

London Borough of Hammersmith & Fulham

Highways & Engineering
4th Floor, Town Hall Extension, King Street,
Hammersmith, LONDON W6 9JU



Tel: 020 8753 3325

Fax 020 8753 2208

Dear

Highways Act 1980

Proposed Footway Crossover at.....

I refer to your enquiry datedconcerning the construction of a footway crossover at the above site, and attach an application form which should be returned to the above address. I should explain that the procedure followed by the Council is as follows. (After receipt of your application and fee):

1. A site visit is carried out by Technical Officers of the Council's Highway Division to make routine observations and the necessary site measurements. All off street parking spaces must meet the requirements set out in the attached information sheet.
2. The Council has a responsibility under the 1980 Highway Act to maintain the safe and free flow of traffic on the highway and in certain circumstances, where traffic safety is an issue, a vehicle crossover will not be permitted in which case you will be informed accordingly.
3. A formal enquiry is sent to all the statutory utilities (Gas, Telephone, Water, Electricity etc.) who are responsible for the pipes and cables in the footway which could be affected by the construction of the crossover, to find out whether any alterations will be necessary.
4. After an average of six weeks responses are received from the statutory utilities with an estimate of the cost of any alterations to their plant which will be required if the crossover is constructed.
5. An estimate will be sent to you specifying the charges for the crossover and any necessary alterations to the "utilities" plants. This estimate will include an allowance for contingencies and an administration fee to cover the cost incurred by the council in processing your application and supervising and paying for the necessary construction works.
6. On receipt of the deposit cheque for the full amount the work will be programmed with the Council's annual contractor. These works would normally be completed within six weeks of receipt and clearance of the deposit cheque, although where alterations to utilities plant are required it is likely that additional delays will be incurred as these companies have to programme such works.

The estimate for the works which will be provided is based on a schedule of Rates achieved from competitive tendering by approved contractors in this area. The works have to meet a detailed technical specification which is laid down for all public highways within the Borough and costs which will be recharged to you are those actually incurred by the Council in setting its account with the contractor.

I hope the above clearly sets out the procedures which are operated in respect of vehicle crossovers, but if there is any further information or assistance which you require please do not hesitate to make further contact.

Yours sincerely

Development Engineering

Footway Crossover Application Form

1. This Council has the following requirements:
 - a. The area on which the vehicle is to be parked must be of a minimum size of 4.8 metres (16ft) in length by 2.4 metres (8ft) in width.
 - b. The vehicular access to this area must not involve any manoeuvres causing danger to the public.
 - c. Garden gates must not open onto the public footway

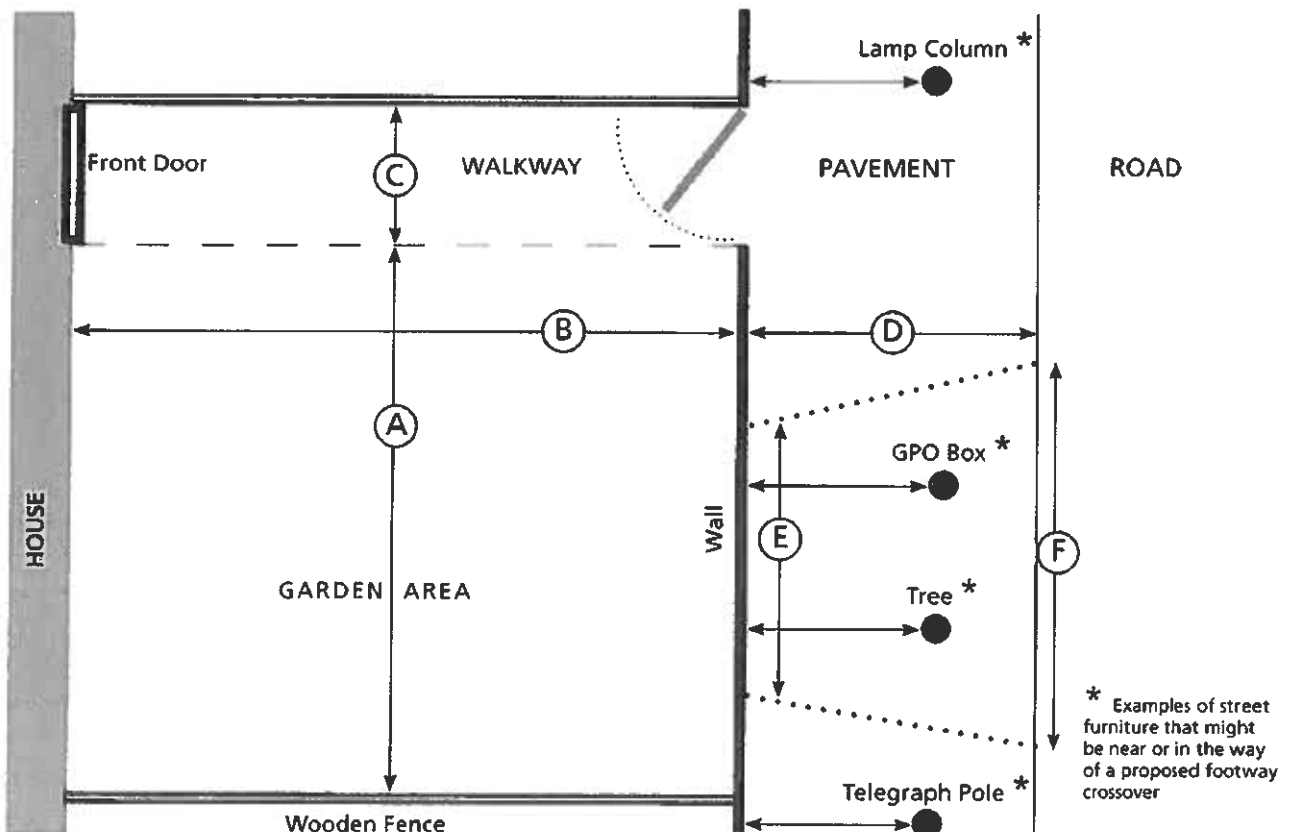
2. For drainage and safety reasons, crossovers are constructed with a cross fall towards the road which has a gradient within limit of 1 in 30 and 1 in 40. Crossovers are constructed within these limits to minimise any difference in level between the private and crossover at the boundary. It is the responsibility of the occupier to make any additional level alterations necessary within their private land to tie into the crossover area.

3. You will require planning permission if the provision of the footway crossover involves:
 - a. Creating an access onto a classified (main) road
 - b. Demolishing a boundary wall more than one metre high in a Conservation Area
 - c. If the property is other than a single family dwelling-house (i.e. flats or other uses)

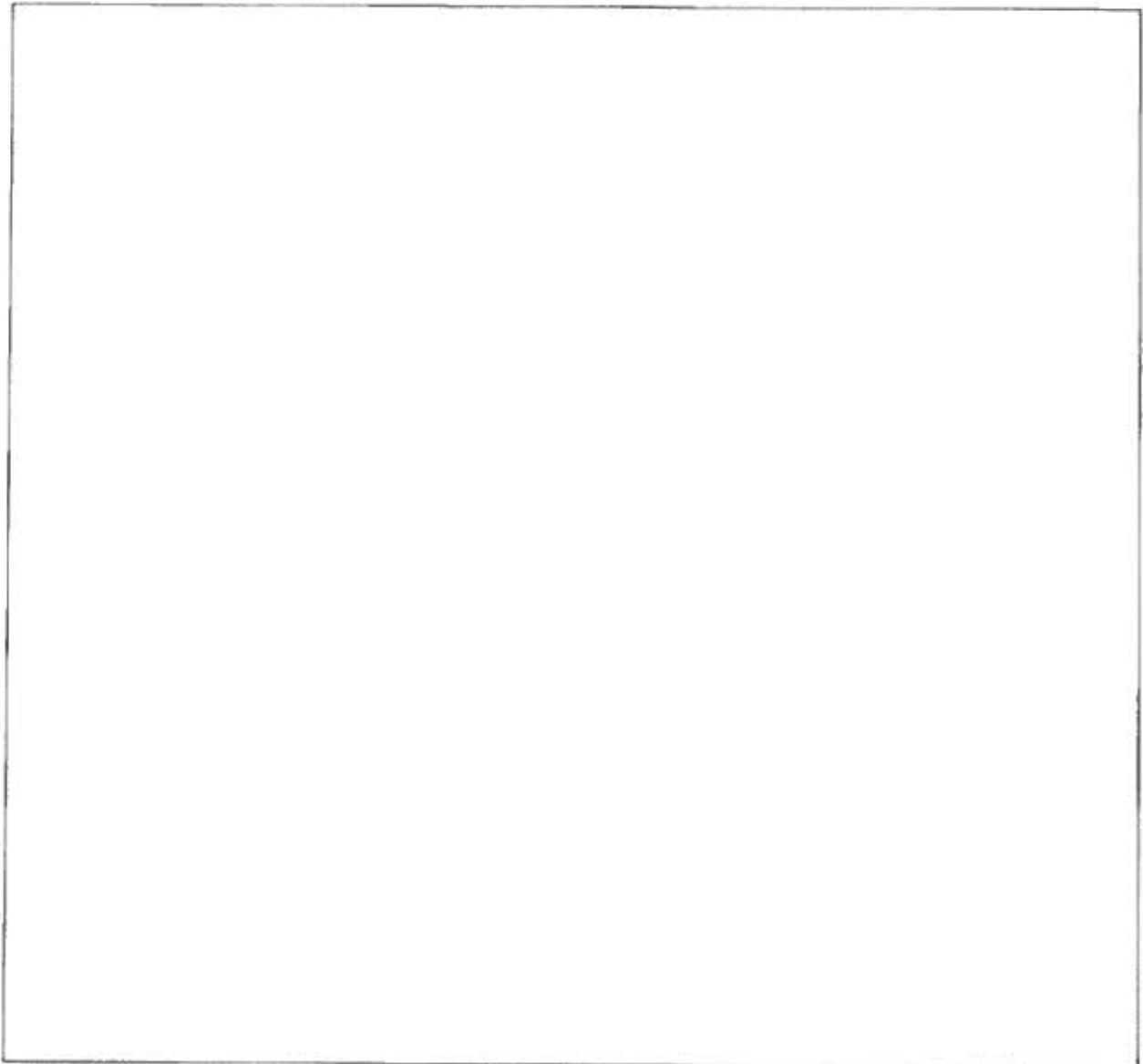
4. If you consider you require planning permission, write to the Development Control Group of the Environmental Department at the above address or phone 020 8753 1081 for an application form. If you have already applied for planning permission or have been granted one for your development, please quote the appropriate reference number.

5. If you consider you do not require a planning permission and you meet the requirements set out in Paragraph 1. above, please complete part B1 and part B2. Make sure you read the instructions overleaf before commencing. On receipt of this information, I will take the necessary action to provide you with an estimate of the cost.

A typical layout



Your proposed layout (Part B1)



Any other remarks

Instructions for your proposed layout

- 1** In your proposed layout you must include the lettered dimensions A to F (*as shown in the Typical Layout on the opposite page*), to be given in metres
- 2** Also give dimensions, in metres, perpendicular to back of pavement, of any street furniture near or on the proposed footway crossover, (*as shown in the "Typical Layout" on the opposite page*).
- 3** Please add any additional information you may consider useful.
- 4** Make sure you complete fully **Part B1** above (*your Proposed Layout*), and **Part B2** (*overleaf*). Any omissions will cause delay.
- 5** Please detach this page and return as soon as possible to the address overleaf.

Application for Footway Crossover (Part B2)

Type of crossover - *please delete as applicable*

- Industrial – Heavy vehicle (i.e. vans, lorries)
- Domestic – light vehicle (i.e cars, motorbikes)

Address where crossover is required

Your address if different from above

Telephone number (Normal working hours)

Property Owners Details

Name:

Address:

Date

Signature of property owner

Full name (*in block letters please*)

Please detach and return pages 3 and 4 to the address below, with £ ~~126~~ 00 non refundable application fee. Cheques should be crossed and made payable to London Borough of Hammersmith& Fulham.

London Borough of Hammersmith and Fulham, Highways & Engineering,
Highway Projects Group, 4th Floor, Town Hall Extension, King Street, London W6 9JU