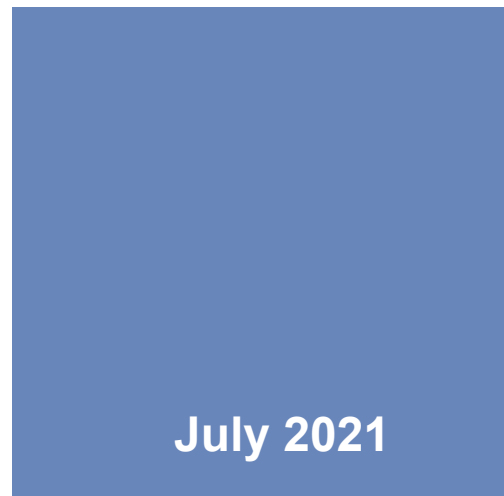
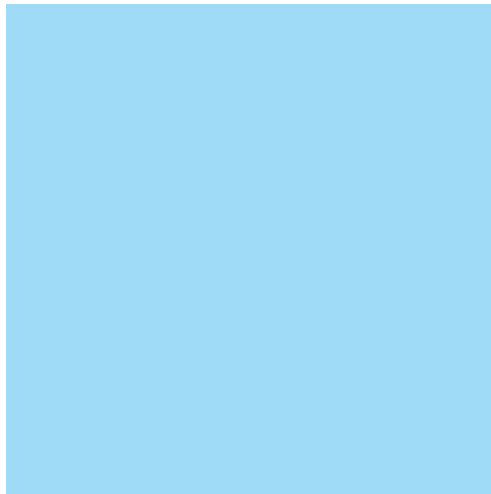




Vehicle Crossover Application Guidance

Traffic & Highways



July 2021

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Vehicle Crossover Application Guidance

Note: You do not need to apply for a vehicle crossover if you live on a private road.

Before you apply

There are certain conditions where a crossover will not be approved, there are instances where you will need written permission and instances where you will need planning permission. Please read the below section to make sure the proposed crossover covers the required conditions and must have any required written permission and obtained the required planning permission before making an application.

Conditions where your application will not be approved:

1. If the hardstanding parking area is less than the minimum size;

Minimum Parking Area Required	Depth	Width
Parking at a Right Angle to the Highway	4.8m	2.4m
Parking Parallel with the Highway	2.6m	6.5m

2. If there are poor lines of sight for exiting the property at the proposed crossover, sight lines need to meet the following criteria;

Sight lines onto the Carriageway, from edge of the property and at the centre of the proposed crossover, the clear vision required horizontally left and right when exiting the property will vary depending on the speed limit of the road:

- 20mph speed limit the distance is 25 metres
- 30mph speed limit the distance is 43 metres
- 40mph speed limit the distance is 65 metres

Sight lines for Pedestrians on the footway, from edge of the property and at the centre of the proposed crossover, the clear vision required horizontally left and right when exiting the property will be between a height of 0.6m and 2m and 2m to left and right of the property

Please be aware if there is a difference in height between the property and the carriageway and the hardstanding is at an angle it may affect the horizontal sight line, this will be assessed at the point of inspection.

3. If the proposed crossover would be near a road safety feature (a width restriction, traffic island, speed table/hump, pedestrian refuge or pinch point, within zig zags or near a pedestrian crossing)
4. If the proposed crossover would be within a layby, bus stop, taxi rank, police bay.
5. If the proposed crossover would be located on a bend (with the exception of low usage cul-de-sacs).

6. If the proposed crossover is less than 10 metres from a minor junction, or less than 15 metres from a classified road or busy junction.
7. If the proposed crossover would involve the removal of a highway street tree or be within less than 1.2m from healthy street tree. Outside 1.2m from a highway street tree, the tree's Root Protection Area will need to be considered before any permission is granted. For consideration to be made a trial hole will be required.

If a street tree is in poor health and meets the criteria set out in the Council's tree policy, the tree may be removed to allow construction of the crossover and another tree is to be planted. Where possible this will be elsewhere outside the property, an inspection of the tree will be carried out by the Council's arboriculture section and if deemed healthy the application will be refused and lose your application fee. The applicant will be required to pay for the full cost of the removal of a street tree and its replacement. Any tree removal will follow the process set out in the Council's Tree policy.
8. If the proposed crossover would be less than 1.2m from street tree, a lamp column or other street furniture.

You can still apply if there is not a distance of 1.2m and on inspection if a lamp column or other street furniture, can be moved then a crossover may be approved. If a lamp column or other street furniture cannot be moved the application will be refused and you will lose your application fee. The applicant will be required to pay for the full cost if street furniture can be moved.
9. If the property is within an existing controlled parking zone (CPZ) or is due to become a CPZ.
10. If any entrance gates open outwards across the highway.
11. If a utility cover falls within the 'ramp' section of the proposed crossover, it may not be feasible to install the proposed crossover.

Written Permission

As part of your application, you will need to provide permission for a crossover in the following situations:

1. If you are not the freeholder or landowner of the property, you must provide their written consent with your application.
2. If it is a council property or the crossover is to be within housing maintained land you must provide written permission from the Housing Manager.
3. If you are applying as an agent you must provide written permission from the owner/applicant.

Written permission will need to be obtained in advance of making an application and must be provided as part of the application process.

Planning Permissions

You will need planning permission in the following situations:

1. If the proposed crossover is on a classified road (to find out if your road is classified click here: <https://www.southend.gov.uk/directory/58/classified-roads>)
2. If it is for a flat, maisonette, a house of multiple occupation or a business.
3. If the property forms part of a large development that requires planning permission.
4. If the property is in a conservation area (to find out if the property is in a conservation area click here: <https://www.southend.gov.uk/conservation-areas>)
5. If the property is in an 'Article 4 Direction Area':
<https://www.southend.gov.uk/conservation-areas/clifftown-conservation-area/2>
<https://www.southend.gov.uk/conservation-areas/chapmanslord-conservation-area/2>
<https://www.southend.gov.uk/i-need-planning-permission/undercliff-gardens-article-4-directions>
6. If the property is a listed building (to find out if the property is a listed building click here: <https://www.southend.gov.uk/design-historic-environment/locally-listed-buildings>)
7. If the property has a boundary wall over 1 metre high which needs to be altered for the proposed crossover.
8. If the proposed crossover requires a private tree to be removed which is protected by a Tree Preservation Order (to see where the protected trees are located click here: <https://www.southend.gov.uk/trees/tree-preservation-orders>). A felling licence may also be required.

Planning permission will need to be obtained in advance of making an application and must be provided as part of the application process

Further information and forms regarding Planning Permission can be found here:

<https://www.southend.gov.uk/make-planning-application/planning-application-forms>

Up to two 'In and Out' crossovers at the same property will only be allowed where they do not reduce the opportunity to park on the street and does not create a risk to highway safety

Joint applications for two properties to use a single crossover will be considered, subject to all the above conditions, one occupier should act on behalf of both parties and submit a single application. Both properties would need to meet the parking area required.

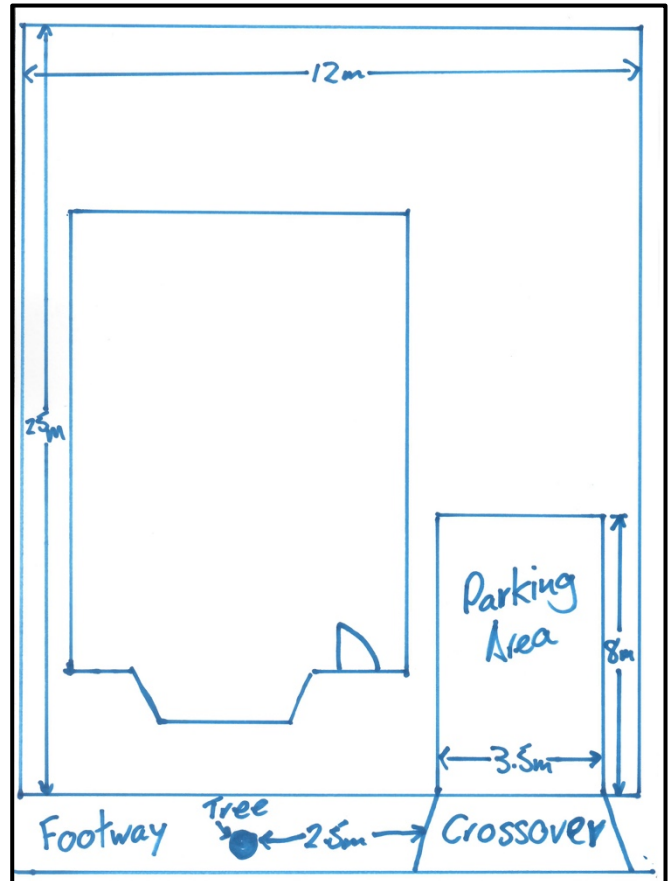
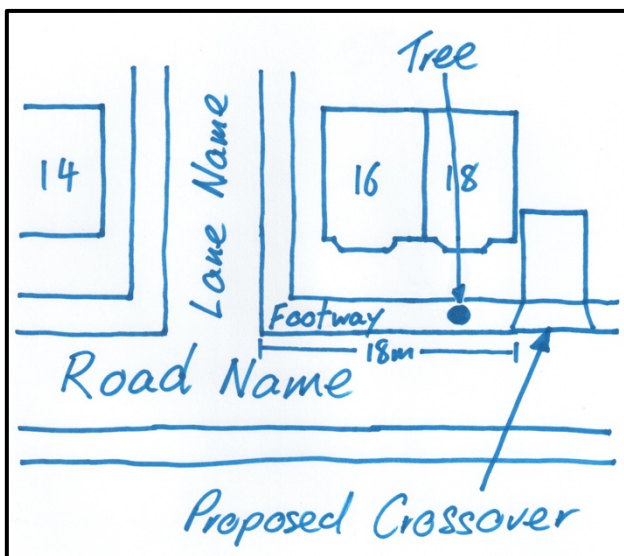
If you do not meet the conditions and have additional information or mitigating circumstances you wish us to take into consideration, you can still apply but you must detail your reasons why we should consider the application. Applications made under these circumstances will be subject to additional consultation which may delay our decision.

Sketches

As part of the on-line application, you must provide a sketch clearly showing the proposed parking area, the position of the proposed crossover/s in relation to the property or properties, any highway trees, street furniture, parking bays. Please make sure you have this in a digital form and ready to upload in the application process.

Example of rough location sketches:

The sketch would need to include the dimensions of the parking area, the boundary to boundary measurement of your property (frontage), the depth of the property, the width of the proposed crossover at the edge of your property.



Additional Costs

Additional costs will be incurred in the following circumstances:-

- if the excavation of a trial hole(s) is required to determine if tree roots or public utility apparatus is in the area of the proposed crossover;
- if a public utility company considers it necessary to move or protect its underground cables or pipes;
- if street furniture such as traffic signs and lamp columns need to be moved;
- the full cost for the removal of a street tree and its replacement, if determined to be in poor health;
- if a Traffic Order (this defines the operation of yellow lines and parking places) needs amending to take into account the construction of the vehicle crossover. The legal procedure to amend a Traffic Order takes around 3 months to complete;
- the cost for altering yellow lines/white parking place markings associated with the Traffic Order.

How to Apply

You must apply on-line [here](#). If you are applying as an agent for the property owner/applicant, please be aware you will need to make the payment on their behalf when submitting the application.

You will be required to fill in the full address of the property and postcode, your contact details and you will need to upload the required information:

- Written permission where required
- Proof of Planning permission where required
- Sketch showing the position of the crossover
- Means to pay the application fee

When applying for a crossover please be aware of the following sizing when selecting the size of your crossing:

- Choosing a 2.44m Opening/Construction equals a 4.5-4.8m Kerb side crossing
- Choosing a 2.44m - 3.6m Opening/Construction equals a 4.8 - 6m Kerb side crossing
- Choosing a 3.66m - 4.8m Opening/Construction equals a 6m - 7.2m Kerb side crossing

For further information please read the full Vehicle Crossover Policy, which is available on-line here:

<https://www.southend.gov.uk/downloads/download/215/vehicle-crossovers>

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