

Note: References to page numbers are denoted by a **hash-question mark (#?)** as this is a draft document.

SPG3

FORMING AN ACCESS ONTO A ROAD SUPPLEMENTARY PLANNING GUIDANCE NUMBER 3

You may need Planning Permission if you want to form an access on to the road from your property. This leaflet will help you to understand the factors Brent Planning Service will take into account when deciding whether to accept or reject your Planning Application.

The detailed information provided here supplements the policies of Brent's Unity Development Plan (UDP). The UDP is a comprehensive set of planning policies for Brent which form the basis for regulating development across the borough. If your proposal does not conform with the guidelines in this leaflet, you may find that you are refused Planning Permission.

These guidelines do not necessarily apply if the site your Planning Application refers to falls within a Conservation Area or involves a Listed Building. Contact your local Area Planning Team for details.

Please remember, apart from Planning Permission, you may need Building Regulations consent for your scheme (telephone 0208 937 5499 for further information).

This leaflet is one of a series of 18 supplementary Planning Guidance (SPG) leaflets which explain planning guidelines in Brent. A full list of the leaflets is given on the back page for your reference. If you need further information, call your local Area Planning Team. Their number, together with other useful contacts is given on page 9#?.

Two other SPGs may also be useful if you are planning to build an access onto a road: 'Parking in front gardens' (SPG4) and (for major developments) 'Layout standards for access roads' (SPG13).

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Please remember ...

It is an offence for you to form an access from your property onto a road yourself, since members of the public are not permitted to carry out works to the pavement or road. It is also an offence to drive over a footpath which does not have a dropped kerb, or to park a car so it overhangs the pavement.

You will need to ask Brent Council's StreetCare service to build a dropped kerb for you. Telephone them on 0208 937 5050.

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What the UDP says

It is well worth taking into account the policies of the Council's UDP before you submit a Planning Application. If you don't comply with its policies, you will need to set out convincing reasons why your proposals should be approved. If you need a full explanation of the policies and standards given here, please refer to the UDP itself. You can see the UDP at the Brent House One Stop Shop (see page 6) or at your local library.

The following UDP policies may be relevant to your application.

It states in the UDP in policy T7: **"The Council will seek to minimise the construction of new access points onto the borough's strategic roads ..."**

Strategic roads are those that form part of the London-wide network of trunk roads and other important roads that carry longer distance traffic and serve commercial areas. There is a full list of strategic roads on page 4.

The UDP also states in policy T10: **"The Council will normally require all new developments to conform with the Council's standards with regard to access width, junction spacing and radii, visibility and pedestrian facilities ..."**

Relevant Council standards are given on pages 4 to 6.

If you need a full explanation of these policies and standards, please refer to the UDP itself. You can see the UDP at the Brent House One Stop Shop (see page 8) or at your local library.

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Do I need Planning Permission?

You do not need Planning Permission for the dropped kerb itself, but you may need permission for the access on to it. This includes cases where there is a breach in a wall or hedge.

You will need Planning Permission in each of the following circumstances.

- If you want to form an access onto a trunk road (the North Circular Road and slip roads) or onto a classified road (see page 7 for full list).
- If the access would cause a traffic safety problem (see pages 4 and 5).
- If the access is to be formed in connection with works which themselves require Planning Permission.
- If the access is not formed in connection with works which are classed as "Permitted Development" (i.e. works which do not need Planning Permission).
- If the property is in a Conservation Area where special controls apply. Contact the Area Planning Group (see page 8) for details.

You may also need Planning Permission in the following cases.

- If you want to widen an existing access.
- If you are laying out a hardstanding (front parking area) and the property is not a single family dwelling (it may be divided into flats for example) or is in a Conservation Area where there are special controls (in which case you should refer to the design guide for the area).

If you are in any doubt whether you need Planning Permission or not, contact your local Area Planning Team (see page 8).

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Detailed planning guidance

Traffic safety, visibility and visual factors are all important elements in deciding whether a particular proposal should be given Planning Permission.

Traffic Safety

- It is national policy to ensure that trunk roads serve through traffic rather than local traffic, so the formation of an additional access onto a trunk road (the North Circular and its slip roads) will not be permitted.

The Highways Agency (an agency of the government's Department of Transport) is the authority which controls the North Circular and it will normally refuse any applications to form new accesses on to the road. If accesses are formed without Planning Permission, bollards will be installed to prevent their use.

- The formation of an additional access on to Brent's other strategic roads will not normally be permitted. The following are classed as **strategic roads**.

Blackbird Hill

Brentfield

Bridgewater Road

Burnt Oak Broadway

Craven Park (southern arm)

Craven Park Road

Cricklewood Broadway

Dudden Hill Lane

Ealing Road (between Bridgewater Road and Harrow Road)

Edgware Road

Fryent Way

Harrow Road (except between Sudbury Court Drive and Watford Road)

High Road Wembley

High Road Willesden (between Dudden Hill Lane and Willesden Lane)

High Street Harlesden

Honeypot Lane

Kenton Road

Kilburn High Road

Kingsbury Road

Manor Park Road

Neasden Lane (between Blackbird Hill and Dudden Hill Lane)

Salmon Street (between Fryent Way and Blackbird Hill)

Shoot-up-Hill

Sudbury Court Drive

Watford Road

Willesden Lane

- The formation of an additional access onto one of Brent's district roads will not be permitted if the property already has side or rear access. The following are classed as **district** roads.

Abbey Road

Acton Lane

Brentfield Road

Bridge Road

Brondesbury Park

Carlton Vale

Chichele Road

Church Lane, Kingsbury

Church Road

Coronation Road

Craven Park (Northern arms)

Drury Way

Ealing Road

Forty Lane

Great Central Way

Harlesden Road (between Park Parade and Robson Avenue)

Harrow Road (between Sudbury Court Drive and Watford Road)

High Road Willesden (between Neasden Lane and Dudden Hill Lane)

Kilburn Park Road

Knatchbull Road

The Mall

Mordant Road (between Winchelsea Road and Acton Lane)

Neasden Lane (between Dudden Hill Lane and High Road Willesden)

The Paddocks

Park Parade

Pound Lane

Preston Hill

Preston Road

Robson Avenue

Roe Green

Salisbury Road

South Way
Stag Lane
Station Road
Tudor Gardens
Twyford Abbey Road (between Hanger Lane and Coronation Road)
Walm Lane (between Willesden Lane and Chichele Road)
Wembley Hill Road
Winchelsea Road
Woodcock Hill
Wrotesley Road

- The formation of an access may not [be?] permitted if it would be near a pedestrian crossing, on the crest of a hill, on a corner or near a sharp bend, or if the front hardstanding would be too steep.

In order to maximise your chances of gaining Planning Permission for your proposed access, you should also consider the following.

- Dropped kerbs (also known as vehicular crossovers) and access points to residential premises should be three metres wide. Access should be shared between adjoining properties wherever possible. Shared accesses can be up to 4.5 metres wide.
- The depth of the hardstanding should be at least 4.8 metres – and more if the gates to your property are to open inwards away from the road. This ensures that vehicles don't overhand the footpath, which is an offence under the Highways Act.
- It is preferable that you are able to enter and leave your property via the access in forward gear through a carriage driveway arrangement with double access points. Sometimes this arrangement is proposed on front gardens which are too small and this means driving over the pavement, reversing on to the highway and/or excessive loss of front garden space. The front garden should therefore have a depth of at least 9 metres and a plot width of at least 12 metres (see Fig. 1).

Visibility Splays

So that emerging vehicles can see oncoming traffic at driver's eye level (1.05 metres above road level), there should be full visibility from the access point over a defined triangle.

The base of the triangle is taken as the line along the centre line of the side road where the access is to be constructed from the near edge of the

adjoining major carriageway. This is referred to as the 'minor road distance' in the table below (also see Fig. 2).

Type of side road	Minor road distance
New junctions on busier roads (all roads except the quieter residential roads)	9 metres
Less busy roads	4.5 metres
Less busy roads which serve single dwellings or small cul-de-sacs of six dwellings or less	2.4 metres

Fig. 1

The base of the triangle is taken as the line along the near edge of the adjoining major carriageway from its intersection with the centre line of the side road (pointing away from the centre of the road). This is referred to as the 'major road distance' in the table below (also see Fig. 2).

Type of major road	Minor road distance
District or local distributor (see UDP appendix T2)	90 metres
Access road	60 metres

Where the major road is a residential street and there are measures in effect to keep vehicle speeds to 30 mph or under, the major road distance can be reduced as follows.

Speed Limit	Major road distance
30 mph	60 metres
25 mph	45 metres
20 mph	33 metres
15mph	23 metres

Fig. 2

If the major road is one-way, only a visibility splay in the direction of the approaching traffic is acceptable.

In addition:

In the case of lightly used accesses (a driveway to a dwelling or group of dwellings for example), drivers need to see pedestrians clearly over a defined triangle. The width of the triangle is 2.4 metres either side of the access, and the depth is 2.4 metres from the property boundary in the centre of the access.

Fig. 3

Within this triangle, there should be no obstruction over a height of 0.85 metres above road level. If the footpath is likely to be used by small children, the height should be reduced to 0.6 metres (see Fig. 3).

Visual factors

Certain visual concerns may mean that Planning Permission is refused. These particularly apply if the property is in a Conservation Area and/or there is on-street parking space available.

- If the access crosses a grass verge, or affects trees or other parts of the landscape.
- If the access would affect the landscaping of a mature front garden.
- If the access would mean the loss of, or damage to hedges, walls or railings of note.

Fig. 4 Model Plan for Planning Application

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Appendix (classified roads)

The following roads are described as '**classified roads**'.

Aberdeen Road

Acton Lane

Allendale Road

Alperton Lane

Anson Road (between Kendal Road and Chichele Road)

Banister Road

Bathurst Gardens

Beverley Drive

Blackbird Hill

Brentfield

Brentfield Road

Bridge Road

Bridgewater Road
Brondesbury Park (north on The Avenue)
Brondesbury Road
Burnt Oak Broadway
Cambridge Avenue
Cambridge Road
Cambridge Gardens
Carlton Vale
Cavendish Road
Chamberlayne Road
Chapter Road
Chatsworth Road
Chichele Road
Christchurch Avenue
Church Lane, Kingsbury
Church Road (South of Conley Road)
Clifford Gardens
College Road (between Harrow Road and Mortimer Road)
Craven Park (southern arm)
Drury Way
Craven Park Road
Crest Road
Cricklewood Broadway
Cumberland Road
District Road (between Allendale Road and Bridgewater Road)
Draycott Avenue
Drury Way
Dudden Hill Lane
Ealing Road
East Lane
Edgware Road
Elms Lane (from Perrin Road to Harrow Road)
Empire Way
Forty Avenue

Forty Lane
Fryent Way
Grange Road
Great Central Way
Harlesden Road (between Park Parade and Robson Avenue)
Harlesden Road (between Pound Lane and Chambers Lane)
Harrow Road
Harvist Road
Hay Lane
High Road, Wembley
High Road, Willesden
High Street Harlesden
Hillside
Holmstall Avenue
Honeypot Lane
Kendal Road
Kenton Road
Kilburn High Road
Kilburn Lane
Kilburn Park Road
Kingsbury Road
Lancaster Road
Manor Farm Road
Manor Park Road
Maybank Avenue (from The Rise to Harrow Road)
Mortimer Road
Neasden Lane North
Old Church Lane (South of Church Walk)
Oxgate Lane
Palermo Road
Park Lane
Park Parade
Perrin Road
Pound Lane

Preston Hill
Preston Road
Queensbury Station Parade
Robson Avenue
Roe Green
Salmon Street (between Fryent Way and Blackbird Hill)
Salisbury Road
Shootup Hill
Sidmouth Road (between Staverton Road and Chambers Lane)
South Way
St Pauls Avenue
Stag Lane
Station Road
Staverton Road
Sudbury Court Drive
Tanfield Avenue
The Avenue, Wembley
The Avenue, NW6
The Rise, Wembley
Tubbs Road
Tudor Gardens
Walm Lane (between Willesden Lane and Chichele Road)
Watford Road
Wembley Hill Road
Wembley Park Drive
Willesden Lane
Woodcock Hill
Wrentham Avenue

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How do I make a complaint?

If you want to make a complaint about any aspect of the service you receive from Brent Planning Service, you should address your complaint in the first instance to the Complaints Officer.

Brent Council operates a detailed three stage complaints procedure designed to settle as many complaints as possible. If you are unhappy with the outcome you can appeal and a senior manager will deal with your complaint. If you remain unhappy you can go on to appeal to the Council's Chief Executive.

If you do not feel that the Council has dealt satisfactorily with your complaint you can then write to:

The Local Government Ombudsman
London SW1H 9BU
0207 915 3210

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Other Supplementary Planning Guidance (SPGs)

SPG1	Making a Planning Application
SPG2	Commenting on a Planning Application
SPG3	Forming an access onto a road
SPG4	Parking in front gardens
SPG5	Extending your home
SPG6	Satellite dishes
SPG7	Shopfronts and shop signs
SPG8	Advertisements (other than shops)
SPG9	Special needs housing
SPG10	Community safety
SPG11	Non-residential development adjoining residential gardens
SPG12	Access for people with disabilities: designing for accessibility
SPG13	Layout standards for access roads
SPG14	Childcare facilities
SPG15	Medical practice accommodation
SPG16	Special standards for Hassop Road
SPG17	Residential design standards
SPG18	Employment development

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Contacts

Area Planning Group

Brent House
349-357 High Road
Wembley, Middlesex HA9 6BZ

Eastern Team

Covers: Burnt Oak, Cricklewood, Dollis Hill, Kenton, Kingsbury, Neasden, Queensbury and Wembley Park
Tel: 0208 937 5225

Western Team

Covers: Alperton, Park Royal, Sudbury, Wembley and Wembley Stadium Estate
Tel: 0208 937 5241

Southern Team

Covers: Brondesbury, St Raphaels, Harlesden, Kensal Green, Kilburn and Willesden.
Tel: 0208 937 5231

Brent House One-Stop Shop

(information, publicity material etc)
Brent House, 349-357 High Road
Wembley, Middlesex HA9 6BZ
Tel: 0208 937 1220

Open for Planning Advice from 0900 to 1700 Monday, Tuesday, Thursday and Friday and on Wednesday from 0900 to 1900. You are welcome to drop in, but to be certain of seeing the person you want to see it is often better to make an appointment.

For independent planning advice:

Planning Aid for London (PAL)

5 Calvert Avenue, London E2 7JP
Telephone: 0207 613 4435

For an overall guide to the Brent planning system, consult the Brent Planning Handbook. It's available at the Brent House One Stop Shop and local libraries. If you would like a copy sent to you call 0208 937 1220.