

Vehicle Crossover (dropped kerbs) in Surrey – Guidance notes for Householders

Contents

Introduction	1
Developments	1
Unauthorised vehicle crossovers.....	2
Key Considerations	2
What you (the applicant) must check.....	2
Legal considerations.....	2
Our requirements and checks	3
Space Criteria	4
Safety Criteria	4
The application process	6
Checklist for applicants	7

Introduction

A vehicle crossover (VCO), often referred to as a dropped kerb, provides the legal means to access your property using a car or other domestic vehicle. Householders must gain permission by means of a license from Surrey County Council for a VCO.

The license allows you to create a vehicle crossover but does not give any ownership rights over the pavement. We will still own the pavement and will continue to make all decisions about its maintenance.

All applications are assessed against the current criteria. Other factors may also be taken into account when the decision is made. These factors could include the road aesthetics, local amenities, parking, and the intended purpose of the requested location.

When carrying out our assessment, the use of an electric vehicle will not be factored into any decision making, as the criteria applies to **all** motor vehicle types.

Similar or historic installations within a localised area will not automatically result in approval of a given application.

Surrey County Council will make the final decision on eligibility for a vehicle crossover, as well as the final size and position.

Developments

The guidance, and process, outlined in this document is for single accesses only. Developers, or those looking to carry out a wider scheme of works which includes a VCO, should [contact our Transport Development Planning Team](#) instead.

Unauthorised vehicle crossovers

It is an offence to carry out any works on public roads and pavements without our permission. Unauthorised vehicle crossovers will cause the pavement to deteriorate and put those using it at risk. We take our duty seriously to maintain our roads and pavements, and protect them from damage.

Key Considerations

What you (the applicant) must check

- If you are a tenant of a council, housing association or leasehold property, you will require the written permission of the relevant landlord
- Please check your deeds to confirm there is no restriction on parking a vehicle within the boundaries of the property (often applies to New Build properties)
- Please check that you meet all the criteria in this document and review the 'Checklist for Applicants' on page 7
- If you intend to have a loose gravel driveway on your property, a mechanism must be put in place to ensure the gravel is retained and cannot be spread across the highway
- We highly recommend that if your application is successful, you arrange to construct a driveway on your property before the vehicle crossover is put in. This is to prevent damage to the newly constructed vehicle crossover
- Your private driveway must meet the existing rear edge pavement height. Pavement heights cannot be adjusted to meet private driveways. You may have to alter your driveway to meet this.
- Whether you need Planning Permission or not (See 'Legal considerations' below)
- Check if you live on a road which is subject to Lane Rental restrictions. This may mean that the works have to be carried out at restricted times, or an additional cost will be applied.

Legal considerations

Before you submit an application to Surrey County Council for a dropped kerb, you must have contacted your local District or Borough Council to confirm the planning requirements, and be able to provide us with written confirmation of them.

If you live on an A, B or C road, you will need Planning Permission. If you live on a D road, you *may* require Planning Permission, where various factors will determine this. Please see the webpages for your local Council (links below) for more information.

Where planning permission **is not** required, you must provide written evidence of this as part of your application.

Where planning permission **is** required, you must provide written evidence of the approved planning application.

Please consider the costs and processing times for getting the written evidence, which may differ between Councils.

- | | | |
|-------------------------------------|--|-----------------------------|
| • Elmbridge | • Reigate & Banstead | • Tandridge |
| • Epsom & Ewell | • Runnymede | • Waverley |
| • Guildford | • Spelthorne | • Woking |
| • Mole Valley | • Surrey Heath | |

Our requirements and checks

- Space criteria – see next page
- Safety criteria – see next page
- The standard vehicle crossover configuration consists of two sloping kerbs (“raker”) either side of three dropped kerbs in the middle. This equates to roughly 4.6 metres along the kerb line. We apply this as standard.
- We will take your preference requests into account, however we (Surrey County Council) will ultimately decide the final size and position of the crossing.
- We will not excessively **widen** an existing crossover and would generally only implement a widening of one further dropped kerb.
- Homeowners may have to adjust **ground levels** within the property boundary to ensure there is sufficient angle to prevent vehicles grounding when entering and exiting the property.
- A new, second or widened vehicle crossover may be refused if there is a very high demand for **on-street parking** and the impact of a second or widened crossover would be severe, unless direct safety benefits can be proven.
- The presence of a formally designated on-street parking space in the vicinity of the proposed VCO, whether in a Controlled Parking Zone or not, will mean that the request is refused.
- If there is **utility equipment** that requires adjustment or diversion you will be responsible for the arrangement and cost.
- If a **streetlight** needs to be relocated to accommodate the new crossover, we will let you know and give you further details on how to arrange for this be done with Surrey County Council’s contractor (Milestone). It may not always be possible
 - to relocate a streetlight, in which case the application may be refused.
- The applicant must pay for the relocation of any street lights or street furniture. Costs vary based on individual circumstances but as a guide, this is likely to be upwards of £1500 for street lights.
- Highway **trees** will not be removed to allow a vehicle access
- No crossover will be permitted within a distance of one metre from the trunk of a tree or 4x the circumference of the tree, whichever is the greater.

The circumference will be measured at approximately 1.5m from the ground. This is to ensure roots for street trees are not damaged or removed to facilitate the installation of a vehicle crossover, our street trees will take precedence over a vehicle crossover application/installation.
- If the proposed **hard standing area** is to be constructed from a non-porous surfacing material, surface water from the area will need to be directed to a drain within your own property. If the proposed area is non-porous and over five square metres, planning permission will be required.
- If the road has a **ditch or stream** running alongside it the VCO construction must ensure that water can flow unrestricted in this watercourse, as this may increase local flood risk. This means a bridge or pipe (culvert) may need to be installed as part of the works.
- Depending upon how the crossing is built, an additional consent may be required. The cost (£50 per consent) and administration of this will be included within the VCO process and any associated costs of the works included in the quote provided.
- Following the works, the maintenance responsibility of the watercourse remains with the owner of the land.

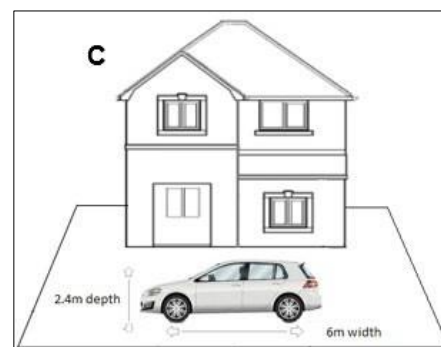
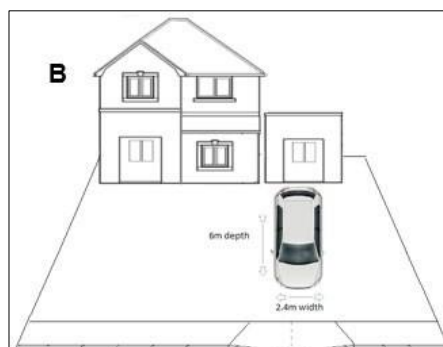
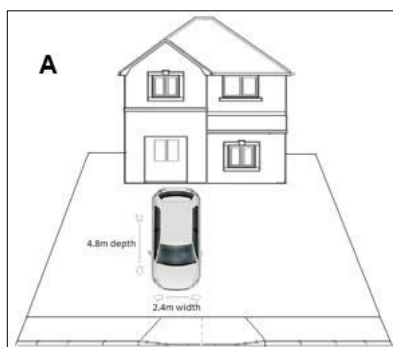
Space Criteria

You must have sufficient room on your property for a vehicle to be parked without it overhanging the public highway.

The minimum space requirements depend on how you intend to park the car. These are as follows;

Table 1: Required dimensions for private forecourt, depending on how the car is intended to be parked

How the car will be parked	Width (min)	Depth (min)
A) On the owner's property at right angles to the road	2.4 metres	4.8 metres
B) End-on, in front of a garage	2.4 metres	6 metres
C) Parallel to the road (in an area with no on-street parking and no footway)	6 metres	2.4 metres



Please note, dimensions in these drawings are not to scale, and are for illustrative purposes only. The presence of a wide footway or verge and on-street parking may increase these figures.

The size of the applicant's current car(s) will **not** be taken into account for measurements.

Safety Criteria

Vehicle crossings may not be permitted:

- At busy junctions where they create conflicts between highway users. Where the crossover is adjacent to and conflicts with a designated pedestrian crossing point.
- If it is closer than 1m to any item of street furniture such as a lamp column or road sign and such street furniture that cannot be relocated.
- If the resulting gradient across the footpath will be dangerous for pedestrians. (Steeper than 1:12)
- On particularly busy roads, if cars cannot turn within the driveway.
- If the crossing does not meet the following visibility requirements (see overleaf):

When standing at Point 'A,' there must be clear vision along the dashed lines shown to point B for distance 'Y' from the table below.

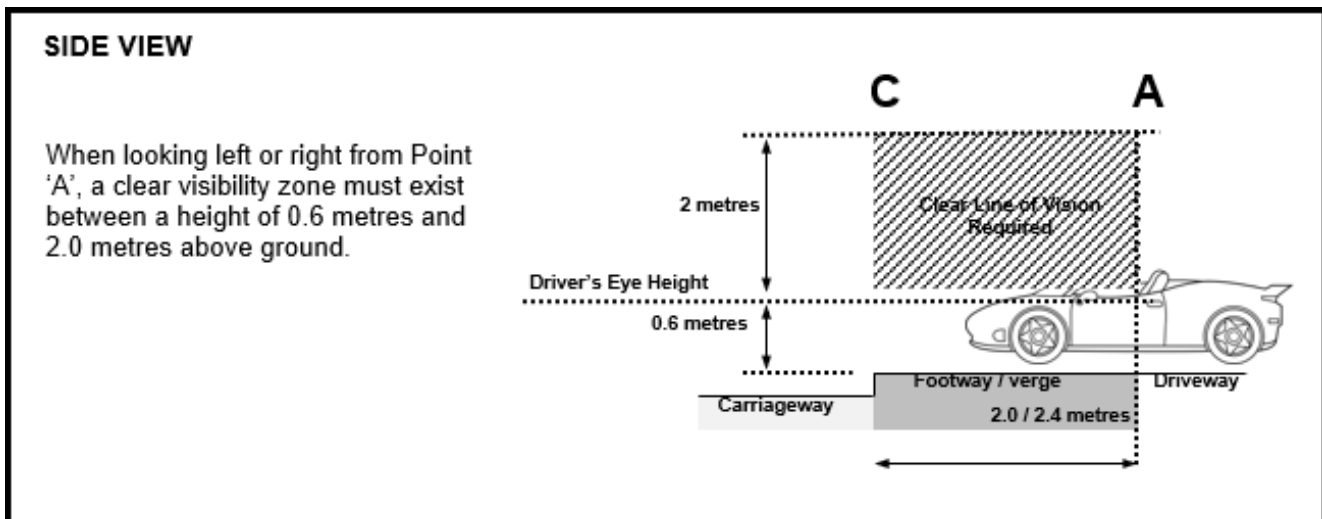
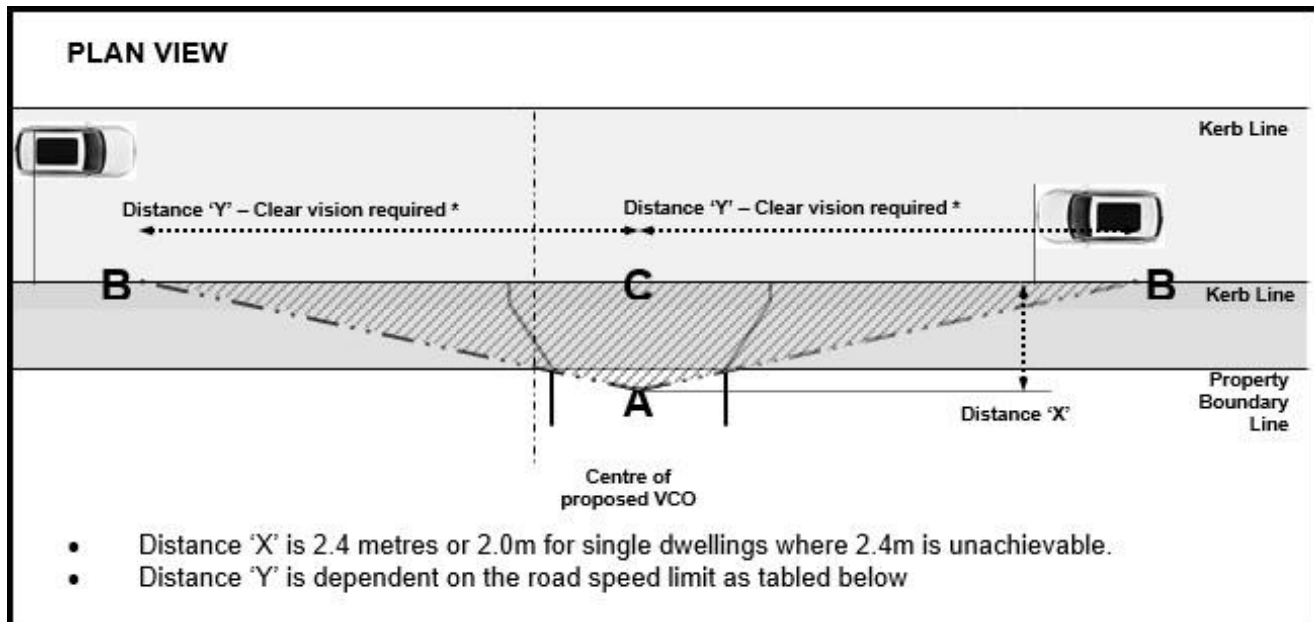


Table 2: Required 'Y' distances depending on the speed limit of road for proposed new crossover

Speed Limit (mph)	'Y' Distance
20	25 metres desirable/ 22 metres minimum
30	45 metres desirable / 40 metres minimum
40	120 metres in rural areas /free flowing trafficked areas
40	70 metres desirable / 63 metres minimum in urban areas
50	160 metres (relaxation only permissible following site-specific assessment)
60	215 metres (relaxation only permissible following site-specific assessment)

Notes:

- Desirable figures apply to roads carrying buses/HGV's
- Minimum figures apply to roads with no buses and low numbers of HGV's
- Localised adjustments may be required on roads with an incline of greater than 10%

The application process

Table 3: Stages of application with prices and what the stage entails

Stage	Cost	What happens
1) Full application (joint applications for adjacent properties will be accepted)	£368 (non-refundable)	<ul style="list-style-type: none"> • The initial assessment / site visit • Marking out the proposed crossover (if applicable) • Preparation of some of the required documentation • Administration costs <p>We will compile and send you a Licence pack, which contains:</p> <ul style="list-style-type: none"> • Licence for the work (valid for 6 months) • Full construction specifications • Suggested Traffic Managements requirements • Watercourse requirements (where applicable) • Utility Stat drawings • List of approved contractors <p>Use these details to gain multiple contractor quotes. When selecting a quote, please consider the availability of the contractor to start the works. Surrey County Council has no control over other work commitments which contractors may already have.</p>
3) Re-mark (optional)	£116 (non-refundable)	<p>If you have already agreed the vehicle crossover markings with us, and ask at a later point ask for the markings to be changed, a £116 fee is payable for each remark request.</p> <p>This covers the administration and officer time required to re-attend the site and carry out the request.</p>
4) Payment for full cost of works	<i>This will be the quoted amount from your chosen contractor</i>	When you have selected a contractor, you pay the full cost of the works up-front. If Lane Rental costs are applicable to your case, please check with your contractor whether this is included in your quote or not. The payment will be held by Surrey County Council until the works have been completed. Please do not include VAT (value added tax) in the payment.
5) Post construction	N/A	We will inspect the completed works. If any remedial works are needed, this will be carried out at no extra cost to you.

Checklist for applicants

- ☐ Have you checked the 'Safety criteria' and 'Space criteria' in this document against the amount of space at your property? Do you meet the criteria? **If no**, your application is likely to be **refused**.
- ☐ Is there a tree trunk within one metre of the proposed crossover? **If yes**, your application is likely to be **refused**.
- ☐ Is the proposed crossover closer than 1 metre to any item of street furniture such as a lamp column or road sign? **If yes**, your application is likely to be **refused** or the costs of relocating the items may be high.
- ☐ Are there any formally designated on-street parking spaces on your road? **If yes**, your application is likely to be **refused**.
- ☐ If you are applying to widen an existing VCO, do you want to widen it by more than one extra dropped kerb? **If yes**, your application is likely to be **refused**.

(We generally only allow a widening of one extra dropped kerb, dependent on the location and existing size of the VCO)

- ☐ Are you the leaseholder or tenant? **If yes**, you must **get permission** from the freeholder before you apply.
- ☐ A, B or C road? You will require **planning permission**. You may wish to contact Transport Development Planning for pre planning application advice if you have not already been granted planning permission.
- ☐ D road? You *may* require planning permission. **Written proof** from your District or Borough Council will be needed to show if planning permission is or isn't required.
- ☐ Have you checked our Lane Rentals webpage to see if your road may be subject to additional restrictions, or costs, during the construction of the VCO? We don't want you to have any nasty surprises further along in this process if you live on an affected road.
- ☐ Are you a developer, or carrying out a wider scheme of works which includes a vehicle crossover, rather than just works for a single household? This is **not the right process for you**. Please contact our [Transport Development Planning Team](#) instead.

To make an application please go to the [vehicle crossovers \(dropped kerb\) page](#) on our website.