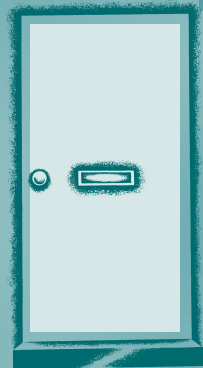




Off-street garden parking

A guide for residents of
council estates

HOUSING DIRECTORATE



How to apply for off-street garden parking outside your own home

Most Council estates were built when fewer cars were on the road. They were not designed to deal with the huge number of cars around today. This leaflet has been produced to help residents overcome the problems of congested estates by using their gardens for off-street parking. It is intended to help you park as close to your home as possible, ease traffic congestion and improve the appearance of Council estates. The conditions set out below apply if you are a Council tenant or if you are a freehold or leasehold owner of a former Council property bought under the Right to Buy or any other scheme.

If your home has never been a Council property you must apply separately to the Highways and Transportation Service at Essex County Council seeking permission for a dropped kerb or vehicular crossover (or both).

To safeguard the interests of your neighbours, highway safety, the Council and the appearance of the estate, you must comply with certain conditions before permission can be given.

The conditions are:

- 1.** Proposed crossovers must not remove more than 12 metres in length of grassed area;
- 2.** A standard width crossover will be no more than 4.0 metres at the property boundary and 5.4 metres at the kerb;
- 3.** There must be a minimum of 5.0m depth from the front of the property to the property curtilage (the enclosed area of land around the dwelling). The preferred depth is 5.5m. This is to enable a standard size car onto the driveway without overhanging.
- 4.** Applicants must pay for the cost of the works (and any future maintenance), which must be undertaken by a Council approved contractor, to the satisfaction of the Council;
- 5.** Proposed crossovers must not lead to the loss of car parking spaces provided in lay-bys;



6. The crossover must be located in a safe position;
7. The Council must be satisfied that the provision of boundary walls, hedges and other necessary work is undertaken in a manner that will minimise any detrimental impact on the street scene;
8. You must use any parking space available to the side or rear of your property, rather than any space in front of the building line if possible;
9. Any permissions will be subject to a properly constructed hardstanding being provided in your garden for each car parked on the property, before the crossover is constructed. The surface must be porous and bound (but not shingle) so that surface water will not drain onto the road;

The construction of crossovers will not be permitted on any existing pathway used for pedestrian access across housing-owned grass amenity land;

10. There must be no other housing management reasons to refuse your application.

Note: In most circumstances, crossovers must not lead to the damage or removal of healthy trees. However, in special circumstances, such as where a tree is near the end of its useful life, exceptions are sometimes made. If your plans include the removal of a tree, a condition of Council approval could be the planting of a new tree in a different location at your expense.

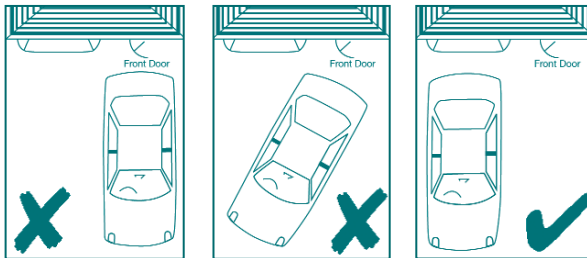
When considering your application, the Council will generally take into account any detrimental effect the vehicular crossover could have on the street scene.

Co-operating with your neighbours

Rather than creating several crossovers, you and your neighbours may wish to share. You can do this where practical and where it is not detrimental to the Council. Sharing a crossover may save you money.

Once the crossover and hardstanding are in place

- Only private vehicles may be parked on your property – no other vehicles such as commercial vehicles, caravans or boats are allowed.
- Vehicles must not be parked on driveways leading to the hardstanding area.
- Repairs and maintenance must be restricted to your own private vehicles.
- You will be responsible for the maintenance of the crossover.
- Your car must not overhang the footpath as it is dangerous to pedestrians.
- Any gates erected must open inwards and not out onto the public highway.
- You must not block the path to your front door – you might need to get out in an emergency.



How to apply

If your home is a current or former Council property, you will need to complete a Housing Crossover Application Form. You can get this form from your local Area Housing Office. The form should be filled in and returned to the office for consideration. An inspection will be carried out we will conduct a local consultation exercise. This is to safeguard the appearance of the estate, the interests of the Council and the interests of your local community. Once a decision has been reached, your Housing Management Officer will write to you with the decision.

If we are satisfied with your proposal, you will be granted permission in writing, subject to conditions. A copy of this letter will be sent to the Highways Authority at Essex County Council for their information. Once you receive permission from the Housing Directorate, you must get a 'Highways Crossover Application Form' from Essex County Council and complete it.

If your property is next to a classified road (A, B or C road) you will need to complete a 'Householder Planning Application Form'. Highways can advise you whether planning permission is necessary, or you may contact the Council's Planning Services directly.

Appeals

If your application is refused, but you think you have been treated unfairly, you have a right of appeal. You should write to the Assistant Director of Housing (Operations), Civic Offices, High Street, Epping CM16 4BZ. When appealing, please give details of why you think the original decision was wrong.

Landscaping

When planning your parking area there are several ways in which you can enhance its practicality and appearance.

A variety of plants make excellent screens to protect your car, improve the appearance of the parking area and enhance your property. They also keep weeds down and require very little maintenance. However, care should be taken to make sure you can see clearly when entering or leaving your driveway. For general advice on the selection and care of plants you should talk to your local garden centre.

Hard surfaces

Vehicular crossovers are permitted subject to a properly constructed hardstanding being in place for all vehicles.

The hardstanding must have 'permeable' (or porous) surfacing which allows water to drain through, such as permeable concrete block paving or porous asphalt, but do not use shingle. Alternatively the rainwater can be directed to a lawn or border to drain naturally.

You will not be allowed to lay an 'impermeable' (non porous) hardstanding that does not control rainwater running off into roads.

Useful contacts

- Area Housing Office (North). Civic Offices, High Street, Epping, Essex CM16 4BZ. Tel: 01992 564545
email: housingnorth@eppingforestdc.gov.uk
- Area Housing Office (South). 63 The Broadway, Loughton, Essex IG10 3SP. Tel: 01992 564186
email: housingsouth@eppingforestdc.gov.uk
- Lime Farm Housing Office. 661a Copperfield, Limes Farm, Chigwell, Essex IG7 5LA. Tel: 0208 559 8883
email: limesfarm@eppingforestdc.gov.uk

- Planning Directorate, Epping Forest District Council,
Civic Offices, High Street, Epping, Essex CM16 4BZ.
Tel: 01992564000
email: ContactPlanning@eppingforestdc.gov.uk
- Highways and Transportation Division. Essex County Council,
West Area Office, Goodman House, Station Approach,
Harlow, CM20 2ET. Tel: 0845 603 7631.
Fax: 01279 404650



How to contact us:

Telephone:

Area Housing Office (North): **01992 564545**

Area Housing Office (South): **01992 564186**

Limes Farm Office: **0208 559 8883**

For full contact details see page 6

The information given in this leaflet was correct at February 2011. Please be aware that there may have been changes since that time, such as new laws or council policies.

Please tell us if you would like this information provided in any other way, as a large print version for example.

Telephone: 01992 564292

Epping Forest District Council

Housing Directorate, Civic Offices, High Street, Epping, Essex CM16 4BZ

Telephone: Epping (01992) 564000 www.eppingforestdc.gov.uk/housing

March 2011



The Government Standard

