



STANDARD HIGHWAY

and

SERVICING REQUIREMENTS

for

DEVELOPMENTS

in the

CITY OF LONDON

Department of Planning and Transportation

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STANDARD HIGHWAY AND SERVICING REQUIREMENTS FOR DEVELOPMENTS IN THE CITY OF LONDON

1. INTRODUCTION

- 1.1 This specification has been produced as a general guide to those promoting development within the City of London. It does not attempt to give detailed requirements for every eventuality, but does give guidelines for those matters which arise most frequently. Throughout this document the post titles and telephone numbers of officers dealing with specific matters are given. **More general guidance on servicing matters may be obtained from the Development Transportation Engineers on (020) 7332 1489/1580, who are also available for attendance at meetings called to discuss specific proposals.**
- 1.2 Developers are encouraged to address servicing matters at an early stage to ensure that these requirements are being satisfactorily addressed, before designs become too fixed. It is helpful if drawings can be sent in before the date of any meeting, so that prior evaluation of the need to involve other officers of the City is possible.

2. HIGHWAY WIDENING LINES

- 2.1 The only street which has a prescribed highway widening line, as shown in the UDP, is London Wall. Depending upon the details of any development, however, minor highway alterations may become necessary to alleviate a particular local problem. The need for any such localised improvement will only become apparent as the development scheme is progressed.

3. HIGHWAY ALTERATIONS

- 3.1 **THE GENERAL PRESUMPTION IS THAT EACH REDEVELOPMENT SCHEME WILL BE BUILT ENTIRELY WITHIN EXISTING HIGHWAY BOUNDARIES AND WILL RESPECT EXISTING HIGHWAY LEVELS.** The granting of a planning permission showing alterations to the public highway gives the applicant **NO RIGHTS OVER THE PUBLIC HIGHWAY** without the necessary associated (and separate) consents from the City both as Highway Authority and, where appropriate, as land owner. Any developer considering the possibility of associated highway works must ensure that the proposals are likely to be acceptable in highway and land ownership terms **BEFORE** applying for planning permission. Major highway alterations will almost certainly involve the applicant entering into a legal agreement with the City before such works may commence.
- 3.2 Where a developer wishes to carry out associated environmental improvements upon the public highway adjacent to the proposed development, this will generally be welcomed, provided that it is understood that the public highway in the City has its own 'image' and is not to be treated as an extension of the adjacent

development site. The City has prepared a City Streets Manual and advice can be obtained from the Corporation's Street Scene Section. Detailed specification will be found in the "**Standard Specification for Civil Engineering Works for the City of London**"; copies of which may be obtained from the Highways Division of the Department of Environmental Services.

- 3.3 All works on the public highway must be undertaken by **the Corporation's term contractor**. They will normally be controlled by the Director of Environmental Services on a rechargeable basis. For larger schemes, undertaken by legal Agreement, it may be acceptable for the developer to employ an approved contractor directly - **but under the supervision of the Director of Environmental Services**.
- 3.4 **Service lay-bys and taxi drop-offs will NOT BE CONSIDERED** owing to the potential for misuse by parked cars.

4. STOPPING-UP OF HIGHWAYS

- 4.1 Where it is desired to stop-up part of the highway to enable development to proceed, it will be necessary to obtain a Highway Stopping-up Order using the provisions of the Town and Country Planning Act 1990.
- 4.2 The statutory procedure is time consuming and applicants are advised to allow 6 months to complete the process in the case of simple unopposed Orders. Should there be any unwithdrawn objections to the proposed Order, the time scale becomes unpredictable, especially if a Public Inquiry is called.
- 4.3 Stopping-up Orders are now processed by the City and, when unopposed, made by the Town Clerk.
- 4.4 The Development Transportation Engineers on (020) 7332 1489/1580 are the contacts in the Department of Planning and Transportation on all matters regarding the stopping-up of highways and footpaths. The necessary application form SU1 may be obtained from those officers.
- 4.5 The formal procedure will not commence until all matters of detail have been satisfactorily resolved. **Applicants cannot either pre-empt the making of an Order or apply retrospectively. A developer will usually not be granted a hoarding licence to carry out works in or upon the public highway until the Order has been made** [see Section 16]. However, such a licence may be issued if the Director of Environmental Services is satisfied that the part of the highway to be stopped up remains visible from outside the site until the stopping up Order has been made.

5. LEGAL AGREEMENTS

- 5.1 The Development Transportation Engineers on (020) 7332 1489/1580 deal with legal Agreements regarding the highway aspects of developments in the City and can advise accordingly. Enquiries regarding the property implications of

developing over or under the highway should be addressed to the Head of Property Services of the City Surveyor's Department on (020) 7332 1885.

- 5.2 It should be borne in mind that it can take some months **FOLLOWING THE GRANT OF PLANNING PERMISSION** to finalise a legal Agreement and **developers are advised not to plan to start highway works before an Agreement is in place.**

6. EXISTING HIGHWAYS

- 6.1 Doors which open outwards over the public highway are forbidden by Section 153 of the Highways Act, 1980. **Where an escape door is required to open outwards it must be suitably recessed. The City has no power to waive this statutory requirement.**
- 6.2 Trap doors opening directly from vaults under the footway are dangerous **and will not be permitted even as emergency exits only.** Alternative means of escape must be sought.
- 6.3 Where a staircase within a development would otherwise lead directly from the public highway, it must be gated and an adequate landing be provided within the curtilage of the site to enable the gate to be opened safely inwards.
- 6.4 Footways, where damaged following redevelopment, must be reinstated at the developer's expense in accordance with prevailing policy for new highway paving.
- 6.5 Surface water from the development must be intercepted and drained without being allowed to flow over the public highway.

7. TRANSPORT ASSESSMENT

- 7.1 For larger developments in the City (typically in excess of 30,000 sq metres gross office floor space) developers will be expected to lodge with their planning application a Transport Assessment based upon the format described in government guidance.
- 7.2 The circumstances in the City dictate that it will be necessary to concentrate the Assessment on:
- (1) the capacity of the public transport network to accommodate the increased patronage of the development:
 - (2) the adequacy of the servicing facilities to accommodate the peak accumulation of goods vehicles:
 - (3) the accommodation of taxis and limousines that will be attending the site, and
 - (4) the adequacy of the pedestrian routes between the site and the public transport facilities.

- 7.3 Applicants are encouraged to submit a scoping report prior to producing the Assessment
- 7.4 All Transport Assessments should include details of a Travel Plan for the proposed development.

8. PROJECTIONS

- 8.1 Where structural parts of any building project, either over or under any part of the public highway, the building owner will need to apply to the City for a highway Projection Licence. The Engineer, (Development) on (020) 7332 1489 can supply an **application form** and **Information Pack**, in which details will be found.
- 8.2 **Appendix A** shows in general terms only the appropriate minimum dimensions in respect of both headroom and space for the running of services beneath the footway. The 2.75m dimension applies only to minor and removable projections above a footway; any major habitable projections (which are now licensed for the life of the building) cannot be approved with headroom of less than 5.3 metres above any part of a highway. **No projection of any kind is permissible below 2.75 metres.** Outward opening windows, lanterns, hanging baskets, bay windows, window security grilles, blinds and shop signs have been known to cause problems in this regard.
- 8.3 No columns will be permitted to be erected on the public highway.
- 8.4 **A projection licence by itself gives the applicant no property interest in either the air space above or soil beneath the public highway.** The owner should consult the Head of Property Services in the City Surveyor's Department on (020) 7332 1885, especially where habitable space is proposed.
- 8.5 **Existing vault licences expire upon redevelopment.** Where previously existing vaults are to be retained in a new development the developer will need to apply for a **new licence** which will relate to the new planning permission and will need to comply with the dimensions set out in Appendix A.
- 8.6 All structures spanning or supporting streets are required to undergo technical approval by the City as highway authority as well as any other checks under building control. A **Technical Approval** procedure is operated by the Director of Environmental Services, who will be notified by the Chief Planning Officer when an application for a projection of this type is received. No projection licence for structures below streets will be issued until technical approval has been granted. The developer must demonstrate to the satisfaction of the Director of Environmental Services, that any existing vaults or structures to be retained have the capacity to support the current highway loading requirements and seek the Technical Approval for that assessment
- 8.7 Where previously existing vaults under any street are no longer required in a new development it is a statutory requirement of the Greater London Council (General Powers) Act, 1986, that the Corporation's consent is required to infill vaults etc and

for the demolition of works under a street. It would be a requirement of such consent that the structure is broken out to a depth of 1.2 metres below the highway and the void backfilled in accordance with the “**Specification for Filling Works**”, a copy of which can be obtained from the Highways Division of the Department of Environmental Services on (020) 7332 3953. **Redundant vaults may not simply be bricked-off and abandoned.**

9. CLEANING CRADLES

- 9.1 The use of suspended cradles for window and façade cleaning above the public highway **and City walkways** causes particular problems in the City, both to cradle operators and members of the general public beneath. There have been accidents involving cradles either falling or descending too low and being struck by passing traffic, as well as countless complaints from the general public regarding splashed and spoilt clothing.
- 9.2 Building owners need to be aware that **Bye-laws have been in force since 1952** in the City governing the cleaning of buildings from cradles. No cradle may be operated over a City street (either carriageway or footway) between the hours of 0830 and 1730 on weekdays. At weekends and outside these hours there are stringent requirements regarding the protection of the highway from falling water. In certain locations it may be necessary to close the street before cleaning operations may be safely carried out. It takes from 2 to 10 weeks, depending on location, to obtain authorisation **upon EACH occasion.**
- 9.3 The Highways Division of the Department of Environmental Services (020) 7332 3953 will need to be consulted and to approve the method statement for all cleaning operations over the public highway. **Rigging and de-rigging may not be undertaken upon the public highway.** The system itself will require a projection licence from the Engineer, (Development) (see paragraph 8.1 above).

10. CITY AND RIVERSIDE WALKWAYS

- 10.1 Certain developments may fall within the ambit of the City Walkways Network & Riverside Walk Map (9.5 in the Unitary Development Plan). This network will be safeguarded in all such developments.
- 10.2 By agreement, minor alterations in alignment may be acceptable at the planning stage. A separate specification relating to detailed requirements is available from the Engineer (Development) on (020) 7332 1489.
- 10.3 That post holder also deals with the formalities of ‘Declaration’ and will need to be involved at an early stage, especially where either diversion or discontinuance are involved; such formalities usually take 3-4 months to complete.
- 10.4 In order to provide better access to City Walkways the provision of lifts and escalators is encouraged in selected locations. It is important that buildings are managed in such a way as to ensure that staff will be available both to switch such

facilities on and off and also to monitor the emergency telephones, so as to be able to respond immediately to any distress call. **A lift/escalator management method statement must be agreed prior to the grant of planning permission.**

- 10.5 The Group Engineer (lifts) in the City Surveyor's Department on (020) 7332 1733 must be involved at an early stage in the planning details of either lifts or escalators.

11. WASTE STORAGE AND COLLECTION

- 11.1 The provision of adequate waste storage and collection facilities is a legislative requirement for new developments and buildings where structural alterations and change of use is proposed. In Conservation Areas the need is even more important if we are to avoid the placing of sacks of offensive matter directly upon the highway to await collection.
- 11.2 **Ideally centrally provided, internally connected and easily accessible street level waste storage facilities should be provided in all developments.** Restaurants and wine bars pose particular problems due to the quantity and nature of their waste.
- 11.3 Where full off-street servicing can be provided it is essential to allow for a headroom of 4.75 metres at entry and roadways to the service area and 5 metres in the bay where skips are lifted onto the truck. **It is important to ensure that subsequent fitting-out does not compromise these dimensions with pipes, cables and ventilation trunking.**
- 11.4 Cleansing Services must be consulted and approve all matters relating to waste storage and collection. These facilities will be the subject of a condition attaching to the grant of planning permission.
- 11.5 The Superintendent (Waste Collection Services) should be contacted on (020) 7236 9541 Ext 2243 prior to making a planning application.

12. SERVICING

- 12.1 Owing to the cramped position of many sites in the City, there are no hard and fast rules governing the provision of off-street servicing. It will, however, be insisted upon in larger developments where space permits and where on-street servicing would cause unacceptable obstruction to other traffic - **especially on the UDP Strategic and Distributor road network.** Generally off-street servicing should be provided unless there are strong reasons to the contrary.
- 12.2 Headroom in the service area should conform to paragraph 11.3 above.

- 12.3 Where a central service area is provided a **service corridor at least 2 metres wide with splayed corners** must be provided within the development linking it to all elements, especially retail and wine bar/restaurant units.
- 12.4 **All vehicles must enter and leave the site in a forward gear. Service or car parking bays requiring vehicles to reverse in from or out onto the street are unacceptable on road safety grounds.**
- 12.5 **TURNTABLES WILL NOT NORMALLY BE PERMITTED AT STREET LEVEL**, but may be provided at other levels in conjunction with a vehicle lift or ramp.
- 12.6 Where a ramp is provided the gradient must not exceed 10%. In addition, a level standing of 3 metres (5 metres if also used by lorries) at the street end must be provided within the site, i.e. **behind the back edge of footway**.
- 12.7 A similar level standing area must be provided within the curtilage of the site in front of any vehicle lift sufficient to cater for the longest size of vehicle that the cage can accommodate.
- 12.8 All vehicular access points to the site **must respect existing highway levels**, be at back-of-footway levels and designed in accordance with the drawing at **Appendix B**. Where the highway is not level across the opening, particular care is needed to ensure that headroom is not compromised and that any warping takes place within the site. **The highway cannot be altered to suit each and every development in the City.**
- 12.9 Pedestrian/vehicle visibility splays must be provided either side of all vehicle access points.
- 12.10 The Engineer Development on (020) 7332 1489 should be consulted on all matters relating to servicing.

13. CAR PARKING

- 13.1 Car parking standards are prescribed in the UDP and will be applied rigorously to all developments in the City. There is an excess of space available in public off-street car parks and the City is committed to reducing the incidence of Private Non-Residential parking. Upon redevelopment, sites with existing basement car parking in excess of current standards cannot expect to retain that provision. **Temporary car parks on land awaiting development will not be approved.**
- 13.2 The maximum UDP office car parking provision (including service vans and disabled spaces) is one per 1,500 sq metres gross floor area. If any car parking is provided then there is a requirement in the UDP to provide at least one motor-cycle space per 750 sq metres gross floor area. A detailed parking layout, showing individual spaces and turning areas, is required before approval.

- 13.3 For residential developments in the City the current maximum UDP standard is one car parking space per two residential units. This will not be insisted upon - particularly in conversions where space is not available; **but applicants should be aware that the City has never designated residents on-street parking bays and that shortly the few residents parking bays inherited from adjacent boroughs following the boundary changes will be converted to public meters.** For hotels the maximum allowable car parking provision is one space per 20 bedrooms, **for use by service vehicles only.** No provision will be made for guests or employees, other than for disabled people.
- 13.4 Ideally the headroom in car parks should not be less than 2.3 metres, particularly where vans will share the spaces. Car accesses will need to comply with the requirements in paragraphs 12.4 - 12.9 above. Restricted headroom will need to be indicated by appropriate signing.
- 13.5 A standard Planning Condition may be applied to all developments with extensive paved areas stating that **“No part of the site or building shall be used for the parking of motor vehicles unless specifically approved for that purpose in writing by the Common Council”.**
- 13.6 Cycle parking is essential for office developments, where one racked cycle space should be provided and maintained for every 250 sq metres of gross office floor space. Changing and showering facilities are also required. In residential developments one secure and covered cycle space should be provided for every dwelling unit.
- 13.7 The Engineer (Development) on (020) 7332 1489 should be consulted on all matters relating to car parking.

14. STREET LIGHTING

- 14.1 Wherever possible within the City **street and walkway lighting fittings are mounted directly on the face of buildings.** The Group Engineer (Mechanical and Electrical Services) in the Department of Environmental Services on (020) 7332 1102 must be contacted at an early stage to agree detailed positions and connections.
- 14.2 Architects will need to consider the effect of street lighting upon the elevation of a building, particularly where up-lighters or other such ornamental lighting is in prospect.

15. SEWERS

- 15.1 Details of the location and suitability of local sewers can be obtained from the Senior Engineer, Drainage Services on (020) 7332 1105.
- 15.2 Where the proposals involve construction work either above **or within 3 metres of** a public sewer, Thames Water Utilities require that the developer enter into a

Building-Over Agreement. Advice on this can also be provided by Drainage Services.



16. DEMOLITION AND CONSTRUCTION

- 16.1 Following planning approval and once the details of either demolition or construction of any development is being considered, the main point of contact on highway matters is Bob Broughton on (020) 7332 3578 in the Department of Environmental Services.
- 16.2 A separate document entitled “**Guidance Notes for Activities on the Public Highway in the City of London**” is available from him; this details all aspects of the construction phase and their relationship to the public highway.
- 16.3 Many buildings in the City have existing street lighting fittings on their façades. These must be taken into account when demolition is being planned. The Group Engineer (Mechanical and Electrical Services) on (020) 7332 1102 must be contacted to arrange for the removal of these fittings and for alternative temporary lighting to be installed. This work may take up to 3 months to organise and must be completed before the demolition scaffolding is erected. **Unauthorised removal of live street lighting may have Health & Safety implications.**
- 16.4 A significant area of the City around St Paul’s Cathedral comes within the “Prescribed Area” as defined in the City of London (St Paul’s Cathedral Preservation) Act 1935. This is shown on the map at Appendix C. For developments within this area The Development Support Services Officer on (020) 7332 1150 should be consulted regarding the possible need to give prior written

notice before commencement of deep level or intermediate works to the City and to obtain the approval of the Dean and Chapter of St Paul's Cathedral.

- 16.5 Temporary works to support deep basement walls and excavations adjacent to the street will require the **Technical Approval** of the Director of Environmental Services

FURTHER READING

- 3.2 “Standard Specification for Civil Engineering Works for the City of London”
- 8.1 Projection Licence “Information Pack”
- 8.6 “Specification for Filling Works”
- 10.2 “City Walkways, Guidance Notes”
- 16.2 “Guidance Notes for Activities on the Public Highway in the City of London”

DIRECTORY OF CONTACTS

Department of Planning and Transportation

- (020) 7332 1580 **Richard Sapsted, Development Transportation Engineer & Emmanuel Ibinola, Development Transportation Engineer**
1489 Vehicle servicing, Highway projection licences, City Walkway declarations and Highway stopping-up Orders.
- 1150 **Colin Green, Support Services Officer:** St Paul’s Cathedral Preservation Act matters.
- 1708 **Sue Bacon, Planning Officer:** tables and chairs on public highways.

Department of Environmental Services

- (020) 7332 3578 **Bob Broughton: Technical Surveillance Officer,** all engineering matters during the construction phase.
- 1102 **John Burke, Group Engineer,** all street lighting matters.
- 1733 **Tony Manning, Group Engineer, (Lifts):** City Walkway lifts and escalators.
- 1105 **Martin Coulthard, Senior Engineer, (Drainage):** all sewer inquiries and ‘Building Over’ agreements.

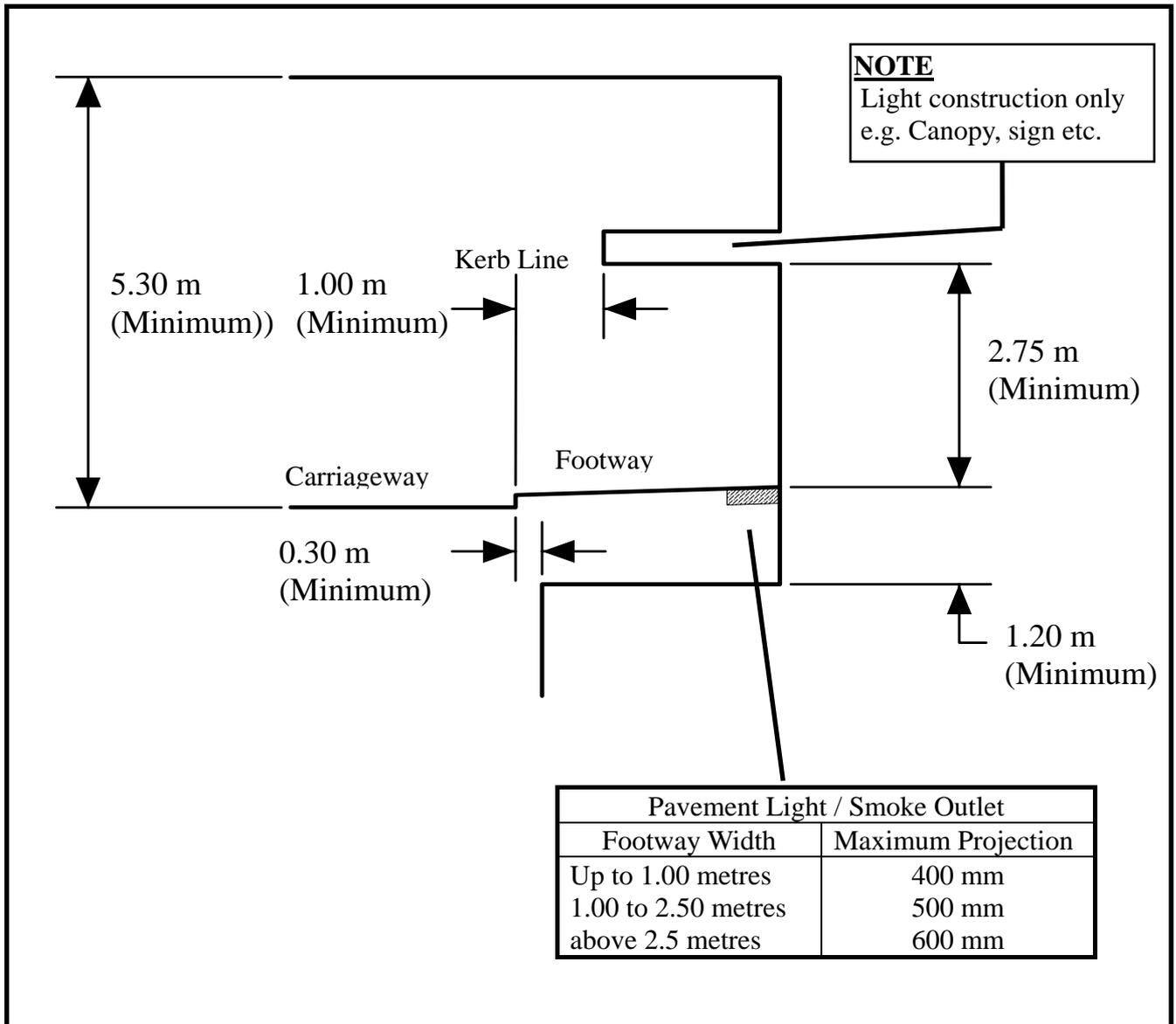
City Surveyor

- (020) 7332 1885 **Andrew Wild, Head of Property Services:** all property aspects of highway boundary alterations and projections.

Cleansing Department

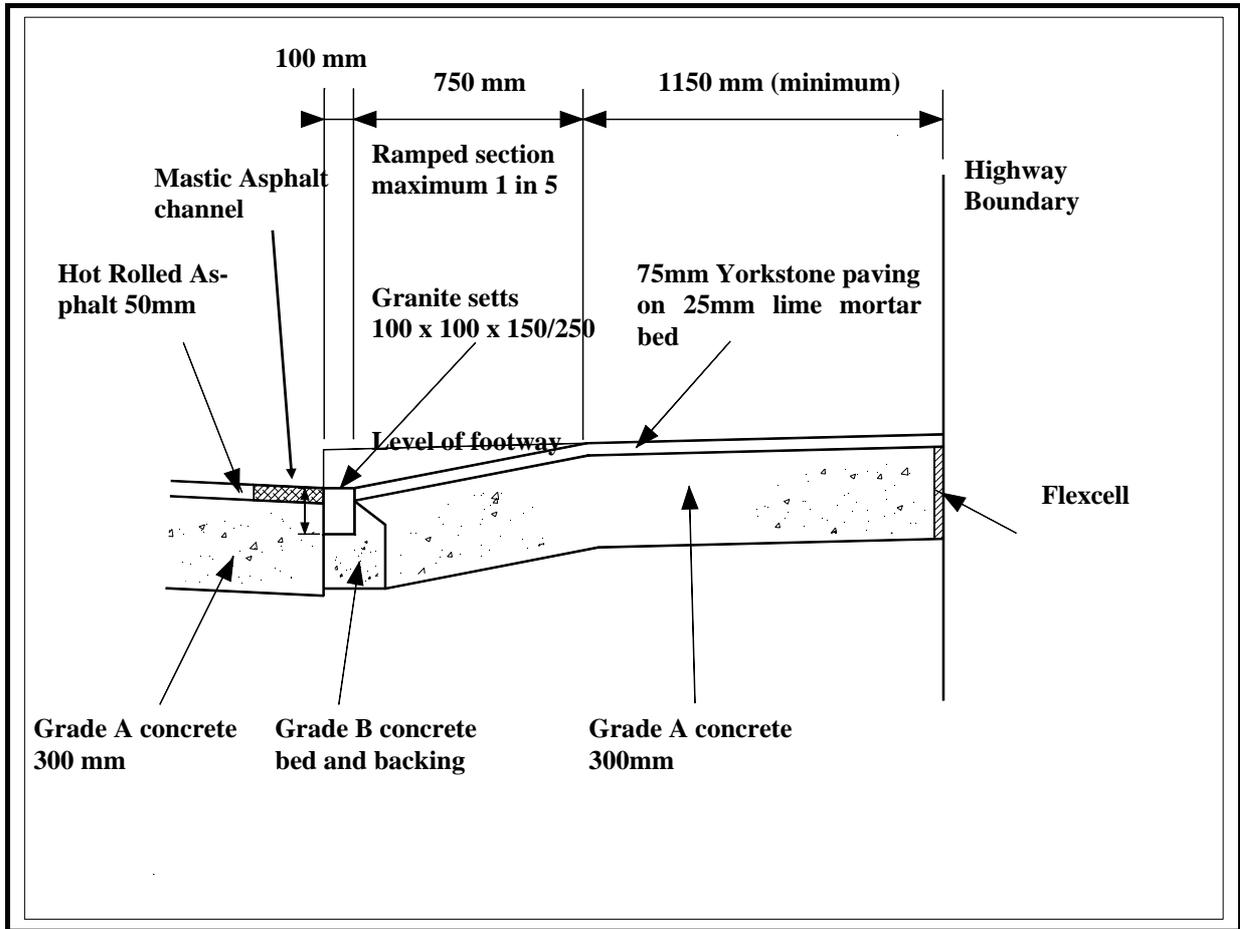
- (020) 7332 2243 **Terry Chown, Superintendent:** all matters relating to waste storage and collection.

APPENDIX A



Dimensions of Permissible Projections (See Section 8)

APPENDIX B



Standard Footway Crossover
(See Section 12.8)

