

VEHICLE CROSSOVER/EXTENSION APPLICATION FORM

This form is to apply for:

Installation of a New crossover

OR

- Extension of an existing crossover

for vehicle access to a property within the London Borough of Hounslow.

There is a **non-refundable £ £118.58** application fee for **all** domestic crossover applications, payable only by debit or credit card. **Do not put your card details on this form.** We will contact you to obtain payment upon receipt of your application.

Please note there is a separate application form for the installation of a white bar marking (white line), which can be found at:

<https://hounslowhighways.org/roads-footpaths/white-bar-markings/>

Before you apply for a crossover, please ensure to read the Residential Crossover and Off-Street Parking Policy. and the guidance notes on the application form. Please see the link for the residential crossover policy here:

https://www.hounslow.gov.uk/downloads/file/856/residential_crossover_and_off-street_parking_policy

Part A – Personal Details*

Title	
Mr/ Mrs/ Ms/ Miss/Dr – please circle as appropriate	
First Name	Surname
Address (including postcode)	
Vehicle Crossover Address (if different from above)	
Telephone Number	Email Address

Part B – Checklist*

Please put an **x** in the relevant box for **all** questions in the table below. If you have further questions, please read the relevant section(s) against each point.

Example:

Question	Yes	No	See section(s)
Is the property you are applying for on a road which is within a Controlled Parking Zone (CPZ)?		x	2

Please ensure either yes or no is marked clearly with a cross (x) for **each** question

For more information on the topic, read the section number which can be found in Guidance Notes. Please also read the FAQs for more information

Question	Yes	No	See section(s)
Property Location			
Is the property you are applying for located on a Transport for London road?			1.1, 3
Is the property you are applying for located on a classified road?			1.2, 3
Is the property you are applying for located in a conservation area?			1.3, 3
Is the property you are applying for located in the Gunnersbury Park or Bedford Park Conservation Areas?			1.3, 3
Is the property you are applying for on a road which is within a Controlled Parking Zone (CPZ)?			2
Have you received a letter regarding an upcoming CPZ?			2
Have you received a warning letter about an unauthorized crossover at the property you are applying for?			6.6

Question	Yes	No	See section(s)
Property Ownership			
Are you the owner of the property that you are applying for?			N/A
Is the property ex-Council owned?			N/A
Are you a private tenant of the property that you are applying for?			4.1
Is the property you are applying for a Hounslow Housing managed estate?			4.2
Property Type			
Is your property a...			
Flat or house converted into flats			3
Maisonette			3
Commercial property or business			3
Single house with one entrance			N/A
Single house with more than one entrance			3
Crossover (the dropped part of the pavement)			
Does the property have an existing crossover?			6.4
Does the pavement outside the property have a grassed area more than 5 metres wide?			6.2
Is the pavement outside the property within 5 metres of a junction, roundabout or zebra/pedestrian crossing?			6.1
Is the pavement outside the property within 10 metres of a bus stop or bus stop road markings?			6.5
Are any of the following on or within 1 metre of the proposed crossover location on the pavement?			
Lamp column			7.1, 7.2
Street tree			7.1, 7.4
Bollard			7.1
Telegraph pole			7.1
Sign post			7.1
Safety railings/barriers			7.1
Fire hydrant/post			7.1
Utility/manhole cover or cabinet			7.1, 7.3
Would constructing the crossover require the removal of a barrier (i.e. gate, railing, wall, fence) over 1m high next to the pavement or road?			3

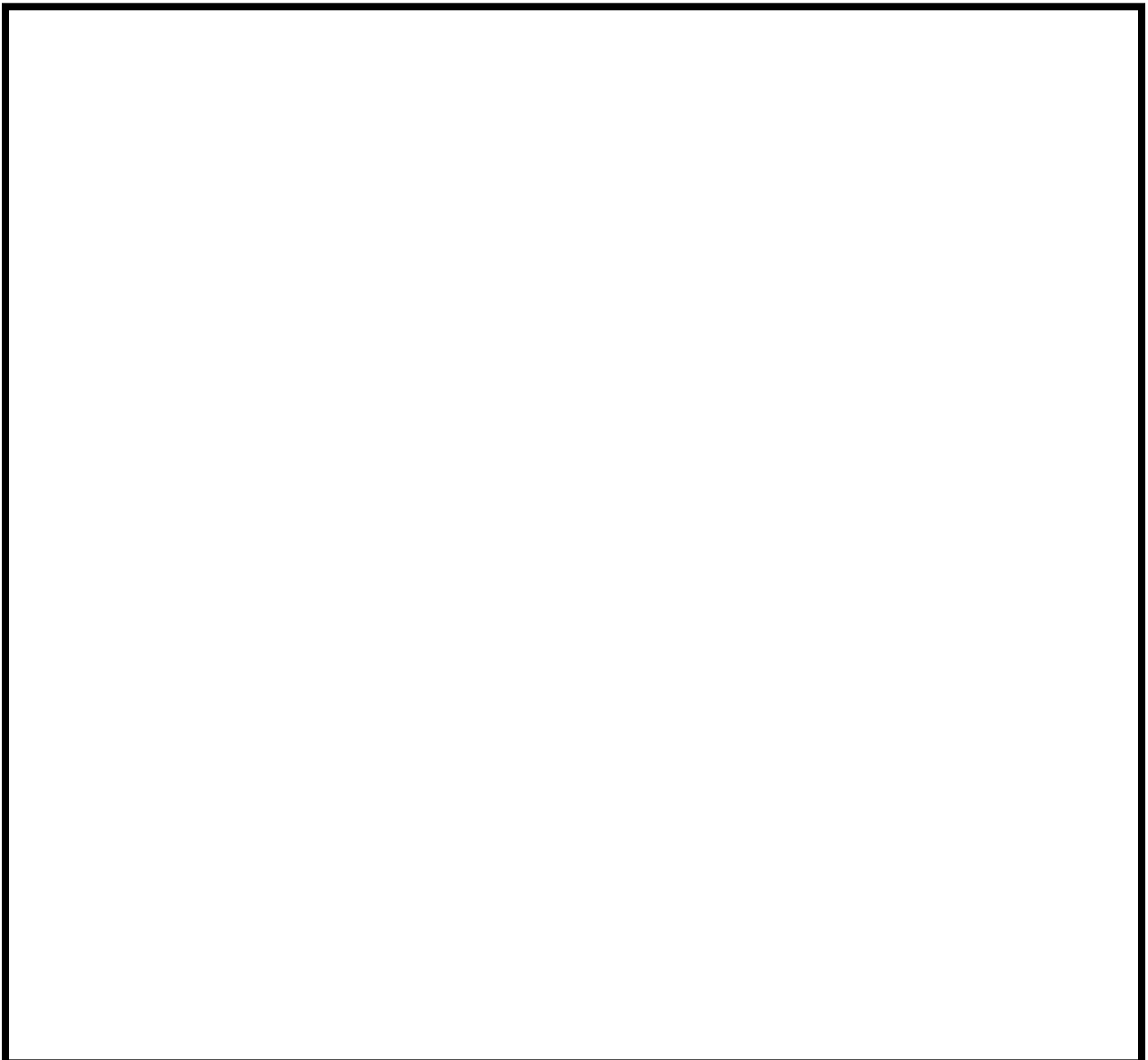
Question	Yes	No	See section(s)
Would the crossover be a shared crossover with the neighbouring property?			6.3
Hardstanding (where you will park)			
Does the property already have a hardstanding?			5.1
Is the total area of where your vehicle will park more than 5m ² ?			5.5
Will the surface or is the surface of the area where your vehicle will park be made of...			
Non-porous materials (do not let water through) i.e. concrete, asphalt, sealed blocks			5.4
Porous materials (let water through) i.e. gravel, reinforced grass			N/A
Will your vehicle park perpendicular to the road?			5.2
Will your vehicle park parallel to the road?			5.3
Is there a boundary wall (or gate, fence, railing) at the property frontage?			5.6
Is there at least 1.2m width clear path between the property's front door and the street?			5.8
Will your parking area be a garage?			5.9
Is your garage a double garage?			5.9

Part C – Diagram* (see Appendix 3 for examples)

Please provide your proposed crossover layout in the box below including measurements for:

- The distance (in metres) between the desired crossover and any street furniture (i.e. trees, lamp columns)
- Your proposed width of the crossover (between 2.4 and 3.6 metres)
- The width of the hardstanding area (where your vehicle will park) and the depth of the hardstanding (distance between the frontmost part of property and property boundary)
- A 1.2m unobstructed path access – refer to guidance note 5.8.
- A 600mm high front boundary wall – refer to guidance note 5.6
- 2.4m x 2.4m pedestrian visibility area – refer to guidance note 5.7

We cannot process applications that do not contain a drawing and the requested measurements in metres. Please note it does not need to be an architect's drawing. Please refer to the sample diagrams on pages 18 and 19.



Part D – Attachments*

Please list any attachments you have included with your form in the box below, i.e. planning permission, estate manager approval letter, photos etc.

Part E – Declaration*

I confirm that I, the applicant for a vehicle crossover or extension of an existing authorised vehicle crossover, have:

- Completed the checklist in Part A, providing accurate information throughout this application
- Put a x against either yes or no in all questions in the checklist in Part B
- Completed the diagram of my proposed crossover in Part C, containing all the required measurements (please see Appendix 3 for examples of these)
- Read through the Guidance Notes and FAQs to ensure I understand the requirements for a crossover and the timescales in which my application will proceed

In addition, I also confirm I understand that if I:

- alter any element of a property's hardstanding, including the boundary wall after approval and crossover construction
- drive over the pavement into a property without an authorised crossover
- make any other agreed changes derived as a result of this application process

Hounslow Highways will carry out enforcement against the applicant, tenant and/or property owner where relevant, where any of the above practices are identified and may seek reimbursement for any rectification costs.

Name: _____

Signature: _____

Date: _____

***compulsory section to complete (your application will be returned otherwise)**

Guidance Notes

1. Street/Area

1.1 TfL Roads

Transport for London (TfL) maintains the following classified roads in Hounslow: **A4, A312, A30, A406, A316, A205**. If the property you are applying for is on any of these roads, you must apply directly to TfL. They can be contacted at:

Email: section278team@tfl.gov.uk

You will need planning permission before making an application to TfL. Please see Section 3 for further details.

1.2 Classified Roads

A list of classified roads can be found in Appendix 2.

1.3 Conservation Areas

A list of conservation areas can be found in Appendix 1.

2. Controlled Parking Zones (CPZ)

If the property you are applying for is in a Controlled Parking Zone (CPZ), the following conditions apply:

- The crossover cannot exceed a width of 2.4m and double crossovers will not be permitted
- The impact of crossover construction to any on-street parking bays must be assessed

If constructing the crossover would reduce the overall number of parking spaces, the crossover application will most likely be refused. **The applicant is responsible for paying the full cost of changes to any existing Traffic Management Order (TMO) for the street's parking scheme.**

Paying to alter a TMO does not guarantee the approval of an application. Once the TMO payment is received the TMO must be advertised by the London Borough of Hounslow. If objections are raised, these will be considered by officers in the London Borough of Hounslow Traffic team in consultation with Councillors. If the objections are upheld, the crossover will not be constructed and fees (application, TMO or otherwise) will not be refunded. If Members disagree with the objections, the crossover application may progress to the next stage.

If you are unsure if you live within a CPZ or have further questions about the above, please contact the London Borough of Hounslow's Traffic team at:

Tel: 0208 583 3322

Email: traffic@hounslow.gov.uk

If you have been written to by the London Borough of Hounslow's Traffic Team about your road being included in a CPZ and you wish to apply for a crossover, you must submit the crossover application to Hounslow Highways and pay for construction before the CPZ comes in to force (the normal crossover procedure will still have to be followed). Alternatively, the cost of the application will rise as, if the CPZ goes into effect, a TMO will need to be carried out. At the time of making the crossover application you must notify Hounslow Highways regarding the upcoming CPZ so that Hounslow Highways can liaise with the Traffic Team regarding a potential crossover being constructed.

3. Planning Permission

If the property and/or proposed crossover location fit any of the criteria in the table below, you will need to obtain planning permission.

Condition	Additional guidance
The property is not a single family home i.e. a flat or a maisonette	If you have a single family home with more than one vehicle entrance, you do not need planning permission, however your application will be refused if there is existing vehicular access
The proposed crossover location is on a classified road	See Appendix 2 for a list of a classified roads
The proposed crossover location is in either the Gunnersbury Park or Bedford Park Conservation Area	For more information visit: Hounslow.gov.uk/article_4
The property is a listed building	You will also need to apply for and obtain listed building consent
The property is separated from the pavement and/or road by privately owned land	To find this check: Hounslow Maps
The property's hardstanding (where vehicle will park) exceeds 5m ² in area and does not meet the government drainage requirements	More details about government drainage requirements can be found at: pavingfrontgardens.pdf (publishing.service.gov.uk)

The property is in a conservation area and constructing the crossover would involve the removal of a gate, fence, wall or any railings over 1m high next to the road or pavement	See Appendix 1 for a list of conservation areas
--	---

For further questions, contact the London Borough of Hounslow's Planning Team at:

Tel: 0208 583 4998

Email: planning@hounslow.gov.uk

4. Property Ownership

- 4.1 Private tenants:** No evidence or documentation is required; however, we recommend you seek written approval from your landlord prior to commencing with your application. If Hounslow Highways receives a complaint from your landlord following construction of a crossover, we will reinstate the pavement and seek reimbursement from the applicant.
- 4.2 Council tenants:** If the property you are applying for is on a Hounslow Housing managed estate, you will need a letter from your estate manager stating that they do not object to the crossover being constructed. **Please note this does not automatically guarantee your application will be approved.**

Further information for Council tenants can be obtained from Hounslow Housing.

Please contact them at:

Tel: 020 8583 2000

Email: customerservicecentre@hounslow.gov.uk

5. The Hardstanding

What is the hardstanding?

The hardstanding (or driveway) is the area where the vehicle will be parked on your property.

5.1 Evidence

You will be required to submit photographic evidence when requested of any works you undertake to change the hardstanding, both above and below ground level.

5.2 Normal Parking

If you will be parking your vehicle directly in from the pavement (see the first diagram in Appendix 3 - Layouts), the minimum distance between the property boundary and the frontmost part of the property must be 4.8 metres. The shortest width (end to end of the hardstanding) must be 2.4 metres.

5.3 Parallel Parking

If you will be parking your vehicle parallel to the road (see the second diagram in Appendix 3 – Layouts), the minimum distance between the property boundary and the frontmost part of the property must be 4.75 metres. The shortest width (end to end of the hardstanding) must be 12 metres. It must be possible for the vehicle to enter and exit the parking area in one movement.

5.4 Non-Porous Materials (do not let water through)

If your crossover is made of non-porous materials (i.e. concrete, asphalt) there must be a sufficient drainage system for any rainwater to drain away within the property boundary.

5.5 Large Hardstanding

If the area of your hardstanding is greater than 5m² the hardstanding must **not** be made of non-porous materials (i.e. concrete). You may also require planning permission if the hardstanding does not meet the government's basic drainage requirements and will be advised of this upon assessing your application.

5.6 Front Boundary

New crossovers will only be constructed if a wall of 600mm in height is present along the front boundary of the property, except for the section where the vehicle will enter from the crossover. This is to ensure that there is no vehicle overrun of the pavement outside the property which is not being lowered for vehicle access.

5.7 Pedestrian Visibility Splays of 2.4m x2.4m at the back of the footway and on both side of the crossover will be required.

5.8 Additional Measurements

New crossovers will only be approved if there is a 1.2m wide clear path to the front door of the property from the street. This path access must be separated from the vehicle access.

5.9 Garages

If your crossover will be providing access to a garage, the following applies:

Distance	Minimum distance required
Front boundary of the property to the garage (length)	6m
Front boundary of the property to the garage if the garage has roller or sliding doors (length)	4.8m
Single garage doors (width)	2.4m
Double garage doors (width)	4.8m
Inside of single garage (width)	3m
Inside of single and double garage (depth)	7m
Inside of double garage (width)	5.5m

6. The Crossover

The crossover is the strengthened area of the pavement outside your property which allows for vehicles to traverse the pavement and park within the property.

6.1 Traffic

A crossover is not permitted within 5m of a junction, roundabout or pedestrian crossing (including zebra crossings).

6.2 Grassed areas

Any applications for a crossover across a grassed verge or any other grassed highway area of 5m or more in width from the road which the vehicle would have to cross will be refused. If the grassed verge is smaller than 5m in width, the application will be subject to the standard criteria. Hounslow Highways may require the installation of bollards for the application to be approved, the cost of which would be required from the applicant.

6.3 Shared Crossovers

If your application is for a shared crossover with a neighbouring property, we will write to the resident of the neighbouring property for consent as part of the application process.

6.4 Existing Crossovers/Access

If you have an existing crossover a new crossover will not be permitted.

If you are applying to extend your crossover, please note that Hounslow Highways cannot construct a crossover in front of the part of the property where the front door is for health and safety reasons, unless there is a 1.2m wide clear pathway between the front door and the pavement. The maximum a crossover can be extended to is 3.6m. A double crossover can be extended to 4.2m if the property has a minimum 6m wide hardstanding to accommodate two parking spaces. The maximum width of the crossover cannot be more than 50% of the width of the property frontage.

6.5 Bus stops

A crossover is not permitted within ten metres of a bus stop or bus stop road markings. If the bus stop is served by more than one bus route, a crossover will not be permitted within twenty metres of the stop.

6.6 Unauthorised crossovers

Hounslow Highways is enforcing against all identified unauthorised and illegal crossovers in the borough. Please note that if you have received a letter regarding this, you must cease driving over the pavement until your crossover application has been approved and the crossover is constructed. If your application is refused and Hounslow Highways finds that the practice of driving over the pavement has not ceased, further enforcement will be carried out.

7. Trees and Street Furniture

7.1 Street Furniture – proximity

If any street furniture such as lamp columns, utility apparatus or parking bays would require relocating, the applicant will incur the costs. **Crossovers must be located a minimum distance of 1m away from any existing street furniture.**

7.2 Street Furniture – lamp columns

If may be possible to relocate a lamp column to accommodate a crossover, the maximum relocation distance possible is 2m. **Where it is not possible to relocate the lamp column, the application will be refused.**

7.3 Street Furniture – utility apparatus

If there is utility apparatus on the pavement at the proposed crossover location, it is the responsibility of the applicant to contact the utility company that owns the apparatus and seek permission for the construction of the crossover. The applicant is responsible for the costs of any work that may be required to move or alter any existing utility apparatus.

7.4 Trees

If there is a street tree within the vicinity of the proposed crossover location the applicant may be requested to pay for a trial hole to be excavated by Hounslow Highways. The trial hole is to assess the extent of the tree's roots below the area the crossover is proposed to be located to enable the construction of the crossover without damage to the health of the tree. A crossover will not be allowed within 1 metre of a street tree.

FAQs

What is a vehicle crossover?

A vehicle crossover (or dropped kerb) is a section of the pavement specially constructed to enable vehicle access to an off street parking area.

How do I find out who owns my road?

You can visit the London Borough of Hounslow's interactive mapping tool at: [LBH Maps](#) to identify if your road is publicly maintained (Hounslow Council), owned by TfL or privately owned. You may have to enquire with Land Registry if your road is privately owned for the details of the landowner.

Where do I send my completed application?

- Log on Hounslow Highways' website: <https://fms.hounslowhighways.org/> (please attach your application as images in .JPG format)
- Scan the form as a PDF or images in .JPG format and email to: crossovers@hounslowhighways.org
- Post the form to:

Crossovers, Hounslow Highways, Jubilee House, Depot Road, TW3 1SN
(please ensure you use the correct postage. If we receive a card from the Royal Mail with insufficient postage, the Royal Mail keep underpaid items for 18 calendar days before returning to sender)

Please ensure the declaration in Part C is signed and that you have completed all the required steps before sending your application.

Can I construct the crossover myself?

Construction of an authorised crossover must be undertaken by Hounslow Highways. We are unable to authorise crossover construction by any third parties.

If Hounslow Highways identifies that any unauthorised work has been carried out to the pavement or kerb, legal action may be taken to reimburse costs for repairing any damage caused.

What are you doing about unauthorised crossovers?

If someone is driving across the pavement or grass verge and/or using a crossover that has not been approved and constructed by the London Borough of Hounslow or Hounslow Highways, they will be liable for enforcement action and/or prosecution. Legal action may be taken to reimburse costs for repairing any damage to the pavement, kerb etc. and services below the ground.

My application has been refused, but other neighbours have crossovers on my street.

Please note that each application is approved or refused on its individual circumstances according to the London Borough of Hounslow's crossover policy at the time of application. We cannot take into account crossovers that were constructed under older policies.

My application has been refused. Can I appeal?

If your application has been refused, you can appeal in writing to Crossover Appeals, Hounslow Highways, Jubilee House, Depot Road, Hounslow, TW3 1SN.

Please clearly explain in your appeal why you believe the reason for refusal is incorrect and/or why your crossover should be allowed.

How much does it cost to get a crossover?

Costs vary with each individual crossover depending on:

- The size of the crossover
- Location of the property
- Any additional work that needs to be undertaken

Please do not contact us asking for a quote as we are unable to provide this until your application has been processed and approved.

Some charges are set and are listed in the table below:

Crossover Charges	£
Domestic Crossover Application Fee – Valid for 6 months (non-refundable)	118.58
Commercial Crossover Application Fee – Valid for 6 months	734.89
Traffic Management Order (TMO), – Valid for 3 months	2112.70
Trial Holes (Street Trees) – Valid for 3 months	366.20

Please note that these charges are all subject to change annually and are only valid until the 31st March 2025

Do you put a white line outside the property along with constructing the crossover?

Hounslow Highways can install a white line (known as a white bar marking) on a street in front of an authorised crossover, however this has a separate application process and a separate cost. For more information, please visit: [White Bar Markings](#)

Do I get to choose what material you will use to construct the crossover?

Hounslow Highways does not offer a choice to members of the public regarding crossover materials. They will adhere to the standard specification of pavement materials, except in locations where the crossover is being constructed in a conservation, heritage or heritage fringe area where the material choice will be in accordance with the character of the area

How should I construct my hardstanding?

The area where your vehicle will park must:

- be constructed in porous materials (lets water through) or allow water to drain to a soakaway within the site and not onto the public highway or public drain
- not be surfaced in loose material that could spill onto the highway
- have a fall back towards the property or have a drainage channel connected to a soakaway within the property if the fall back is towards the pavement/road

How long will it take for my crossover to be constructed?

Hounslow Highways requires 10 working days to process your crossover application following the date we take your application payment. We will contact you to take payment if your application is completed correctly or return the application to you if information is missing.

Please note that sending us your application online as opposed to sending via post means your application is received by Hounslow Highways quicker.

Please note that if your application is approved, your crossover will be constructed within 20 working days following payment of the crossover construction fees and signing of an agreement form.

Additionally, you will likely be required to undertake works to the hardstanding, including the erection of a suitable boundary wall/fence, which the engineer will need to assess following completion.

How can I get in touch with you I have further questions?

Please carefully read through the FAQs and Guidance Notes before contacting us. If you have a query regarding your application or you need assistance filling the form in, please submit an enquiry at: [Report It](#)

Appendix 1 – List of Conservation Areas

BEDFONT GREEN
BEDFORD PARK
CHISWICK HIGH ROAD
CHISWICK HOUSE AND SURROUNDING AREA
CRANFORD VILLAGE
FELTHAM GREEN / TOWN CENTRE
GRAND UNION CANAL AND BOSTON MANOR
GROVE PARK
GUNNERSBURY PARK AND SURROUNDING AREA
HANWORTH PARK
HESTON VILLAGE
HOUNSLOW CAVALRY BARRACKS
ISLEWORTH RIVERSIDE
KEW BRIDGE
OLD CHISWICK
OSTERLEY PARK AND SURROUNDING AREA
ST DUNSTAN'S
ST PAUL'S, BRENTFORD
ST PAUL'S CHURCH, BATH ROAD
ST STEPHENS'S
SPRING GROVE
TAMFORD BROOK
STRAND ON THE GREEN
THE BUTTS
THORNEY HEDGE
TURNHAM GREEN
WELLESLEY ROAD
WOODLANDS GROVE

For a map of the conservation areas, please visit:

[Conversation Area Maps](#)

Appendix 2 – List of Classified Roads

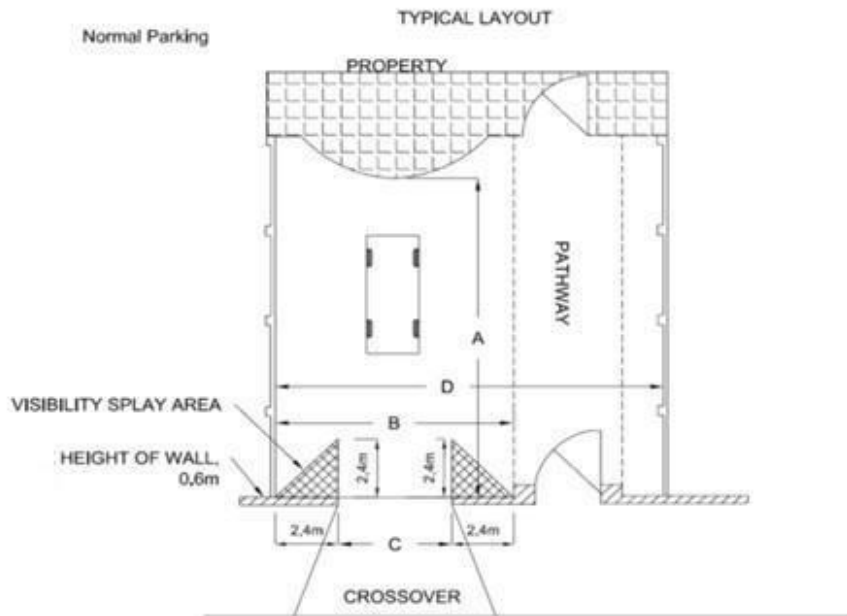
Those roads which are *italicised* are maintained (or part maintained) by Transport for London. See 1.1 in Part D.

Acton Lane (B490)	Grove Park Bridge (D1155)	Snakey Lane (D2027)
<i>Alexandra Avenue (A316)</i>	<i>Gunnersbury Avenue (A406)</i>	South Street (A3004)
Ashford Road (A244/B377)	Half Acre (A3002)	South Parade (B409)
Bath Road (A3006)	Hampton Lane (D3243)	Spring Grove Road (B363)
<i>Bath Road (A4)</i>	Hampton Road E (A312)	Spur Road (B454)
Bath Road, Chiswick (B409)	<i>Hampton Road W (A312)</i>	St Dunstan's Road (D017)
Beaconsfield Road (B490)	Hanworth Road, Hounslow (A314)	St Johns Road (B363)
Bedfont Lane (B3377)	Hanworth Road, Feltham (B3377)	St Margaret's Road (A3004)
Bedfont Road (C001)	Hanworth Terrace (B361)	Staines Road (A315)
Bell Road (A314)	<i>Harlington Road E (A312)</i>	Stanwell Road (C003)
Boston Manor Rd (A3002)	<i>Harlington Road W (A312)</i>	Staveley Road (C037)
Bridge Road (C032)	Hartington Road (C034)	Steve Biko Way (A3006)
<i>Burlington Lane (A316)</i>	Hatton Road (C004)	Strand on the Green (D1030)
<i>Cedars Road (A4)</i>	Hayes Road (D416)	Sunbury Road (D222)
Chertsey Road (A244)	Heathfield Terrace (A3000)	Sutton Court Road (C040)
Chiswick High Road (A315)	Heston Road (A3005)	Sutton Lane (A3063)
<i>Chiswick High Road (A205)</i>	High Street, Brentford (A315)	Syon Lane (B454)
Chiswick Lane (A316)	<i>Hogarth Lane (A4)</i>	Thames Road (D1031)
Church Road, Heston (A3063)	Hounslow High St (A315)	The Avenue (B491)
Clockhouse Lane (B3003)	Hounslow Road, Feltham (A244)	<i>Causeway (A312)</i>
Cranford High St (C012)	Hounslow Road, Hanworth (A314)	<i>The Parkway (A312)</i>
Cranford Lane (C014)	Kew Bridge Road (A315)	Turnham Green Terrace (B491)
Dick Turpin Way (D158)	<i>Kew Bridge Road (A205)</i>	Twickenham Road (A310)
Dorchester Grove (A316)	<i>Kew Road (A205)</i>	Upper Sutton Lane (A3063)
Ealing Road (B455)	Kingsley Road (C024)	<i>Uxbridge Road (A312)</i>
<i>Ellesmere Road (A4)</i>	Lampton Road (A3005)	Vicarage Farm Rd (D519)
<i>Faggs Road (A312)</i>	Lionel Road North (C033)	Wellesley Road (A3000)
Feltham High Street (A244)	Lionel Road South (C033)	Wellington Road N (A3063)
<i>Great Chertsey Road (A316)</i>	London Road (A315)	Wellington Road S (A3063)
<i>Great South West Road (A30)</i>	Mogden Lane (C018)	Western Road (Y1120)
<i>Great West Road (A4)</i>	Nallhead Road (C009)	Whitton Road (B361)
Grove Park Road (D1056)	New Heston Road (D578)	Windmill Lane (B454)
	North Hyde Lane (C013)	Windmill Road (B452)
	Norwood Road (A3005)	Worton Road (CO21)
	Richmond Road (A3004)	




Appendix 3 – Diagram Examples

Below are sample diagrams. Your diagram in Part C **must** contain the measurements of lengths/widths A, B and C in these diagrams.

Standard Parking

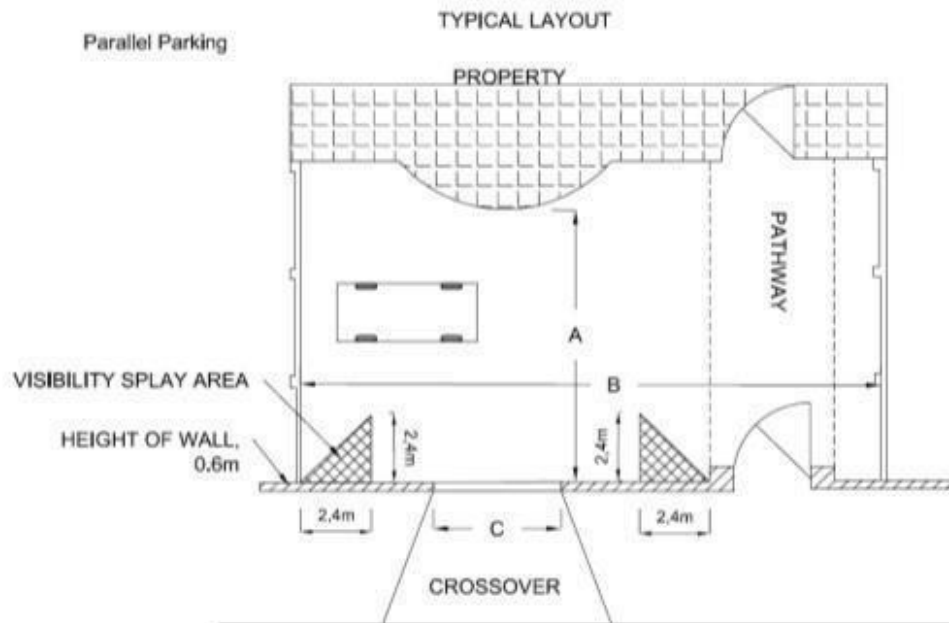


Legend

Building Boundary	
Public Footpath	
Wall at Extent of Property	

A:	Hardstanding Depth (minimum required = (4.8m)
B:	Hardstanding width (minimum required = (2.4m)
C:	Crossover width (minimum required = (2.4m)

Parallel Parking



Legend

Building Boundary



Public Footpath



Wall at Extent of Property



- A: Hardstanding Depth (minimum required = (4.75m))
 B: Hardstanding width (minimum required = (12m))
 C: Crossover width (minimum required = (2.4m))