

Slough Borough Council

Vehicular Crossing: - Policy and Guidance Notes



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General information for vehicle access crossings

1. What is a vehicular crossing?

A vehicular crossing (**dropped kerb**) provides the legal means to allow you to access your property safely and easily when using a car or other domestic vehicle. The kerbs are dropped from their normal height and the pavement or verge is strengthened to take the weight of the vehicle crossing it.

2. Why is it needed?

We do not allow you to drive over a pavement or verge unless a vehicle crossing has been authorised and installed. This is because you may damage the pavement and/or any pipes/cables that are buried underneath it. The crossing allows you to pass safely from the carriageway on and off your property preventing any obstructions to the highway.

3. Permitted types of vehicles

A domestic vehicle crossing may only be used by a private or light goods (or similar) vehicle. It may not be used by heavy goods vehicles or mechanical equipment. If a delivery, such as a skip, is made to the property and in doing so the delivery damages the crossing, any repairs will be the responsibility of the occupier.

4. Is planning permission needed?

Planning permission is required for either a new access if your property is located where the access is:

- located on a classified road
- in a conservation area
- to an apartment/maisonette off the highway
- to a listed building.
- likely to affect a tree which is protected by a Tree Preservation Order
- required for business purposes. To determine if your access requires planning permission, please refer to the planning department at Slough Borough Council. NB - Properties subject to planning permission must also meet the vehicle crossover criteria.

For further advice and guidance on permeable surfacing contact the planning department at Slough Borough Council.

Classified Roads requiring planning permission.

Category A Roads	Category B Roads
Albert Street	Bath Road (Colnbrook)
Bath Road (Slough)	Bridge Street
Colnbrook By pass	Datchet Road
Farnham Road	High Street (Colnbrook)
London Road	High Street (Langley)
Mere Road	Ledgers Road
Slough Road	Majors Farm Road
Sussex Place	Montem Lane
Tuns Lane	Park Street (Colnbrook)
Uxbridge Road	Ragstone Road
Wellington Street	Station Road (Langley)
William Street	Stoke Road
Windsor Road	Sutton Lane
Yew Tree Road	

NB: Although properties located along most of the above roads will require planning permission some properties may not. For further details please call 01753 475111 and follow the instructions given.

Properties on the service roads of the above classified roads do not require planning permission.

5. How to apply.

Slough Borough Council has designated its assessment criteria based on national safety guidelines with measurements so that no hazardous manoeuvring on the highway is necessary to obtain access to and from the property. If after reading the criteria set out in the Vehicular crossing policy and guidance notes and the terms and conditions you decide that you would like to proceed, please apply using [the Vehicular crossing application \(Dropped Kerb\) online form](#).

If you are a tenant or leaseholder, you must provide written consent from the property owner that the works may be undertaken. A copy of their consent can be uploaded into the form.

A non-refundable fee of £100 is payable on making your application for an application/site assessment. On receipt of your application, an officer will be instructed to assess your application and record all findings and if suitable, prepare an estimate to construct the access crossing. The Council will then send you a letter with the estimate together with full terms and conditions. Please note that the estimate quotation for the crossing is valid for **60 days**.

If your application is rejected, you will be advised in writing with a full explanation.

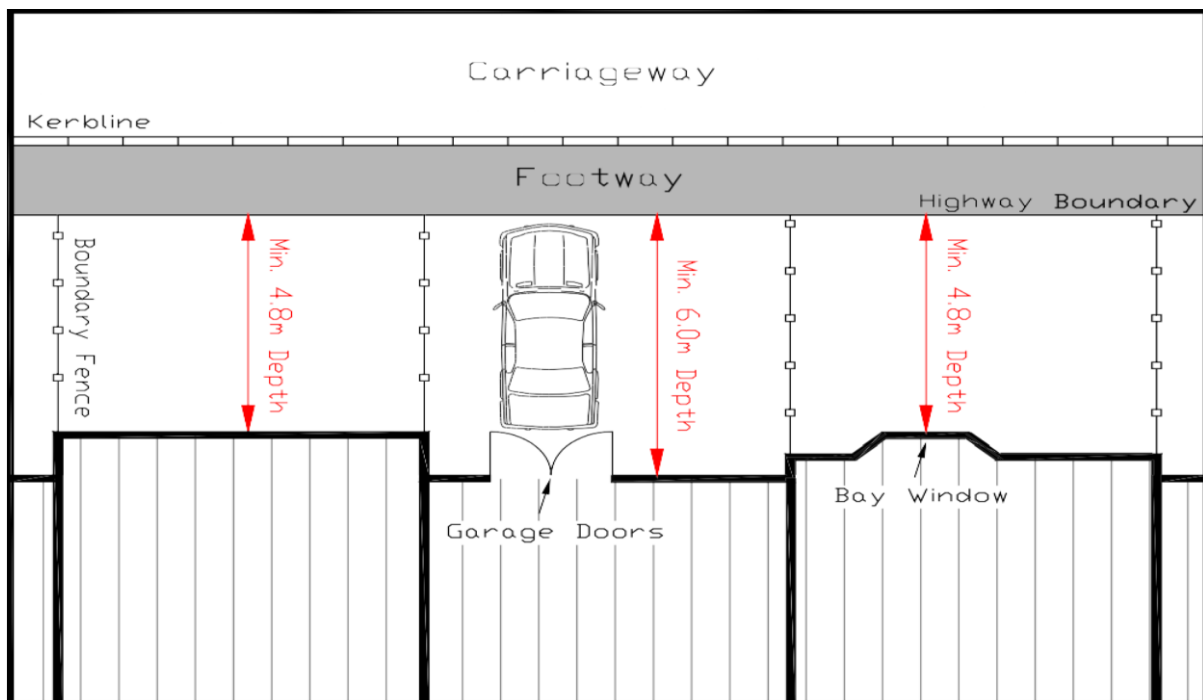
Space and safety criteria

Before submitting your application, you are advised to check your proposal against the below criteria. If you apply knowing that certain criteria (i.e., minimum distance between the property boundary and front of house/garage) cannot be met, your application will be refused, and the fee is not refundable.

6. Is there enough space in your garden?

No part of a vehicle parked within your property may project on to or over the highway. The vehicle access crossing may not be used as a parking area and no part of it is exempted for the purpose of footway parking. To comply, the parking space must be: -

- A minimum of 4.8m long between the back of the pavement or property boundary (the face of any wall; fence or hedge for example) and the front of your building. **This dimension is the absolute minimum and cannot be reduced.**
- Minimum 6m long where the parking area is in front of a garage or door. **This dimension is the absolute minimum and cannot be reduced.**



Except where there is an overriding safety issue, parking parallel to the highway is not allowed. The parking space must be: -

- At a right angle to the highway with the vehicle able to enter and exit the property in one movement.
- There must be no adjusting movements of a vehicle made on the highway when entering or exiting the property.

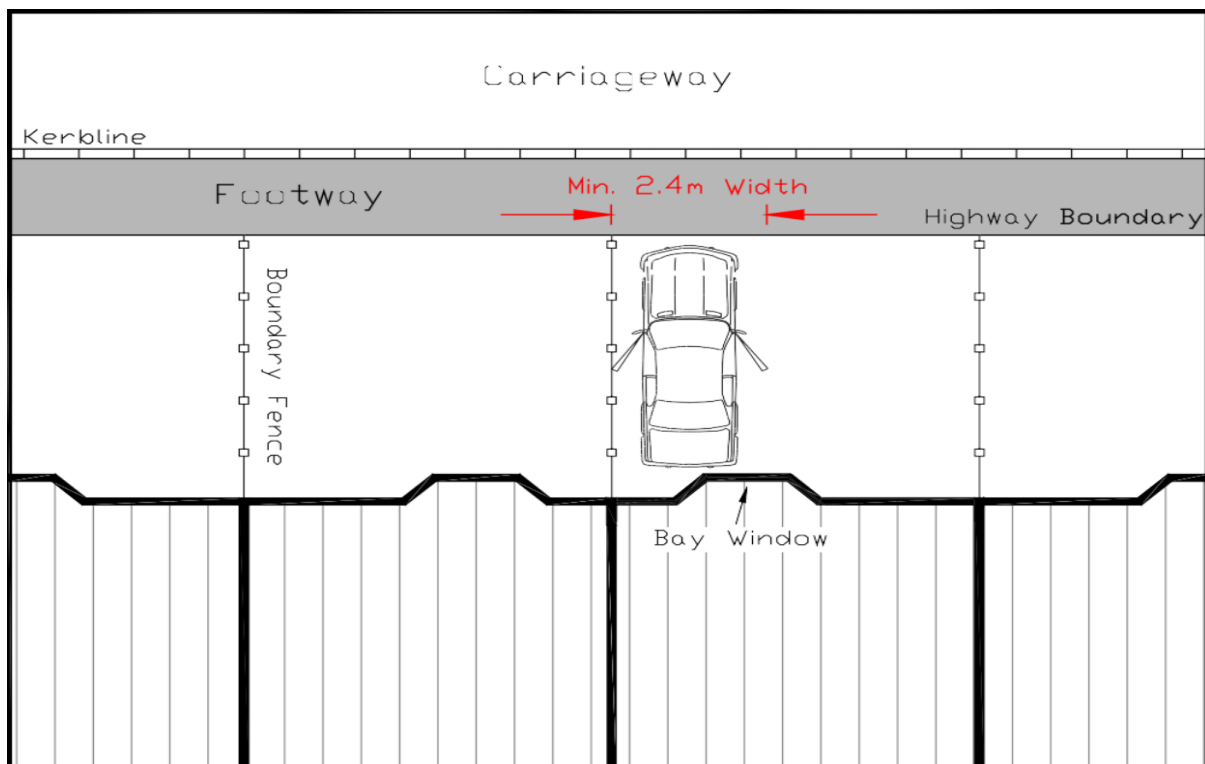
The policy of the Highway Authority in relation to the minimum depths has changed over time. This may mean that properties in your road have a vehicle access crossing that does not comply with the above criteria

and appears in all respects to be very similar to your own proposals. Nevertheless, you will need to comply with the standards set out above and the fact that someone else may have a shorter parking space will not be considered when assessing your proposals.

7. Is the access wide enough?

For a single width access serving no more than one dwelling: -

- A minimum width between gate posts of 2.4m is required through the entire parking bay. This dimension is the absolute minimum and cannot be reduced. There must be no obstructions in this area (for example a bay window or tree).

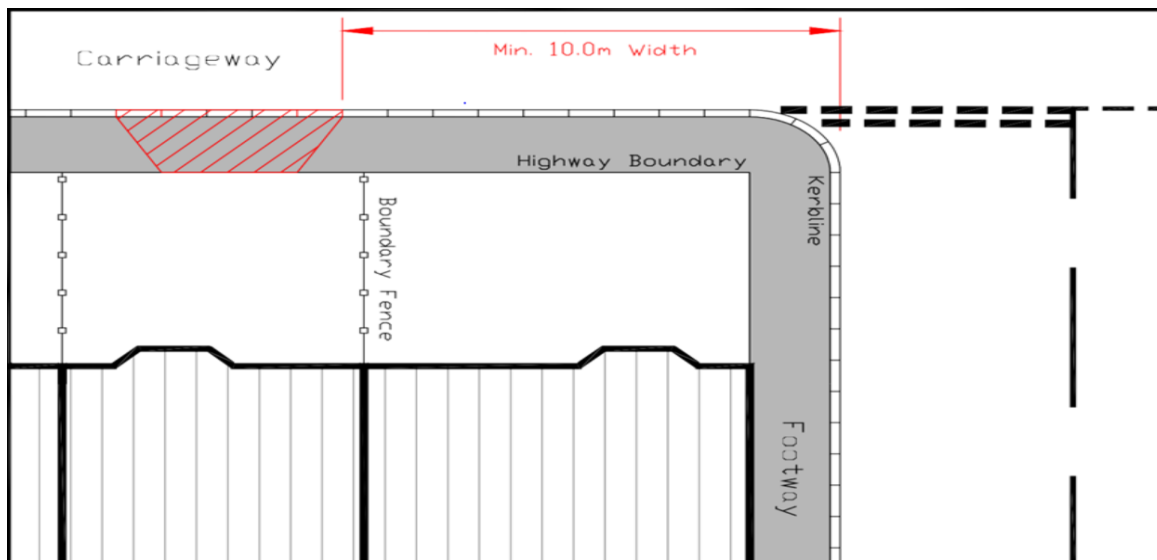


8. Separate entrance and exit

The general rule is that - increasing the number of points on a highway where vehicles turn, increases the potential for traffic conflict. Therefore, applications for two access crossings to a single property, or a second access point where one already exists, will not be approved for domestic dwellings. The exceptions will be applied on major roads where vehicle can enter and exit in a forward gear i.e. no reserving onto a main road.

9. Distance from road junctions

If the location of the proposed crossing is closer than 10m to a road junction it would create a serious hazard and the application will be refused. This dimension may be increased to 15m on major roads or near too busy junctions. It should be noted that these dimensions are minimum distances but do not take precedent over overriding highway safety considerations. If the property is situated directly on the junction of two roads, it will generally be safer to situate the access on the minor, side road. Accordingly, you may be asked to amend your proposals to comply with this requirement. **Please note the Council reverses the right to refuse an application on road safety ground and in line with the Highway Code.**



10. Visibility requirements

Will you be able to see pedestrians and vehicles clearly enough to drive out of the driveway without causing danger to yourself or other road users. Probably the most important contribution to road safety is the provision of adequate visibility. Adequate visibility enables road users to see a potential hazard in time to slow down or stop comfortably before reaching it. The application will be refused if the crossing does not meet visibility requirements set within published industry standards. Greater visibility may be required on faster, busier roads. Slough Borough Council considers each request on its own merits. Consideration will be given to the driver's line of vision in both the vertical and horizontal planes. To determine the exact level of visibility required, a site inspection will be needed from an experienced officer.

Existing bushes/hedges that may obstruct visibility will be considered a part of the site assessment.

11. Shared accesses

Where the occupiers of two adjacent properties share a driveway and wish to build a double width crossing to serve the two sites, one occupier should act on behalf of both parties, although separate estimate of costs if the application is approved would be provided. Proof of shared access must be provided along with both parties agreeing to this in writing. The Council will not be involved in any neighbourly disputes that arise following the installation of any crossing.

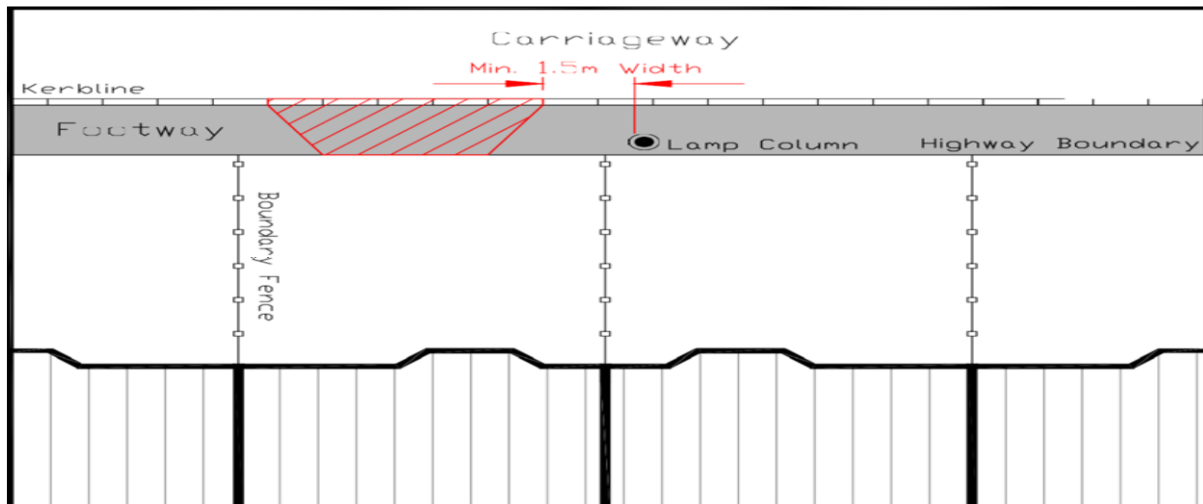
12. Drainage

The parking area (hard standing/driveway) within your property must be built so that water does not drain from it onto the highway. Suitable drainage must be provided within the boundaries of your property. If suitable drainage is not in place the Council refuses the right to refuse an application.

Hard standing should be slightly sloped towards the drainage installed within your property so that any rainfall will flow directly into your drainage installed and not directly onto the Highway.

Any material used is the responsibility of the owner of the property to ensure no items such as gravel is displaced onto the highway.

13. Lamp column and street furniture.



All street furniture, lamp columns and utility plant need to be situated at least 1.5m from the location of the top of the ramped kerb of the proposed crossover. Any street furniture, lamp columns and utility plant boxes within 1.5m must be relocated at the expense of the applicant. Quote will be obtained as part of the application process however this may take time due to involving 3rd parties.

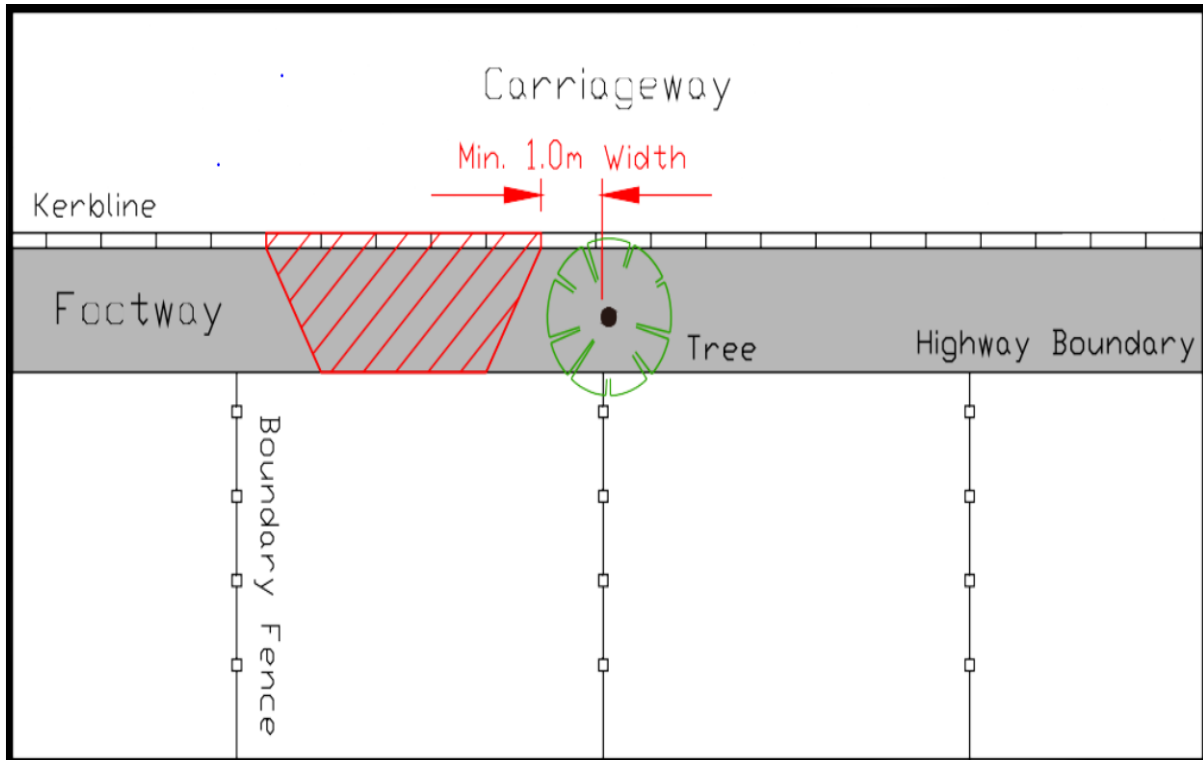
Any utilities boxes that are deemed to be lowered and reinforcement for vehicles to cross over must be applied for directly by the applicant with the specific utility company (Thames water, BT etc). Any fees would have to be paid to the utility company directly and these works must be completed before any approval for a vehicular crossing is given by the highways department. In some cases, the councils approved contractor can complete these works at a cost payable by the applicant. Any additional officer time for this type of request will be chargeable to the applicant at £95 per hour.

14. Access Bar marking.

Applicants can request for an Access bar marking (white line) to be completed at the same time a construction of a crossing. The additional charge for this is £80, however if requested at a later date there is a £100 fee. This would be added to any estimate for an approved crossing application.

15. Trees.

Applications requiring the removal of a highway tree are likely to be refused. There must be a minimum of 1.5m from the base of the tree to the top of the ramped kerb of the proposed crossover, however, any application in the vicinity of a tree will be subject to assessment by an Arboriculture officer whose professional recommendation will be a key factor in the determination of the application.



Precautionary area:

This is the area that if excavated could damage a highway tree. It is defined as 4 times the girth (the distance around an object; circumference) of the tree. If a vehicular crossing application is made and the crossing is requested near a highway tree, the impact of the crossing on the tree must be considered.

In the first instance you should try to find an alternative location for the crossing. If this is not possible then the council will need to get a tree specialist to assess the condition of the tree.

Dependant on the tree specialist's findings and further consideration, the tree may be removed and/or replaced with a new semi mature tree at the cost of the applicant at another location. This is in accordance with our policy Approved Trees for the Highway.

If permission to remove the tree is not given you can still request trial holes to be dug. These will assess how far the tree roots encroach into the precautionary area. If installation of the crossing will not affect the tree roots, permission will be given. If it does your request will be refused. In either case you will need to pay for the cost of taking the trial holes.

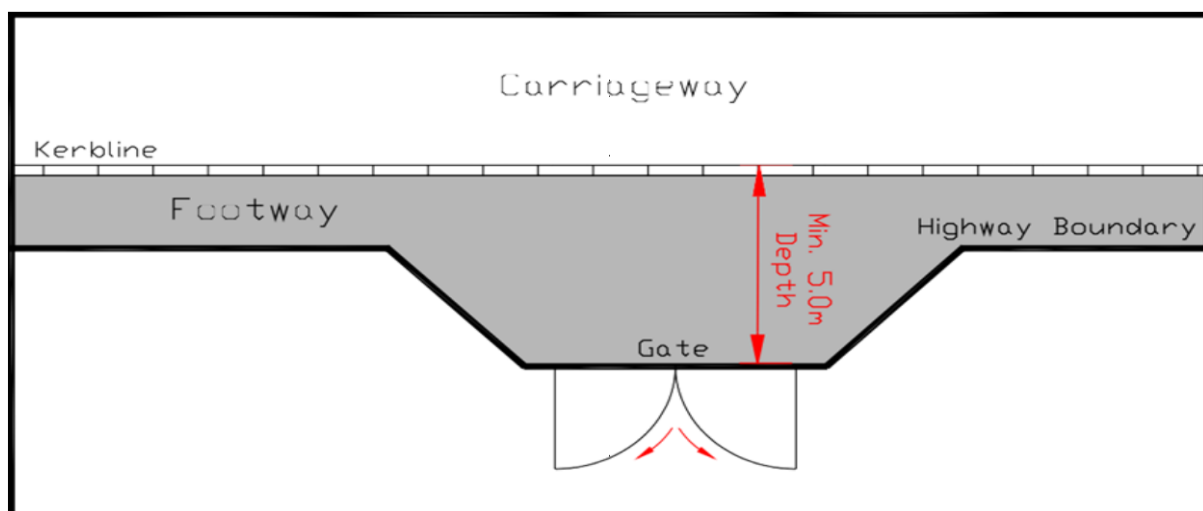
16. Grass verges

Generally, where an application for a vehicular crossing is made and access across a verge is greater than 3m in width or any other grassed highway amenity area, it will be refused.

Also, if there is a grass verge in front of a driveway and this is owned by Housing, the applicant must also seek permission to reinstate (tarmac) this from their local Housing officer. Please be aware that all fees, including legal fees are payable directly to the Housing Department who will arrange any license that is required and legal documents. This must be in place before any approval for a vehicular crossing is granted by the highways department.

17. Gates.

If gates are to be fitted across the vehicle entrance to your property, they must not open outwards across the highway. Additionally, on busy roads they must be set back at least 5m from the edge of the carriageway to allow the driver to park clear of the highway whilst opening the gates. Remember, sufficient space must exist within the site for the gates to close.



18. On street parking restrictions or bays.

Where a parking bay exists, a crossing will only be allowed where 2 or more vehicles can be accommodated off street. Any costs associated with the removal of a bay, signage, post, or the amendment of a traffic regulation order will be responsibility of the applicant.

If we approve a vehicular crossing for applicants who already benefits from a disabled on-street parking bay, the applicant will be charged for the removal of that bay and associated signage.

19. Consent of owner.

If you are not the freehold owner of the property, you will need to obtain the permission of the owner for the construction to be undertaken before Slough Borough Council will consider your application.

20. Council houses.

Please be aware that if you are a council tenant you **MUST** obtain permission from your Housing Officer in writing to ensure that you can convert your garden into a driveway and permission for a vehicular crossing.

21. Refusal.

It is unusual for a request to be refused. However, if your proposed crossing puts other road users at risk or seriously interferes with the free flow of traffic on a busy road, then it may be refused.

Notwithstanding the Guidelines above, in certain circumstances it will be necessary for the Council, as a Highway Authority, to refuse to allow the construction of a vehicular crossing to your premises. In these circumstances you will be informed in writing of the reason why permission has been refused. Reasons for refusal may include:

- planning grounds
- land ownership objections
- local parking implications
- safety implications such as poor sight lines at the proposed access point
- the proposed access is near a road hump, road safety feature etc.

The Council's decision as to whether the application will be approved or refused is final. An appeal will not be considered due to parking conditions in your area or where you feel that an access that has already been built in your road or elsewhere does not comply with the current criteria for approval and should not have been approved. The presence of other historic substandard accesses cannot be accepted as mitigation.

Applicants will be informed in writing of the reasons for refusal where applications do not confirm to the criteria.

To appeal against a decision to refuse you a vehicular crossing, you can only do so in writing either by letter or email if:

- The circumstances on site have changed from the time you made the initial application.
- You can show that the previous decision was incorrect.

The Council reserves the right to reject any application and the final decision is that of the Highways Department.

22. Costs

The applicant will be responsible for all costs associated with the construction of a dropped kerb.

A non-refundable processing fee of £100 must be paid for an application to be considered. This covers administration costs, including an initial site and inspection visit.

The estimated cost will vary depending on individual circumstances since it is based on the cost of the work required to construct the proposed crossing.

Fee guidelines (subject to change depending on the site assessment)

Type of Work	Breakdown of costs	Total costs
Application processing	£100 application processing and site assessment fee	£100 (non-refundable)
Construction of a maximum 4-yard (3.64m) crossing (2m depth) This is a minimum charge however may vary following site inspection	£1300.00 – Crossing construction fee plus £150 – Highways inspection fee	£1450.00
Construction of a 3-yard (2.73m) crossing (2m depth) This is a minimum charge however may vary following site inspection	£1100.00– Crossing construction fee plus £150 – Highways inspection fee	£1250.00
Construction of a 1-yard (0.91m) extension to existing crossing (2m depth) This is a minimum charge however may vary following site inspection	£400 – Crossing construction fee £150 – Highways inspection fee	£550.00
Moving utility companies' surface boxes etc.	Dependent on utility company's fees NB: each company charges a separate fee for inspections/surveys and costs for works which is required to be paid directly to them by the applicant. These works must be completed before the estimate for a crossing construction can be sent.	£5000 (approximately)
Moving a lamp column	Dependant on the type of column and location, the cost will vary.	£2000 (approximately)

Type of Work	Breakdown of costs	Total costs
Housing Land Easement/Licence	Dependant on Asset Management assessment	Up to £3000 (approximately)
Access bar marking (white line)	£80 if done at same time as construction of dropped kerb.	£80

23. Payments. Cleared funds

The preferred method of payment for costs is by invoice created and sent by the authority to the applicants email address, but a cheque is also accepted. If the applicant requires the invoice method, they must be request this. If paying by cheque, any cheques payable must be made out to Slough Borough Council and have the application reference number, name and address written on the back of it and sent to the below address:

Slough Borough Council
Highways Department
Observatory House
25 Windsor Road
Slough
SL1 2EL

24. Time scales for works

After an application has been submitted and the initial fee is paid. The application will be reviewed a site inspection arranged, this can be if possible, depending on work load a site assessment appointment can be made. You will be notified of the outcome in writing following the inspection. This is usually within 4 to 6 weeks of the application being submitted, although this timescale can vary.

The approximate time for works to be carried out for construction of a crossing is usually within 12 weeks from receiving a cleared payment and completed agreement form. This is dependent on the workload of our contractor and adverse weather, such as snow or heavy rain which can affect time scales.

25. Contractors.

To ensure that vehicle crossovers are properly constructed, all vehicle crossovers will be built by Slough Borough Councils approved contractor. The Council will deal with the provision of estimates and must receive payment before any work is carried out. **Permission will not allow you to do the work yourself or for an unapproved contractor to carry out the work on the public highway.**

26. Applicants' responsibility

The applicant will be solely responsible for all planning permissions that may be required. Consultation with the Local Planning Authority must be made before any works commence. The applicant will be solely responsible for ensuring that there are no restrictive covenants preventing access over land between the boundary of the property and the carriageway edge. To apply for a vehicular access please complete the online form at.

When the application fee is paid, a Highways Inspector will carry out a site visit and will reply in writing with the outcome which will include a cost estimate. It is the applicants responsibility to ensure a forecourt including suitable drainage or permeable surface is constructed, (see guidelines above), Once this work is done you will need to make contact with the inspector to reassess the construction of your driveway and then the payment can be made for the drop crossing.

- **The Council reserves the right to refuse any application based on mitigation whereby there would be a safety issue for the Highway.**
- **Illegal crossings – crossing constructed by 3rd party contractors, ramps used to gain access to forecourts, the Council has the right to claim for damage to our highways caused by these illegal activities to the homeowner.**