

Domestic Vehicle Crossover - Approval Cover Letter

Your crossover has been conditionally approved. If you wish to proceed, please ensure the following are adhered to:-

1. Check you are happy with the markings.
2. Carry out all the works required to the front garden parking area / front boundary (details below).
3. The paved area must conform to **one** of the following (*otherwise separate Planning Permission will be required*):
 - a) be constructed in permeable material; **or**
 - b) drain to a permeable area, soft landscaping or a soak away within the site and not into any system that leads to a public drain; **or**
 - c) have a hard surface of less than 5m² if it is not permeable and does not drain to a permeable area, soft landscaping or soak away.
4. Materials will not be considered permeable where bedded on an impermeable base.
5. Where the front paved area slopes towards the public highway adequate drainage provision must be provided, for example a drainage channel at the highway threshold connected to a soak away.
6. Even where there may be existing hard surfacing 25% of the front area of the property should have soft landscaping to allow for natural drainage.
7. Treatment to front boundary - the applicant must erect a low (less than 1.0m) wall, fence, or permanent landscaping (up to the extent of the proposed crossover) to physically prevent vehicles crossing over an area of footway that has not been strengthened.
8. Photograph the finished works and send it via post or email to bpatel@hillingdon.gov.uk (Please note if applicable, part of your front wall / fence / hedge must be removed up to the extent of the proposed crossover, and a suitable parking area within your property must be fully completed, **level with the rear of the pavement** and also span at least the width of the proposed crossover location before we can construct the crossover).
9. Return the signed Acceptance Form to vehiclecrossings@hillingdon.gov.uk to enable payment to be taken.

Once we have verification of the completed works to your front garden and boundary; and that full payment has been made, we shall programme the crossover to be constructed within 8 weeks (weather permitting).

Additional Information

Useful guidance can be obtained by searching for 'Paving front gardens' on the websites for:

- I. the Royal Horticultural Society,
(<https://www.rhs.org.uk/advice/profile?pid=878>), or
- II. the Communities and Local Government, www.communities.gov.uk
(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf).

Any surface should have an attractive appearance and it is best to avoid large areas of concrete or tarmac. Where possible keep existing fences and planting to maintain the character of the property. This is also important in order to maintain an attractive street scene and will be a factor in any planning application.

August 2019



**LONDON BOROUGH OF HILLINGDON HIGHWAYS DELIVERY TEAM
QUOTATION FOR THE CONSTRUCTION OF A DOMESTIC VEHICLE CROSSING**

Sanjay Raizada
19 ELGOOD AVENUE,
NORTHWOOD,
HA6 3QL

Contact: Bharat Patel
Telephone: 01895 250442
05/02/2026

HA6 3QL

s_raizada@hotmail.com

Ref. No. **2738**

Re: **VXN Vehicle Crossing New**

Dear Sanjay Raizada

Thank you for your application regarding constructing a vehicle crossing to serve premises at:

**19 ELGOOD AVENUE
NORTHWOOD, HILLINGDON**

A tarmac crossover comprising 3.7m dropped kerb with 2 x 0.9m tapers has been approved and will be installed as marked on the pavement. Please take note of the Approval Cover Letter.

Please take particular notice of point numbers 3 to 8 of the Approval Cover Letter.

- 3 Permeable material and/or drainage requirements
- 5 Eco channel requirements
- 6 25% soft landscaping requirements
- 7 Front boundary treatment requirements
- 8 Photographic evidence of completed driveway requirements

For carrying out the work of constructing a vehicle crossing to the same level as the adjoining footway.

Cost of Crossover Construction : £2000.18

This quotation will remain valid for ninety days from the above date.

PLEASE NOTE: If the property to be served by the crossing has an existing drive or hand standing and this has been built to a level, which is higher or lower than that of the existing footway, no adjustment can be made to the height of the crossing. It will be the responsibility of the applicant to make necessary adjustments within the curtilage of the property.

If you are satisfied with the contents of this letter and wish to proceed with the construction please complete the acceptance form and return this with ticking the box for an online payment link to be sent, or alternatively attach a cheque made payable to the London Borough of Hillingdon with the acceptance form.

Yours sincerely

Bharat Patel

Highways Delivery Team
Residents Services
Civic Centre,
High Street, Uxbridge UB8 1UW
Hillingdon Council



LONDON BOROUGH OF HILLINGDON HIGHWAYS DELIVERY TEAM

**ACCEPTANCE OF QUOTATION
FOR THE CONSTRUCTION OF A DOMESTIC VEHICLE CROSSING**

Sanjay Raizada
19 ELGOOD AVENUE,
NORTHWOOD,
HA6 3QL

Ref: QKERB11512; LN2738

HA6 3QL

s_raizada@hotmail.com

House no. _____ (if different from above)

Address _____

Postcode _____

Your driveway must comply with the conditions of the approval cover letter and the photo of the completed works to be sent to Bharat Patel Email - bpatel@hillingdon.gov.uk for approval, before the crossover works are be constructed.

The fence, wall or hedge must be removed only up to the extent of the proposed crossover and you must ensure the land is level and a suitable hard standing is in place before the crossover can be constructed.

Statement of acceptance

I / We accept the quotation by the Highways Delivery Team for the construction of a Domestic Vehicle Crossing as per the supplied plan/sketch.

I / We understand that no part of the vehicle parked within the property may project onto or over the public footway/highway or block the main entrance of the property. These conditions will be brought to the attention of the new owner/occupant.

Please check carefully that you are happy with the size and position of the crossing before accepting the quotation.

Alterations after the acceptance may cause delays and additional costs.

Please send completed signed acceptance letter to the below.

Name (in Capitals)

Signature

Date

I / We would like to be sent a link to pay online ☐

I / We enclose a cheque for the sum of: £ _____

(payable to the London Borough of Hillingdon)

Email to: vehiclecrossings@hillington.gov.uk **OR**

Sign and post this form to:

London Borough of Hillingdon
Residents Services, Highways Delivery Team
Civic Centre, High Street, Uxbridge, UB8 1UW

Tel: 01895 556112