

## VEHICLE CROSSINGS POLICY – APPLICATIONS AND WORKS

### General principles

1. The Authority will consider applications for the formation of new or extended accesses to and from the highway, the laying out of off-street parking provision and the construction of vehicle crossings. Compliance with current Planning Regulations and the following policy statements will be necessary before permission is granted.
2. Permission will not be given if the access to and egress from the off-street parking space is believed to compromise public safety.

### The conflict with Street Trees/Planted Areas

3. When an application is received to construct a new or extend a vehicle crossing that could have an effect on a highway tree or other "managed" planting, no decision will be taken until an Arboricultural Officer has been consulted.
4. The general presumption will be to refuse an application if there is a conflict with an established street tree, which has environmental and amenity value, or 'wayside' garden.
5. If the Arboricultural Officer, decides that a particular tree or planted area does not warrant retention, the Service Manager (Highway Assets) will be informed that its removal is acceptable and the cost of its removal. If a tree is to be removed it will be required that an appropriate replacement or replacements are to be provided. The Arboricultural Officer will stipulate the number, type and costs for replacement trees i.e. Young = 1 tree, Small = 2 trees, Medium = 3 trees, Large = 4 trees. A full definition of tree sizes will be made available to the applicant.
6. The cost of the tree removal and the replacement(s), including its initial maintenance, will be charged to the applicant as part of the vehicle crossing works.
7. The construction of the crossover will be carried out as per NJUG10 Guidelines [Guidelines specifically addressing management of Highway works in proximity to trees].
8. When an existing crossing is obstructed by a tree, to the obvious detriment of public safety, every effort will be made to resolve the conflict so as to retain the tree. However, if this is not possible, and public safety is being compromised, the tree will be removed and replacements planted. The cost of the tree removal and replacement(s) or crossing relocation and accommodation works will be borne by the Authority.

### The conflict with Trees on Private Land

9. When an application for the construction of a vehicle crossing or an extension to an existing crossing is received and the officer making the initial site visit feels that the

proposals would have an adverse affect on an established tree on private land, he will refer the matter to the Arboricultural Officer. The Arboricultural Officer will consider the particular situation and inform the Service Manager (Highway Assets) of any advice and/or intended action to protect the tree.

### **The conflict with Street Furniture**

10. Any repositioning, alteration and/or adjustment to street furniture or Statutory Undertaker's apparatus, necessary for the forming of an access and vehicle crossing, will be undertaken at the cost of the applicant.
11. The location of new street furniture, trees and/or parking controls will be carefully considered when designing improvements and/or maintenance schemes so as to minimise future conflicts with possible vehicle crossings.

### **Controlled Parking Zones**

12. The Authority will not provide a vehicle crossover until all necessary amendments to the Traffic Regulation Orders have been made so as to provide unimpeded access to the vehicle crossing unless the Neighbourhood Committee has agreed that parking bays may be provided across the vehicle crossing in that locality and the applicant has complied with the criteria set out in the crossover parking policy that was agreed by the Executive on 2<sup>nd</sup> September 2003.
13. The Authority will not promote an amendment to a Traffic Regulation Order to provide a vehicle crossing until the appropriate fee for amending the TMO has been received. Furthermore, the Authority does not warrant that the receipt of the fee will guarantee that any objections to amending the Order will be overruled or set aside; and consequently the crossover may not be approved and the fee will not be refunded.

### **Verges**

14. The Authority will endeavour to sustain grass verges as an important and integral part of the Borough's street scene wherever possible.
15. When considering an application for a crossing or an extension to an existing crossing in a "wide" verge or amenity area the presumption shall be for the application to be rejected.
16. The width of vehicle crossings in verges shall be kept to a minimum and shared crossings will be provided as far as possible.

### **Off-Street Parking Area**

17. As the general Borough policy, an application to construct a vehicle crossing for a property that has a parking area smaller than 4.57m long by 2.4m wide (measured at right angles to the highway) shall be rejected.
18. Each Neighbourhood will, by 31 March 2009, establish a list of streets, or sections of streets, where properties that have less than 4.57m by 2.4m parking space are permitted to construct a vehicle crossing. It is expected that this will only be

permissible where similar properties have already been granted permission to construct a vehicle crossing.

19. The construction of the applicant's hard standing will be such that no loose material will be able to migrate on to the highway.
20. No vehicle crossing construction work shall commence until the applicant has opened up the access and laid out their hard standing in compliance to current Planning Regulations and/or to the satisfaction of the Service Manager (Highway Assets)

### **Specification Criteria**

21. In order to maintain a consistency within the street, the construction and surface material used for a crossing will be dependent upon the character and materials of the surrounding highway and/or the materials used for other crossing in the street.
22. Applicants for crossing extensions are to be informed of the likely difference in the appearance of the new construction and given the opportunity to bear the costs of any special works to reduce the difference or to undertake a full width reconstruction/ resurfacing should they wish.
23. The standard width of a vehicle crossing shall be 4.5m at the kerb (including the ramp kerbs) and 2.7m at the boundary. If, in the opinion of an appropriate officer, acceptable reasons exist for a greater width a wider crossing may be allowed.
24. Although the wishes of the applicant are to be taken in to consideration, due regard will be given to the relative location of adjacent crossings when determining the acceptable width and position of a crossing. Where appropriate, an on-street parking space of not less than 5.5m will be maintained. This will particularly be the case when the application is seeking to create more than one vehicle crossings for the same property.

### **Authorisation to construct the vehicle crossing**

25. The Authority's term contractor will construct all vehicle crossings, unless agreed by an appropriate Officer to the contrary and a Section 278 Agreement exists.

### **Fees and Charges**

26. In accordance with the Local Government (Transport) Regulation 1998, an appropriate fee to cover the Council's costs for considering an application, will be paid at the time of submitting an application, whether or not permission is granted and/or the application proceeds to the construction of a vehicle crossing. In the event of the application being rejected the application fee is not refundable.
27. In accordance with Section 184 of the Highways Act 1980 and unless stated otherwise in the policy, the cost of all works necessary to construct the vehicle crossing, including replacement trees, resiting of street furniture, alterations to Statutory Undertakers' equipment and the realignment of the adjacent footway, will be charged in full to the applicant.
28. The fees and charges will be regularly reviewed and updated by Officers in the light of relevant legislation/regulation, revised contract arrangements and changes in

resource costs so as to enable full costs to be recovered. The fees and charges will be published at regular intervals and at least annually by the Council.

29. No construction work shall be programmed and/or commenced until the fees and works costs are paid in full or other financial arrangements have been put in place to the satisfaction of the Strategic Director of Finance.

#### **Cost of construction offset by relevant road and/or traffic works**

30. When major footway maintenance works are being undertaken, as long as there is not a conflict with any other vehicle crossing policy, residents will to be offered the opportunity of having a vehicle crossing constructed whilst the works are in progress. In such cases only the additional works in forming the crossing will be charged to the applicant.
31. Where any proposed improvement scheme has a major affect on on-street parking, and the provision of off-street parking has an overall benefit to the community, a Committee has the discretion to include financial resources, within the scheme budget, to cover wholly or partly the construction of a vehicle crossing.

#### **Appeal procedures**

32. Should an applicant be dissatisfied with the response to their application and make representations to that effect, the matter will be reviewed by an appropriate Senior Manager (likely to be the Service Manager (Highway Asset) or Service Director (Environment & Sustainability)) and the outcome of the review communicated to the applicant.
33. Should a relevant Committee Chair require their Neighbourhood Committee to scrutinise a vehicle crossing decision or request a report be submitted to their Neighbourhood Committee for a Committee decision, the matter will be procedurally dealt with in a similar way to a planning application.

David White, Service Manager (Highway Assets)  
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