

## APPLICATION FOR FRONT GARDEN AND OTHER

### OFFSTREET PARKING

#### FREQUENTLY ASKED QUESTIONS

Questions concerning the application process		
1	How can I apply for a vehicle crossover?	Applications can be made on-line, through the council's website <a href="http://www.richmond.gov.uk">http://www.richmond.gov.uk</a> . Enter 'dropped kerb' in the search bar at the top of the page.
2	Where can I see the council's Standard Conditions and Guidelines?	The on-line application has a link to the standard conditions.
3	I don't have access to a computer. How can I apply?	Please call the council (020 8487 5338) and an application form and standard conditions will be sent to you.
4	Why must I pay an application fee?	The fee is to cover the cost of council officer's time to process your application. Several person-hours are spent processing applications, including a dedicated site visit to verify that the information included in the application form is correct.
5	Do I require planning permission?	Generally no, but in the following circumstances planning permission would be required:- <ul style="list-style-type: none"> <li>• if the property is on a Classified Road ('A', 'B' or 'C' Road). A list of Classified Roads is included with the Standard Conditions.</li> <li>• if the property is not a single family house i.e. flats, bed-sits or commercial use.</li> <li>• if the property is a listed building.</li> <li>• if the property is in a conservation area.</li> <li>• if the proposals affect any trees, especially those with a Tree Preservation Order.</li> <li>• if a boundary wall, railings, fence or trellis over 1.0m in height is to be erected adjacent to the highway.</li> </ul>
Questions concerning whether an application may be approved		
6	How much space do I require?	A minimum hard standing space of 2.4m wide and 4.8m deep is required. The parking space should not be sited in front of the main door to the house, although it may be acceptable where a minimum of 1.0m can be provided between the parking area and the front door.
		A minimum forecourt area of 4.8m x 4.8m is required.

7	Are there any other issues could lead to my application being refused?	If your property is within 5.0m of a road junction (measured from the edge of the kerb).
		A minimum of 10% soft landscaping is required. The remainder must be permeable surfacing, and not discharging onto the highway or into a public sewer.
		If your property is within the lines of a bus cage or within 5.0m of a bus stop.
		If your property is within or 5m from zig-zag lines of a pedestrian crossing or school keep clear markings.
		If there is a grass verge at least 1.0m wide.
		If there is a tree close to (within four times the circumference) of the proposed dropped-kerb.
		If there is a lamp column, road sign or telegraph pole within 1.5m of the proposed dropped kerb.
If all the front fencing, hedge or wall at your property have been totally removed beyond the opening of the dropped kerb. Keeping boundary treatments in place improves the street scene.		
<b>Other questions that may arise</b>		
8	My garden is less than 4.8m deep, but I have a small car. Why can't I have a dropped-kerb?	Although your present car would fit within your front garden, you, or a future resident may purchase a larger car. The required minimum size of the hard standing will allow most vehicles to be parked without overhanging the footway.
9	According to the standard conditions, I am unable to have a dropped kerb, yet there are already dropped kerbs in my road.	These are likely to have been installed in the past, before the current conditions came into force. Even if neighbouring properties have dropped kerbs, we are unable to waive the current conditions.
10	If dropped kerbs were previously acceptable in my road, why have the conditions been changed?	Parking in front gardens can impact on the appearance of an area and the council is keen to ensure that any parking provision is done in the best possible way. High priority is placed on the street-scene and preservation of the borough's unique character.
11	I've tried to use the online application form but am unable to proceed past the part where I have entered the measurements.	If dimensions are entered that are less than the minimum dimensions listed in 6 above, or you have entered details of some other factor that may cause the application to be refused (e.g. a nearby tree), the application will not proceed. If your dimensions and other factors are within specification but the application will not proceed, please submit a paper application. In this latter case, please notify us at which question on the on-line form your application failed, so that we can identify and resolve any issues with the on-line system.
12	Are there any issues that could increase the cost of a crossover?	If there is a lamp column, road sign or utility company apparatus within 1.5 metres of the proposed crossover, the cost of re-siting it will also have to be met.

