

Application

to

park a private
motor vehicle
in the front
garden

ADVICE *for*
COUNCIL TENANTS

 Epping Forest
District Council
www.eppingforestdc.gov.uk

A guide for residents of council estates

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. **Your application will be refused if you do not meet this criteria.**
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. **Your application will be refused if you do not meet this criteria.**
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 parkingspaces provided in lay-bys;
6. The crossover must be located in a safe position where you have a clear line of sight (visibility - 2 metres) be achieved to the left and right of the proposed crossing;

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 (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 housingowned 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.

A crossing may be refused if it is within 10 meters from any road junctions / traffic signals or a roundabout, or 15 metres on major roads / busy junction.

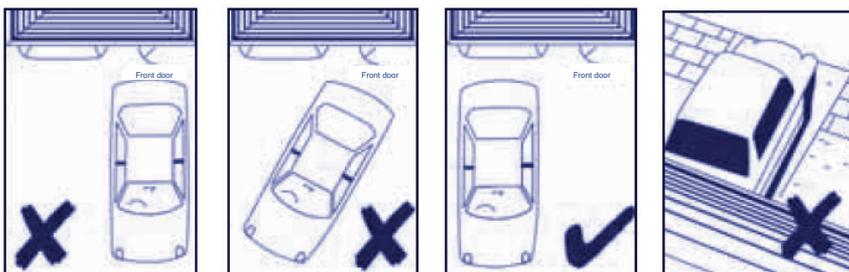
When considering your application, the Council will generally take into account any detrimental effect the vehicular crossover could have on the street scene.

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 an application to park a vehicle in the front garden.

Applicants may apply to park a motor vehicle in their front garden, by completing the online application form "[Park a motor vehicle in your front garden](#)". This can be accessed on the Epping Forest District Council website using the following link: www.eppingforestdc.gov.uk/housing/council-housing/vehicle-crossover-or-dropped-kerb/.

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 Estate and Land 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 Estate and Land Team, 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 Project Director HRA at the 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.

How to contact us:

Epping Forest District Council

Civic Offices, High Street, Epping CM16 4BZ

Tel: 01992 564 000

www.eppingforestdc.gov.uk/housing

Estate and Land Office

63 The Broadway, Loughton, Essex IG10 3SP.

Tel: 01992 564 186

Email: estateandland@eppingforestdc.gov.uk

Planning Directorate

Civic Offices, High Street, Epping, Essex CM16 4BZ.

Tel: 01992 564 000

Email: ContactPlanning@eppingforestdc.gov.uk

Essex County Council,

Customer Operations, County Hall E2 Market Road,
Chelmsford CM1 1QH

Tel: 0845 603 7631

The information given in this leaflet was correct at January 2021.
Please be aware that there may have been changes since that time,
such as new laws or Council policies.

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