



Vehicular Crossing over Amenity Greens Policy

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1 Accessibility of Document

Our aim is to make our services easy to use and accessible for everyone.

We will take steps to make any reasonable adjustments needed for you to contact us, access our policies, or any requests to provide responses in other formats.

Depending on the individual's needs, these might include:

- Using larger print, or a specific colour contrast
- Giving more time than usual to provide information or comments on a complaint
- Using the telephone rather than written communication
- Communicating with a person through their representative or advocate
- Arranging a single point of contact
- Having an 'easy read' version of the document

If you would like to contact us about reasonable adjustments or alternative formats, please email edi@dacorum.gov.uk or call us on **01442 228000**

If you prefer to write to us, send your letter to:

**Equality, Diversity and Inclusion Team
Dacorum Borough Council
The Forum, Marlowes, Hemel Hempstead
Hertfordshire
HP1 1DN**

You can find information on Advocacy support here:

<https://www.dacorum.gov.uk/home/do-it-online/contact-us/advocacy-support>

2 What is the goal of the policy?

The aims of this policy are to:

- Balance support for the provision of additional parking opportunities alongside the views of residents who wish to retain green spaces
- Maintain a safe, sustainable and pleasant environment for residents
- Apply consistent criteria when a resident (whether a council tenant or not) applies for a vehicular crossing over a landscaped area managed by DBC Housing Service

3 Who and what does the policy impact?

This policy sets out how Dacorum Borough Council Housing Service will deal with:

- Residents (whether a council tenant or not)

4 Legislation

The legislation listed below will be taken into consideration when implementing this policy:

- Highways Act 1980

5 Supporting Policies or Procedures

This policy links to and should be read in conjunction with the following policies and strategies: Procedures / Guidance / Impact Assessments

- Asset Management Strategy
- Aids and Adaptations Policy
- [Herts County Council – dropped kerb application website](#)

6 EDI Statement

The Council is committed to promoting equality of opportunity. The Council has procedures in place to ensure that all individuals are treated fairly and without unlawful discrimination.

7 Link to corporate objectives

This policy supports the council's corporate priorities which are set out in [‘Delivering for Dacorum – Corporate Plan 2020 – 2025’](#)

- A clean, safe and enjoyable environment
- Providing good quality affordable homes, in particular for those most in need
- Delivering an efficient modern council

8 Policy Statement

We will approve applications for an easement to construct a vehicular crossing over an amenity green if the criteria listed below are met.

We will notify the applicant of our decision within 28 days. If the application is refused then the grounds will be stated.

The applicant may ask for a review of an adverse decision following the procedure below.

If the applicant is not satisfied with how the application/review is dealt with, they can lodge a complaint.

DBC tenants must fulfil separate conditions that apply specifically to the construction of a parking pad within the curtilage of their home.

The Council is required to respond to any local or national restrictions imposed by central government. The administration of this and other Council policies could, therefore, be impacted by a pandemic or other emergency for the period that such restrictions are in operation.

9 Vehicular Crossings over Amenity Greens Policy Detail

9.1 Criteria

An application for an easement to construct a vehicular crossing over a verge, green or other landscaped area will be approved if the following criteria are met:

9.1.1 Parking:

The crossing must not be used as a parking space. The application will only be considered if there is sufficient space within the curtilage of the property for a suitable parking area/pad. The depth of the parking area should be a minimum of 4.8 metres.

9.1.2 Dimensions:

- Steep gradients (slopes) can cause serious problems when entering or leaving the property. The gradient of the crossing must not be steeper than 1 in 10 (10%).
- The width of the crossing should be between 2.4 and 3 metres along its length over the verge, green or other area. This is equivalent to a single width crossing. A wider crossing will only be considered where this will provide a proven safety benefit to the applicant or to others.
- The verge, green or other land that is crossed over should not normally exceed 5 metres in length (this measurement excludes any footpaths). Where the boundary of this piece of land is irregular, the length will be measured as the average. Applications for crossings exceeding this length will be considered, but the Council's approval (providing all other criteria are met) will be subject to the outcome of

consultation with other residents occupying properties adjoining the land in question and with the Planning Department.

- Where approval is given for a crossing exceeding 5 metres in length, the crossing is to be constructed of a porous pavement grid system.

9.1.3 Position:

- The position of the crossing must be at least 10 metres away from a road junction.
- The crossing must not cross over more than two footpaths.

9.1.4 Obstructions

The Crossing will not be approved if:

- There is a parking bay (or other existing off street parking provision), bus stop or lay-by at the proposed access point to the property.
- There is any immovable object on the carriageway or footpath that would prevent construction of the crossing. This includes features such as drainage gullies, trees, telegraph poles and lighting columns.

Where the above criteria are not met and the applicant or a member of the applicant's household has a chronic medical condition that affects his/her mobility, the application may still be considered. However, this will only apply where the criteria in question do not relate to safety issues.

Where approval for a crossing is given, this is subject to all other necessary Planning and Highways approvals being granted.

9.2 Decision

On receipt of an application for a vehicular crossing, we will notify the applicant in writing of our decision within 28 days.

If the application is refused, the notification will clearly state the grounds for refusal.

9.3 Review

The applicant may ask for a review of an adverse decision within 28 days of the date of notification. The request for review needs to be made in writing (by letter or e-mail) and addressed to the Strategic Director of Housing and Property Services. The reason(s) for the review must be clearly stated in the letter or e-mail and any supporting information provided at the same time.

9.4 Complaints

If the applicant is not satisfied with how the initial application or review have been dealt with, he/she may lodge a complaint with the Council which will be investigated within the terms of our complaints procedure.

If the applicant remains dissatisfied following our response to his/her complaint, both at stage 1 and 2, he/she may refer the matter to the Housing Ombudsman Service.

9.5 DBC Tenants

DBC tenants are required to fulfil separate conditions that apply specifically to the construction of a parking pad within the curtilage of their home, so must first complete and submit a request for permission for an improvement for alteration to their home.

There is more information on our website: [Making Improvements to your Home](#)

The first step would be to [Request Improvements or Alterations to your Council Home](#)

We will seek to resolve and respond to the request for review within 21 days. If the matter is complex and requires a longer period of time for investigation, we will inform the applicant of this with a date by which they should expect to receive notification of the outcome.

10 Policy Review

You can find external policies on the Council's website. If a policy has been updated or reviewed, these changes will be shown in the website copy. Internal policies are stored on the Council's intranet (SharePoint) alongside supporting procedures.

11 Appendices

11.1 Appendix 1

Document owner: Property Services

Approval body: HSLT

Directorate: Housing and Property Services

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List all non-executive partners (any team, external body contributing to policy/strategy)

11.2 Appendix 2 - List of Version Control

Revision Date	Previous Revision Date	Previous revision level	Summary of changes	Approved by	Next Review Date
04/04/2024	N/A	Operational	Policy Review	Mark Pinnell	N/A