

Guidance Notes for Applying to have a Footway Crossing (Dropped Kerb) For Applicants

1. Introduction

Where residents wish to drive across the footway to gain access to park on their property, they are required to have a footway crossing also referred to as a “dropped kerb”. A footway crossing is where the kerb is lowered to form a ramp into the property and the existing footway is also rebuilt and strengthened in order to be able to accommodate the weight of a vehicle. Please note that only the Council’s appointed contractors are permitted to construct footway crossings and residents will not be permitted to appoint their own contractors for constructing footway crossings on Council land.

These guidance notes and the associated policy apply where an applicant requires a new footway crossing and also where an applicant requires an existing crossing to be extended or amended.

This guidance is following Redbridge’s policy for Footway Crossings and can be accessed here: <https://www.redbridge.gov.uk/roads-and-pavements/dropped-kerbs/policy-for-footway-crossings/>

This document will:

- Provide and explain the criteria required
- Explain the application process and construction process
- Explain the costs involved

2. Criteria required for a Footway Crossing

Redbridge will only approve applications for a footway crossing which meet the right criteria.

2.1. Planning Permission

When is Planning Permission Required?

Approved planning permission is required prior to an application being submitted for a footway crossing in a number of circumstances.

- The access is proposed onto a Classified Road or TfL Red Route, see <https://www.redbridge.gov.uk/roads-and-pavements/dropped-kerbs/classified-roads-in-redbridge/>
- The access is not ‘required’ in connection development with Permitted Development (excluding erection, construction, maintenance, improvement or alteration of a gate, fence, wall or other means of enclosure). The usual circumstance where access is required is to reach hardstanding or a garage building constructed under [Permitted Development](#) rights for dwellinghouses. Note that flats, maisonettes and HMOs do not have such Permitted Development rights.
- There is a planning condition, or an Article 4 Direction in place, removing Permitted Development rights (“PD rights”) in relation to means of access to a highway or demolishing front boundary walls or fences. Areas where rights to create a vehicular access to a house are removed, are, as of Nov 2022:
 - Aldersbrook & Lakehouse Conservation Area,
 - Bungalow Estate Conservation Area and
 - 1-47 Spratt Hall Road (affecting changes to fences and walls)
- Where the access crosses land used for another purpose, such as a wide amenity strip alongside the road. In these cases, planning permission for a change of use of land may be required.

If the access would require the removal or other works to trees in a Conservation Area, or to a tree subject to Tree Preservation Order, the appropriate permission is separately required for those works. Similarly, if works would affect a Listed Building, Listed Building Consent may be required.

If you are uncertain as to whether you require planning permission and related consents or not, please use the Council's pre-application service for advice, or submit a Lawful Development Certificate here: [Planning webpage](#). Please note this is a chargeable service.

Classified Roads

The list of Classified Roads is available on Redbridge's website available at: <https://www.redbridge.gov.uk/roads-and-pavements/dropped-kerbs/classified-roads-in-redbridge/bridge-Classified-Roads-in-Redbridge>

Transport for London (TfL) Red Routes

Red routes are roads that are part of Transport for London's (TfL) road network. These roads are controlled by TfL and usually have red lines running along the road. If the footway crossing is required on a TfL Red Route, then it may require planning permission by Redbridge Council, but the footway crossing application itself must be submitted to TfL via TfL's procedure. Redbridge are not the Highways Authority on TfL Red Routes and therefore cannot review or approve applications for footway crossings on TfL Red Routes.

Residents should seek advice from TfL that a footway crossing is possible before applying for planning permission.

For more information about TfL red routes, visit the TfL webpage at: <https://tfl.gov.uk/modes/driving/red-routes> or call TfL directly on 0343 222 1234.

Article 4 Direction

An Article 4 direction is part of planning legislation that allows the Council to remove permitted development rights including changes of use from an area or a particular property in certain limited situations where it is necessary to protect local amenity or the well-being of an area.

Redbridge's website sets out where the areas covered by Article 4 directions are located, available at: <https://my.redbridge.gov.uk/map/article-4-directions>

Conservation Areas

Conservation Areas are areas of special architectural or historic interest, whose character and appearance is desirable to preserve and enhance.

Redbridge's website sets out where the Conservation Areas are located, available at: <https://my.redbridge.gov.uk/map/conservation-areas>

Tree Preservation Orders (TPOs)

TPOs protect tree(s) because they are significant or benefit the appearance of the area. To find out whether a particular tree has a TPO, please complete a contact form at: <https://eforms.redbridge.gov.uk/contact-us/> with the address and details of the tree.

2.2. Who is Able to Apply?

Residents within the London Borough of Redbridge may apply for a footway crossing for any residential property that they are the freeholder of.

Any applications submitted by a person other than the freeholder of the property must first obtain the written and signed consent of the residential property freeholder agreeing to having a footway crossing and submit it with the application.

Disabled Applicants

The Council is mindful of the needs of disabled people and its legal obligations to take their needs in to account. Accordingly, due weight will be attached to the special needs of disabled persons during the decision-making process relating to any application for a Footway Crossing.

To qualify for disability consideration a person who resides at the address must hold a blue badge as part of the Blue Badge Scheme (Disabled Persons Parking Scheme). This ensures that they have been properly assessed as disabled. If the applicant believes that a person or persons residing at the address is disabled and would be entitled to a blue badge, but doesn't currently hold one, we would suggest first applying for the blue badge prior to applying for the footway crossing.

Blue Badges can be applied for on the Redbridge Website at: <https://www.redbridge.gov.uk/parking/blue-badge/>

Applicants must make the Council aware if they are a blue badge holder at application stage if disability consideration is to be taken into account.

2.3. Road Safety

Any application for the construction of a domestic Footway Crossing may be refused or requested to be modified on the grounds of safety. The applicant must ensure that adequate sight lines are maintained to allow safe access to their property.

In many cases, there will not be sufficient space for vehicles to enter/leave in a forward direction. However, as domestic Footway Crossings are not generally intensively used, it may be acceptable for vehicles to reverse either onto or off the highway. Acceptability is likely to depend on the level of visibility along both the carriageway and footway, the volume of traffic, the width of the road and the presence of street furniture, traffic islands etc.

For further information on road safety aspects, please refer to Redbridge's policy for Footway Crossings.

2.4. Parking Areas (driveways)

In terms of this document, parking areas mean the hard landscaped area located off the public highway and on privately owned land. These are often also referred to as "driveways" or "drives".

If the application is approved, there will need to be a suitable vehicle opening onto the property so vehicles can drive on to the parking area. Redbridge Council do not adapt any parking areas or front gardens, Redbridge Council will only carry out works on the public highway to build the footway crossing.

The parking area construction must be completed and constructed to the correct standards before construction of the footway crossing commences.

Where a parking area already exists and a new footway crossing, or footway crossing extension, has been applied for, the applicant will be required to ensure that they comply with the below criteria, which may involve alterations to the existing parking area.

Construction Standards

Surface water must not drain into the public highway. The parking area must be made with materials that water can permeate through and divert water to drain into the ground. Applications must comply with the criteria set out below. Please note that the parking area construction must be completed complying with the below criteria before construction of the footway crossing will commence.

- Where possible the Parking Area should ideally be constructed with a fall back towards the property, draining to a soakaway.
- A drainage channel must always be provided across the entire width of the threshold and also must drain to a soakaway regardless of the fall of the Parking Area.
- The parking area must be constructed of a permeable (or porous) surfacing such as permeable block paving or porous asphalt including a permeable base.

- The construction of any Parking Area shall be such that no loose material will be able to migrate onto the public highway, and therefore no loose material such as shingle, gravel or pebbles will be permitted to be used as a surfacing material for a Parking Area.

Please note, the footway crossing will not be constructed until a suitable and approved parking area is in place.

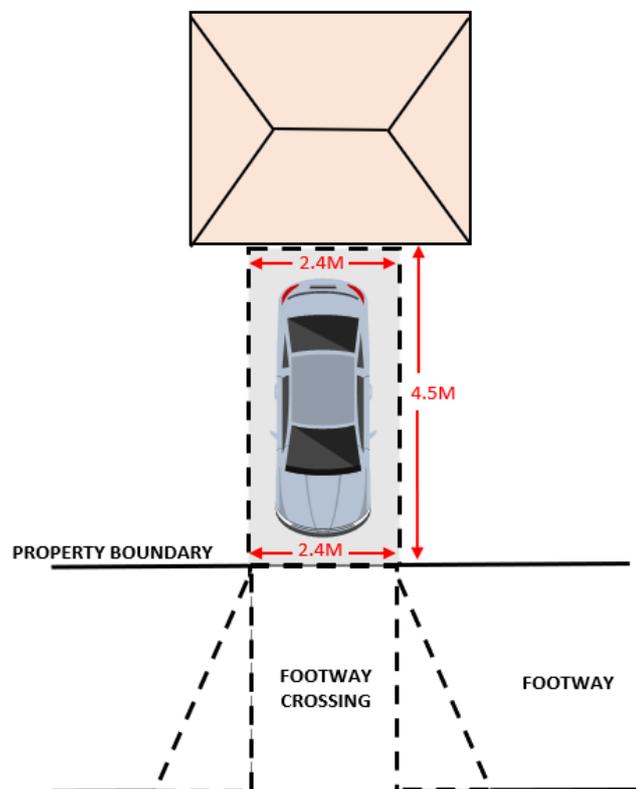
Please click [here](#) for an example drawing of acceptable construction front drive.

Minimum Dimensions of the Parking Area

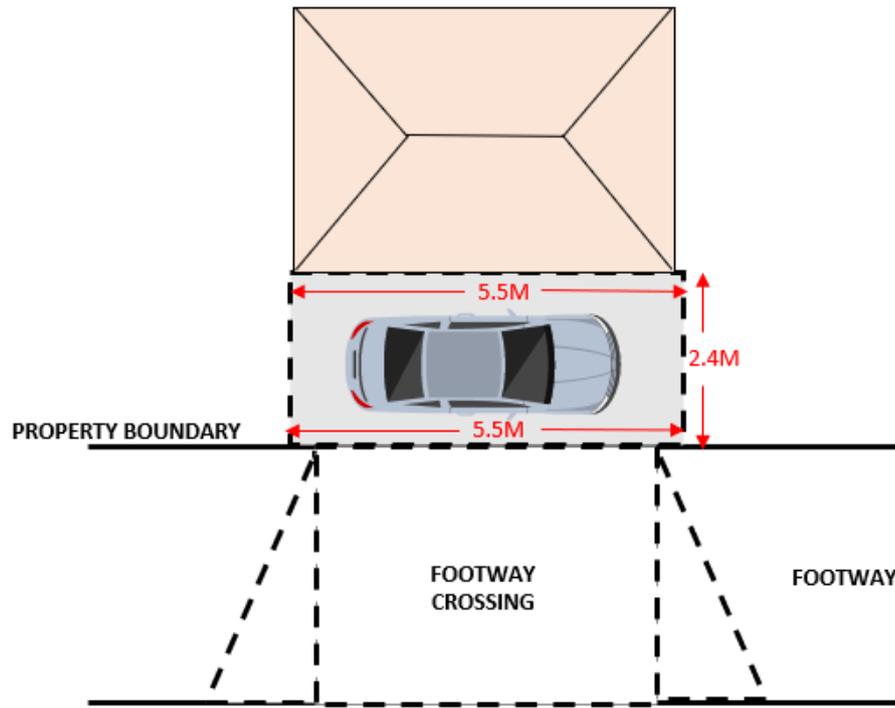
There must be sufficient space within the parking area to ensure that a parked vehicle does not overhang the footway and that manoeuvring on and off the highway can be carried out safely and as such Redbridge Council will only grant permission for a footway crossing when the available off-road space is large enough to accommodate a vehicle.

The required dimensions of the parking area for an application to be approved are as follows:

Where the vehicle parks at a right angle to the public highway: **A minimum of 2.4 metres wide by 4.5 metres deep**



Or where the vehicle parks parallel to the public highway: **A minimum of 5.5 metres wide by 2.4 metres deep**



2.5. Soft Landscaping Within the Private Property Boundary

20% of the total area in front of the building must have soft landscaping as a minimum. Soft landscaping means all soil-based areas where surface water can soak into the ground and will include grass lawns, flower and shrub borders/beds but will not include flower or shrubs that are encased in tubs and pots etc.

As an example, if the total area of the area of the private property in front of the building is 30m² (5m wide x 6m deep = 30m²) then the minimum area that must be soft landscaped is 6m² (30m² x 20% = 6m²). This would leave 24m² that could be used as a parking area (4m wide x 6m deep). This example would be acceptable as it meets the criteria for soft landscaping and also meets the requirements for the required minimum dimensions for the parking area.

It should be noted that 20% is the minimum area of land that must be retained as soft landscaping, more soft landscaping is preferable wherever possible.

2.6. Dimensions of Footway Crossings

Minimum Dimensions of Footway Crossing

A footway crossing must be a minimum of 2.4 metres wide at the boundary of the property and footway. A Footway Crossing also must have a minimum width of 3.6 metres at the kerb line and a maximum width of 6 metres at the kerb line.

Shared Footway Crossings

Where access is shared between adjoining properties, the footway crossing width for each property will not be permitted to exceed 4 metres at the kerb line, measured from the centre of the shared access.

2.7. Obstacles on the Public Highway

Soft Landscaping

Redbridge is committed to the protection of its soft landscaped features such as verges, including landscaped, rain gardens, soiled, grassed and planted areas for both flood water management and also to improve the aesthetics and health of the local environment.

Permission for a Footway Crossing will not be granted where any amenity feature would require to be removed or reduced in size as this would have an unacceptable effect on the ability for water retention to reduce surface water flooding, particularly in flooding hotspots identified in any published borough S19 report and the Local Flood Risk Management Strategy.

Trees

Trees on the public highway are considered to have a number of benefits to the local environment including but not limited to water management, beauty and community identity, removal of carbon dioxide and release of oxygen. Redbridge is committed to the preservation of street trees with established mature trees being of the highest importance.

Permission for a Footway Crossing will therefore not be granted where the construction would require:

- The removal of a street tree which has been planted for two years or more.
- The construction of the Footway Crossing within 0.6 metres of the edge of a tree pit of a street tree which has been planted for two years or more.

In cases where there is an application for a footway crossing that would affect a street tree that has been planted for less than two years, permission will only be granted where there is sufficient space to safely relocate the street tree outside of the frontage of the property leaving enough space for the Footway Crossing. Assessment and permission to proceed will be required from the Council's arboriculture team who will refer to the Council's current Tree Policy.

Street Furniture

If the proposed position of the Footway Crossing is obstructed by any street furniture such as a traffic sign post, lamp column, utility apparatus or any other street furniture, the position of the Footway Crossing should ideally be altered to avoid the obstacle. If this is not feasible Council Officers will determine whether the item can be removed or relocated, although there may be limited scope to do this.

A Footway Crossing will not be permitted to be closer than 0.6 metres to any item of street furniture such as a lamp column or road sign post.

Parking Bays on the public highway

Footway crossing applications will not be approved where they would significantly impact a Controlled Parking Zone ("CPZ"). Further information can be found about CPZs in Redbridge at: <https://www.redbridge.gov.uk/parking/parking-in-redbridge/>

- Footway Crossings will not be permitted where they would result in the loss of more than one space in resident's parking bays in a CPZ.
- Footway Crossings will not be permitted where they would result in the loss of any Pay to Park bays in a CPZ.
- Footway Crossings will not be permitted where they would result in the loss of any Disabled parking spaces.

Wherever there is marked parking bays or double or single yellow lines there will usually be a Traffic Management Order (TMO) in place, to allow the restrictions to be enforced. If the layout of the bays or yellow lines needs to be amended to allow the footway crossing to go ahead, then there is a process that must be followed including a statutory public consultation. Applicants must be aware that the statutory public consultation could result in objections and ultimately the footway crossing may not be able to go ahead depending upon the outcome.

Where there is an existing TMO in place, the footway crossing can only be implemented once the TMO process has been completed.

2.8. Alternative Access

It is desirable to minimise the number of new accesses (and associated stopping and turning manoeuvres) onto main roads to maintain their importance as traffic routes in the Borough's road hierarchy.

Where a property fronts a Classified Road and has or could have rear or side access on a non-classified road, then the parking area and footway crossing should ideally be applied for coming onto the non-classified road unless there is considerable justification for the Classified Road to be the preference.

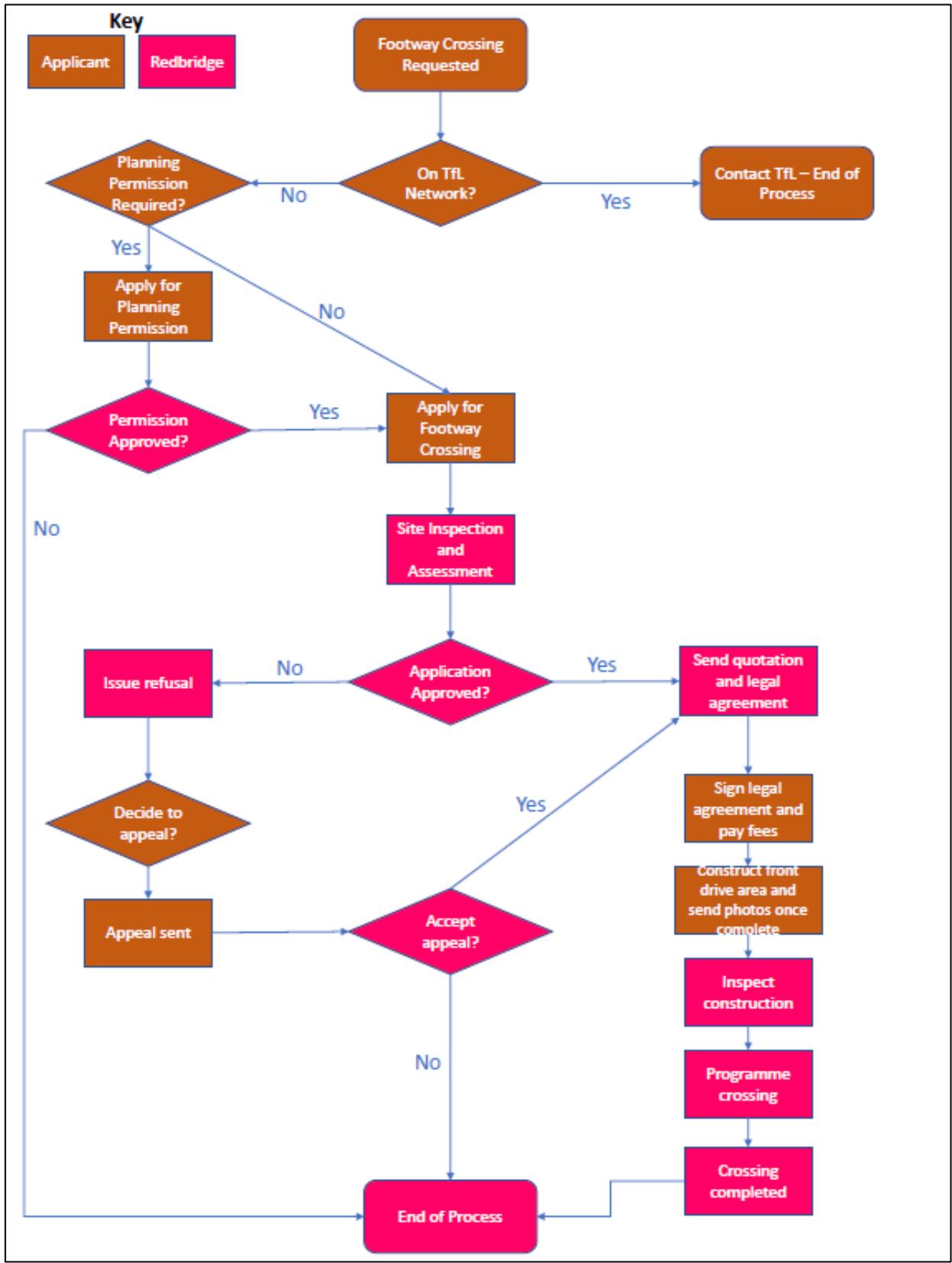
3. Application and Construction

3.1. The Process

Complete and submit a footway crossing application online at <https://idp.redbridge.gov.uk/>

- You will need a Redbridge account to complete the application. You will be taken to a screen to create or log in to a Redbridge account before the application form can be filled in and submitted.
- You will need to fill out the application form and pay a non-refundable application fee.
- After you have applied. An initial inspection and assessment will be carried out by Redbridge Officers to check for suitability.
- If the application is approved, the costs will be calculated and you will be sent a quotation.
- You will be asked to make payment for the quoted amount. You can pay over the phone by calling our customer call centre on 020 8554 5000 between 8am to 6pm Monday to Friday. Unfortunately, the automated payment line is unable to accept payments for footway crossings. Please select option 6 then 1 from the sub menu to speak to a Customer Service Operator, and quote the reference number on the quotation. You will also be sent the legal agreement, where you will agree that your vehicle will not overhang on the footway. You will need to sign and pay for the legal agreement. Please note that any breaches in the legal agreement may result in your application being cancelled and additional charges for reinstating the footway.
- Once the payments and signed legal agreement is received, Redbridge will make additional inspections to ensure the construction of the parking area is constructed to the correct standards. This will normally be 2 visits during construction and after completion of construction.
- You will need to contact the Council to arrange these inspections during and after construction of the parking area. Please note that if the Council Officers are unable to verify that the parking area has been constructed correctly including with correctly constructed soakaway(s), then this could cause delays as the footway construction will not be able to proceed. It is recommended for you to take detailed photographs throughout the construction of the parking area, especially of the drainage elements.
- After the parking area has been constructed to the required standards, Redbridge's Contractors will be instructed to commence constructing the footway crossing.

Detailed process map on the next page. This does not include the process if a removal of a parking bay is required that requires a Traffic Management Order, please speak to the team for more information.



3.2. How long will it take?

Each application will be assessed against Redbridge's policy. Some applications will inevitably be more complicated than others and as such take an increased amount of time, especially applications where trees or street lighting columns need to be moved to allow the footway crossing to be constructed.

From the point at which the fees are paid, the legal agreement is signed and Redbridge is satisfied that the parking area has been constructed correctly, the construction of the footway crossover will be completed on average within 12 weeks. This timescale may also be longer where trees or street lighting columns need to be moved to allow the footway crossing to be constructed.

4. Costs

As the costs are amended over time, the current up to date costs are stated separately on the Redbridge website at: <https://www.redbridge.gov.uk/roads-and-pavements/dropped-kerbs/>

When applying for the footway a crossing an application fee must be paid which is non-refundable. This allows for the initial inspection and assessment to check for suitability.

If the application is approved, the applicant will be provided with a quotation. All costs for building the crossing, are passed on to the applicant. The costs of the construction of the footway crossing itself can vary depending on the work required, especially the size of the crossing, whether lamp columns or trees need to be relocated and whether traffic management orders need to be amended. These costs will be built up as a specific quotation.