council's Helpline on **01992 785577**, or visit any **One Stop Shop**:

## One Stop Shops

### 123 High Street, Waltham Cross

Monday, Wednesday and Friday, 9am – 5.30pm.

### Hoddesdon Library, 95a High Street, Hoddesdon

Tuesday and Thursday, 9am – 5.30pm.

Closes at 3.30pm on the last Thursday of every month.

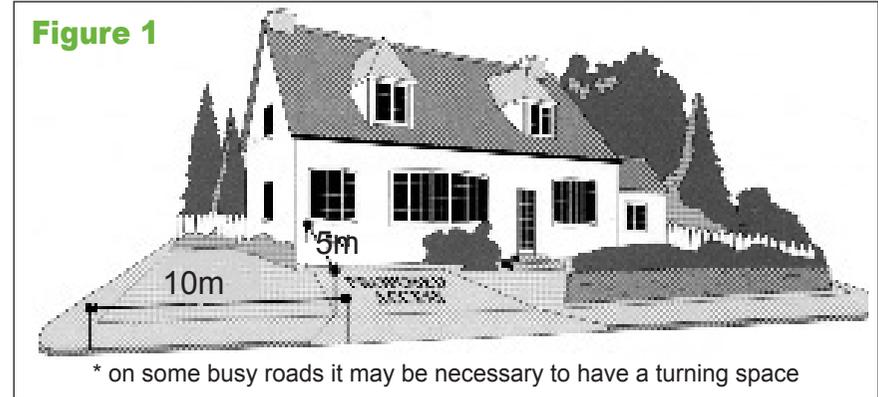
To receive relevant ecommunications from the Council, please register at [www.broxbourne.gov.uk/emailalerts](http://www.broxbourne.gov.uk/emailalerts). Ecommunications are emails that provide information about Council services and events. All information supplied will be processed and held in accordance with Data Protection.

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Leaflet No: ES033

You will need to carry out the following checks:



### Check 1

Is there enough room between the back of the footway or verge and the house or garage in your garden? The recommended space required on level ground is **five metres** as shown in figure 1. This is to ensure an average size vehicle does not overhang the pavement.

### Check 2

Is the position of the access at least 10 metres from a road junction? This is usually necessary unless the road you are accessing is a cul-de-sac. This is shown in figure 1.

### Check 3

A minimum width of 2.4 metres is required for a single vehicle access. Is your property frontage wide enough? A second crossover or a double width access is usually discouraged, unless it is of benefit to highway safety or highway improvement. In some circumstances it is possible to consider parallel parking where the crossover would have easy entry, exit and low pedestrian use. (Must be 7 metres wide by 3.6 metres deep).

### Check 4

Will you be able to see pedestrians and vehicles well enough to drive out of the driveway without causing danger either to yourself or other people using the road? The areas which must be clear of obstructions are shown in figure 2. Plants or structures within the visibility areas must be kept below 600mm for a distance of 2 metres on either side of the access, and 2 metres out from the back of the footway so that you can see over them (greater visibility may be required on busy local roads, or classified roads).

### Check 5

If you live on a busy high-speed road there must be sufficient turning space for a vehicle to turn around within the boundaries of the property. This is to avoid the need to reverse onto a busy road.

**Figure 2**



Pedestrian visibility

Generally no higher than 600mm in white areas\*. Planning and structures 2m x 2m

\* Local variations may apply depending on planning requirements

### Check 6

If access restricts the use of a parking bay or lay-by, the application is likely to be refused.

## Does your application meet this criteria?

### Check 7

The access must not have a detrimental impact on the amenities of the area. For example, there must be no loss of, or damage to, established trees or major areas of grass exceeding five metres in width or depth or other landscaping within the highway boundary. In some areas of the Borough green areas are classified as amenity land. For these areas to be used a hard standing planning permission may be required. Is the area of verge fronting your property of minimal depth and free of general landscaping and trees?

### Check 8

Are you the freehold owner of the property on which the vehicle is to be parked? If not you will need to obtain the permission of the owner for the construction to be undertaken, before the application can be considered. Have you obtained this permission? If so, written confirmation will be required at the time of application.

### Check 9

In the interests of highway safety, crossovers to driveways steeper than 10% will not be approved. Is your driveway gradient 10% or less?

If you can answer 'yes' to these checks then you may decide to proceed to stage 2. If the answer to any of them is 'no' then it means that safe access to your property may not be possible, the site is too small, or the proposal may have a detrimental impact on the amenity of the area. In certain circumstances it may be possible to overcome these problems and site specific details can be discussed with the Council. Contact details can be found on page 6.

## Stage 2

Complete the application form in this leaflet and send it to Highway Services, Borough of Broxbourne, Bishops' College, Churchgate, Cheshunt EN8 9XQ. The Council will then carry out a survey to check all the criteria described above. If this reveals that any of the criteria cannot be met, or resolved as mentioned above, you will be advised that an access cannot be constructed and you cannot proceed any further. The survey fee is not refundable in these circumstances. If the location is suitable for an access you will be sent an estimate of the cost for constructing the crossing.

Further information and the current survey fee can be found here <http://www.broxbourne.gov.uk/resident-planning-and-building-planning/dropped-kerbs-vehicle-crossings>.

## Stage 3

The Council will write to inform you of the cost for constructing the access. It is important to note the figure quoted relates only to the construction of works in the highway. It does not include the cost of any works within your property boundary.

This quotation is valid for two months. The approval in principal is valid for two years.

## Stage 4

Should you decide to proceed with the crossing, please return the tear-off slip from the letter with full payment to the Council.

Cheques should be made payable to the Borough of Broxbourne, and card payments can be made at the Borough Offices or by phone on 01992 785548.

You must build your driveway (hard standing) **before** we undertake our construction works.

## Stage 5

A contractor will arrive and construct the crossing under the supervision of the Council's inspector. This normally happens within six weeks, however circumstances outside the control of the Council can increase this timescale. Future maintenance of the crossing will be undertaken as part of the public highway, by the highway authority (Hertfordshire County Council).