**Footway Crossing Application Form**

Civic Pride  
Highway Engineering Group Manager  
Lynton House  
255/259 High Road, Ilford  
Essex, IG1 1NY  

*Please send Application Form back with £100 non-refundable application fee to the address shown above  
General Enquiries: Tel 020 8554 5000  
Please read the attached sheet “Off Street Parking Criteria” and the “Council Policy Applicable to Footway Crossings” before completing this form or go to www.redbridge.gov.uk/roads-and-pavements/dropped-kerbs/

**Particulars of Proposed Works**

**Site Address** ____________________________________________________________

a) Have plans for the crossing been included in a Planning Application?  
If so, please quote the planning application reference number ____________________________

b) Please state which type of material is being used to pave your front garden. If it is not porous, planning permission may be required (see off street parking criteria and Footway Crossing Policy attached) ______________________________________________________________

c) Type of property (e.g. House, Flat) ____________________________________________

d) Please state if private, council, rented, accommodation __________________________

e) Please stated the size of crossing required (m2) _________________________________

f) Please state the dimensions of your own property frontage _________________________

g) Please indicate if crossing is to be for Light [ ] or Heavy [ ] vehicles

h) Vehicle Details: Make....................... Model.........................

Dimensions (m) L.............................. W..............................

**Applicants Details**

Name: Mr/Mrs/Miss ____________________________________________________________________

Full Address __________________________________________________________________________

__________________________________________________________________________________Post Code __________________

Home Number _____________________________Work Number ______________________________

Mobile Number ____________________________E-Mail Address ______________________________

Date___________________ Signed _______________________________________________________

You are required to include the measurements and exact positioning of the crossing you require overleaf in the Open Box. If you fail to do this your form will be returned to you.

Please put a sketch of your front garden with dimensions overleaf  
See Example
Please keep these important notes for your information

A dropped kerb (footway crossing) is when the pavement is lowered so that you can legally drive over the pavement onto your driveway or front garden. If you would like to install a dropped kerb you will need to contact Redbridge Council. Please read the enclosed Redbridge Council Policy for footway crossings before you apply. We do not construct your driveway or front garden, we only provide the footway crossing. The crossing will be constructed if you have arranged for a suitable vehicle opening onto the premises so that vehicles can access your property. You will need to notify us when your front garden/drive has been completed and an opening made. The footway crossing will not be constructed until we receive confirmation that an opening has been made. We reserve the right to revert the footway crossing to a footway if it is not in use or you no longer require vehicle access.

Before you apply you need to consider the following:

Do I need planning permission?
If you live on a classified road you will need planning permission as well as footway crossing consent from us. Also, flats and maisonettes may require planning consent.

Please check with the Planning Section on 020 8708 2884 (9am-12pm) for further clarification. There is a charge for planning permission applications.

Please note that we cannot process your application until permission has been granted and you have obtained a consent number in the above cases.

Do you live on a Red Route?
Red routes are roads that are part of Transport for London’s (TfL) road network. These roads are generally identified by red lines running along the road and are controlled by TfL not us.

All applications for footway crossings on Red Routes will need TfL’s agreement and planning permission from Redbridge. You should get advice from TfL that your crossing is feasible before applying for planning permission.

For more information about red routes please visit the TfL webpage or call TfL on 0343 222 1234

Is my driveway/front garden absorbent?
There must be somewhere for rain water to drain from your driveway into the ground on your property. Your driveway/front garden needs to be constructed with materials that can absorb, be ‘porous’ or divert water to drain through the ground such as flowerbeds, gravel, drainage channels and soakaways. If your front garden does not have any of these materials this could result in the refusal of the footway crossing.

There is a tree, grass verge or shrubs in the way
If there is a tree, grass verge or shrub in the way this must be shown on the form. Please read the enclosed Redbridge Council Policy for footway crossings for further information.

There is a street light or other street furniture in the way
If there is a street light or other street furniture such as a road sign, this must be shown on the form. We are prepared to arrange for the relocation of this street furniture to allow the construction of a footway crossing as long as you agree to meet the costs involved and alternative sites are possible.
How to apply

Please complete and submit your application to the address shown on the form. A £100 non-refundable application fee must be sent in with your application.

Payment methods

• cheques should be made payable to London Borough of Redbridge and must be sent to Civic Pride, Highway Engineering Group Manager, 12 Floor, Lynton House, 255/259 High Road, Ilford, Essex, IG1 1NY
• Debit and Credit Card payments are also accepted by calling 020 8554 5000.
• we cannot accept cash payments

What happens next

• on receipt of your returned application form, the site will be inspected
• if approved a price for the construction of the crossing will be calculated and we will send you a quotation letter within 3 to 4 weeks with a legal agreement for you to sign
• If you require a revised quotation there will be an additional charge of £65 added to the quote
• if approved a price for the construction of the crossing will be calculated and we will send you a quotation letter within 15 working days with a legal agreement for you to sign
• if you wish to continue with the application you will need to send us full payment along with the signed agreement
• once we have received your payment we will issue a works order to our contractor to construct the crossing - it will be constructed to the existing back of the footway level
• we plan to commence works within 8 weeks after we receive your payment, however you will need to notify us that you have made an opening for vehicle access and constructed a suitable surface to your property, failure to do this may delay construction of the crossing
• you will be notified the day before our contractor starts work on the crossing and they will deliver barriers which can be placed in the road to ensure the way is clear for the construction works.
• you will not be able to drive your vehicle over the completed crossing for 24 hours

Legal Agreement

If your application is approved you will have to enter into a legal agreement with Redbridge Council to agree that your vehicle will not overhang the footway. If the terms of the agreement are broken, a warning may be served which could result in your application being cancelled. Any costs to reinstate the footway will be charged against your property.

There is a £200 charge for the Legal Agreement.

The agreement will be registered as a local land charge in the miscellaneous section of the Local Land Charges Register for the property and will transfer to any new owners when the property is sold.

Frontage of Property

Vehicles must be parked in the property and must not overhang a residential property on to the public highway, as this is an offence under the Highways Act 1980, and may result in legal action being taken against you.

This Council will only grant permission for a footway crossing when the available off road space is large enough to accommodate a vehicle, this requiring a minimum space for end on (right angles to property) parking of 2.4m wide and minimum depth of 3.6m deep and for parallel parking a minimum space requirement of 5.5m wide by 2.4m deep. In all cases the space should be sufficient such that the vehicle to be parked in the space does not overhang the public footway as this would result in enforcement action.
The minimum width for a new footway crossing is 2.44m (flush kerb); including dropped kerb makes a total 3.64m wide. This excludes extensions to existing footway crossings.

Please advise of any lamp columns, trees, shrubs or statutory authority apparatus (stopcock box covers etc) outside the property. Crossings must be at least 0.6m from any tree/street light.

The measurements you indicate are for our guidance. The Council will determine the final location and size of the crossing.

Example:

![Diagram of a proposed crossing with dimensions and labels]

**PLEASE PUT A SKETCH OF YOUR FRONT GARDEN WITH DIMENSIONS ON THE BACK OF THE APPLICATION FORM**