

## Application for vehicle crossing permit

### (Whangarei District Council Public Places Bylaw - Vehicle Crossings over Footways)

(This form is not required for a subdivision)

#### Part A – General

(To be completed in all cases, ticking each box as appropriate. The **applicant** must be the owner of the land, or the lease-holder, or a person who has agreed either conditionally or unconditionally to purchase the land or any leasehold)

#### Application type

- 1  Vehicle crossing permit only.
- 2  Application linked to a building consent no \_\_\_\_\_

#### Applicant

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

#### Agent

Name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_

#### Site

Street/Road no \_\_\_\_\_ Road name \_\_\_\_\_  
Town or area \_\_\_\_\_

#### Legal description

Valuation roll no \_\_\_\_\_ Lot \_\_\_\_\_ DP \_\_\_\_\_

#### Crossing(s) required

##### Location

- 1  Urban  
2  Rural

##### Type

- 3  Residential  
4  Commercial  
5  Other \_\_\_\_\_

##### Surface

- 6  Concrete  
7  Sealed  
8  Chip Seal  
9  Hot mix  
10  Metalled  
11  Other \_\_\_\_\_

#### Full description and intended use of the project

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Name of person who will be constructing the crossing

\_\_\_\_\_

*Please print*

#### Office use

LLP \_\_\_\_\_  
Property ID \_\_\_\_\_ Classified \_\_\_\_\_  
Account no 510043-129  
Receipt no \_\_\_\_\_ Date \_\_\_\_\_

## Part B - Other authorisations

(To be completed in all cases ticking each box as appropriate. Where other authorisations are required then the appropriate documentation **must** be included with this application.)

- 1  Is the crossing to be constructed under a state highway?  
If yes then written approval from Transit N.Z. is required.
- 2  Is the crossing to be constructed across a railway line?  
If yes then written approval from Tranz Rail Ltd is required.
- 3  Is the crossing servicing a property with more than one road boundary, for example, a corner site, road at front and rear of the site, etc?  
If **yes** then clearly identify all road boundaries inclusive of street/road name(s) on the sketch plans.
- 4  Is there already an existing crossing provided for the property?  
If **yes** then clearly identify the existing crossing on the sketch plans and advise whether it is to be removed or retained. If it is to be retained then provide supporting documentation in justification of your reasons for Council's consideration.
- 5  Is it necessary to construct the crossing over adjacent property?  
If yes then written approval from the property owner(s) affected is required.
- 6  Is a temporary crossing required?  
If **yes** then clearly identify the location on the sketch plans.
- 7  Are there existing vehicle crossings next to this crossing - if so how close; indicate on your sketch as per example sketch.
- 8  None of the above is applicable to this application.

## Part C - Key personnel

### Correspondence

All correspondence is to be directed to the  **Applicant**  **Agent** as noted on the first page of this application form.

### Note

If **agent** is noted, then it is the agent's responsibility to pass all council's correspondence, notices, certificates, etc, to the applicant as appropriate.

Signed by/for and on behalf of the applicant (*Delete as appropriate*)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Guidelines for completion of an application for vehicle crossing permit

### Procedure

- 1 All drawings are to be provided in **duplicate**.
- 2 Copies of Council locality plan or service sheet for the area are to be provided, marked with the planned entry location and dimensioned.
- 3 Copies of the proposed entrance, as per the example given are to be provided as part of the application.
- 4 The drawings must include boundaries, existing and proposed services, pipe sizes and materials, buildings, property features, all appropriate site measurements and position of existing vehicle crossings in relation to that proposed in this application.
- 5 Please state any conditions that you are aware of that could create safety problems with regard to the access i.e. does the traffic on the road being accessed regularly exceed the speed limit is the access on the crest/ brow of a hill.

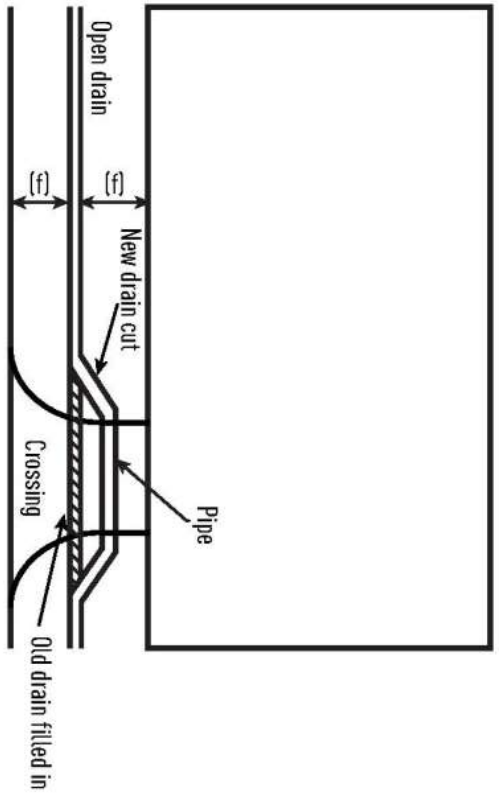
**Note** To avoid time delays and additional trips to the site by Council, you must ensure all the dimensions are shown and the drawings are correct and in **duplicate**, before submission.

All information provided must be accurate and true. Should any information be found to be inaccurate at inspection time, then the consent may be withdrawn and the applicant asked to reinstate what was there originally.

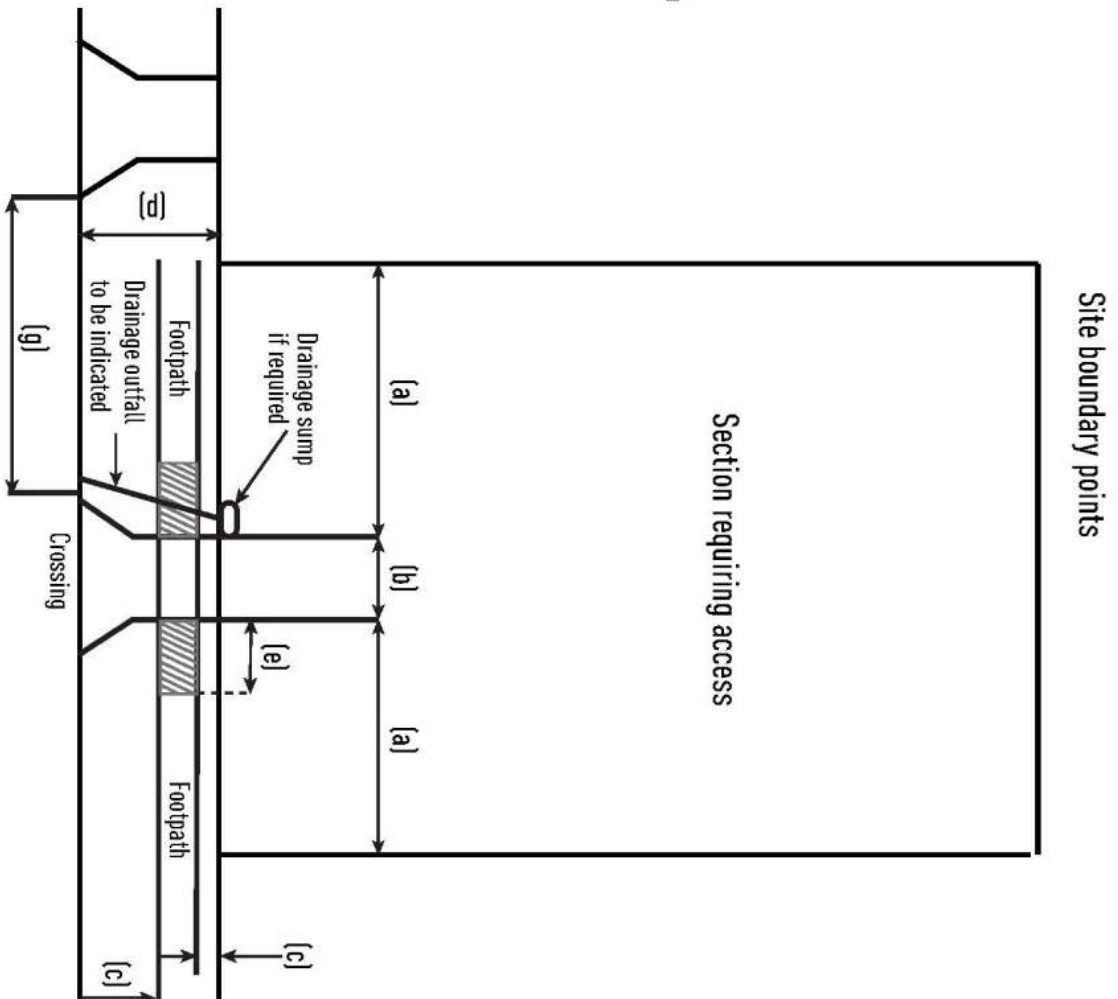
### Post approval/work stage

- 6 When ready for inspection, the applicants must arrange for an inspection by contacting the relevant person indicated on the consent letter.  
  
It is the applicant's responsibility to ensure two copies of the 'as built' drawings are supplied before the inspection takes place, to enable the drawings to be verified on site.  
  
***This is one of the primary reasons for the inspection and should the drawings not be available at the time of inspection an additional inspection will be required at the applicants cost.***
- 7 A final inspection may be required after the work on site has been completed. This should be discussed with the inspector at the time of the first inspection.
- 8 Any excavations left open for viewing by a council officer are the responsibility of the applicant and it is up to the applicant to ensure compliance with all health and safety requirements

# EXAMPLES



- (a) Access location on boundaries
  - (b) Access width and method of stormwater control
  - (c) Footpath location to boundaries
  - (d) Boundary to road edge dimension
  - (e) Tie in footpath (1:12 maximum slope)
  - (f) Drain/watertable location
  - (g) Distance to neighbouring/abutting driveway
- NOTE:** Adjacent driveways cannot exceed 6m maximum combined width



Not To Scale

## Utility connections and road crossings (for all works other than resource consents)

To aid Council's processing procedure and hence reduce the time spent and potential cost to the applicant; please provide all the information requested and if in any doubt, arrange to meet with other building officers, to resolve any difficulties.

### Steps to obtain the approved connection/crossing

#### 1 Application form

Fill in the prescribed application form, ensuring all items are correctly completed. Provide all the relevant drawings, copies of Council's service sheets and other details requested (all in duplicate).

#### 2 Submit form to Council

Submit these documents to a Customer Services Officer for checking with you. This will help indicate any omissions in your application.

- (It should be remembered however, that it is the applicant's responsibility to ensure all items are correct and covered in the application).

#### 3 Approval/suspension

If the information is correct and the application complies, approval will be granted to commence building work. Should an application be suspended, the applicant will be advised accordingly in writing.

Once the suspension has been resolved, an approval may be given.

#### 4 Inspection requirements

It is the applicant's/agent's responsibility to request necessary inspections, (see over) giving a minimum of 24 hours notice to ensure compliance with various regulations and specific council engineering requirements.

Council will endeavour to accommodate all inspection request timetables, but note that the more notice given, the more certainty of officer availability.

#### 5 Inspection types

The following inspections must be carried out by an authorised council officer/agent

Application type	Inspection 1 To check on physical connection, pipe tests, workmanship, compliance & primarily verify 'AS BUILT' drawings	Inspection 2 Compaction tests, ground reinstatement, final completion inspection
Utility Connection - Water	✓	✓*
- Stormwater	✓	✓*
- Sewer	✓	✓*
- Vehicle Entrance Crossing	✓	✓*

\* Or as indicated by the officer

#### Inspection 1

The applicant MUST ensure that copies of 'AS BUILT' drawings are available on site and correct, for this inspection. If drawings are not available on site, an additional inspection will be required at the applicant's cost.

#### Inspection 2

Will be at the discretion of the inspecting officer and can be discussed at the time of the first inspection.

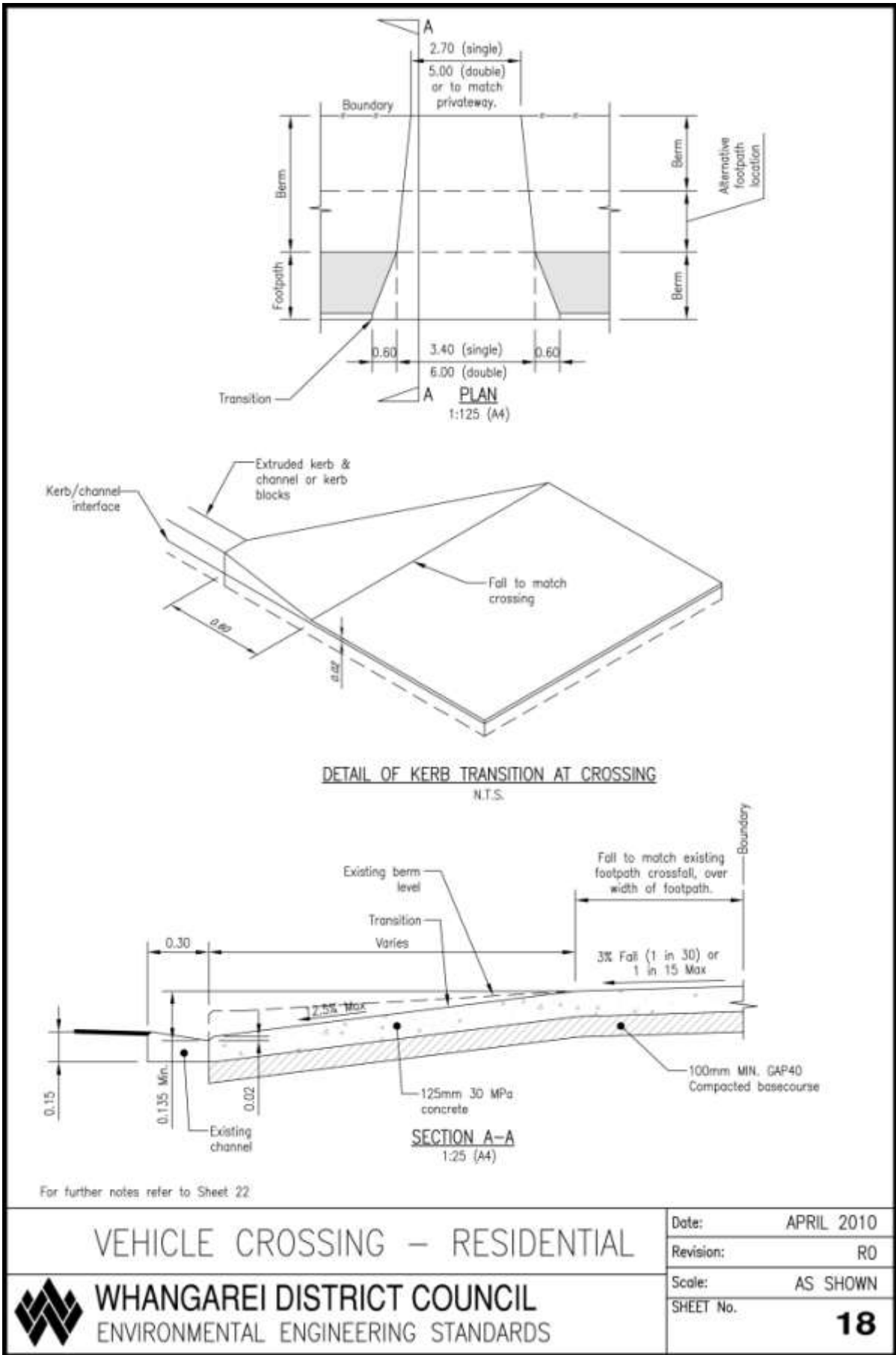
## **6 Letter of completion**

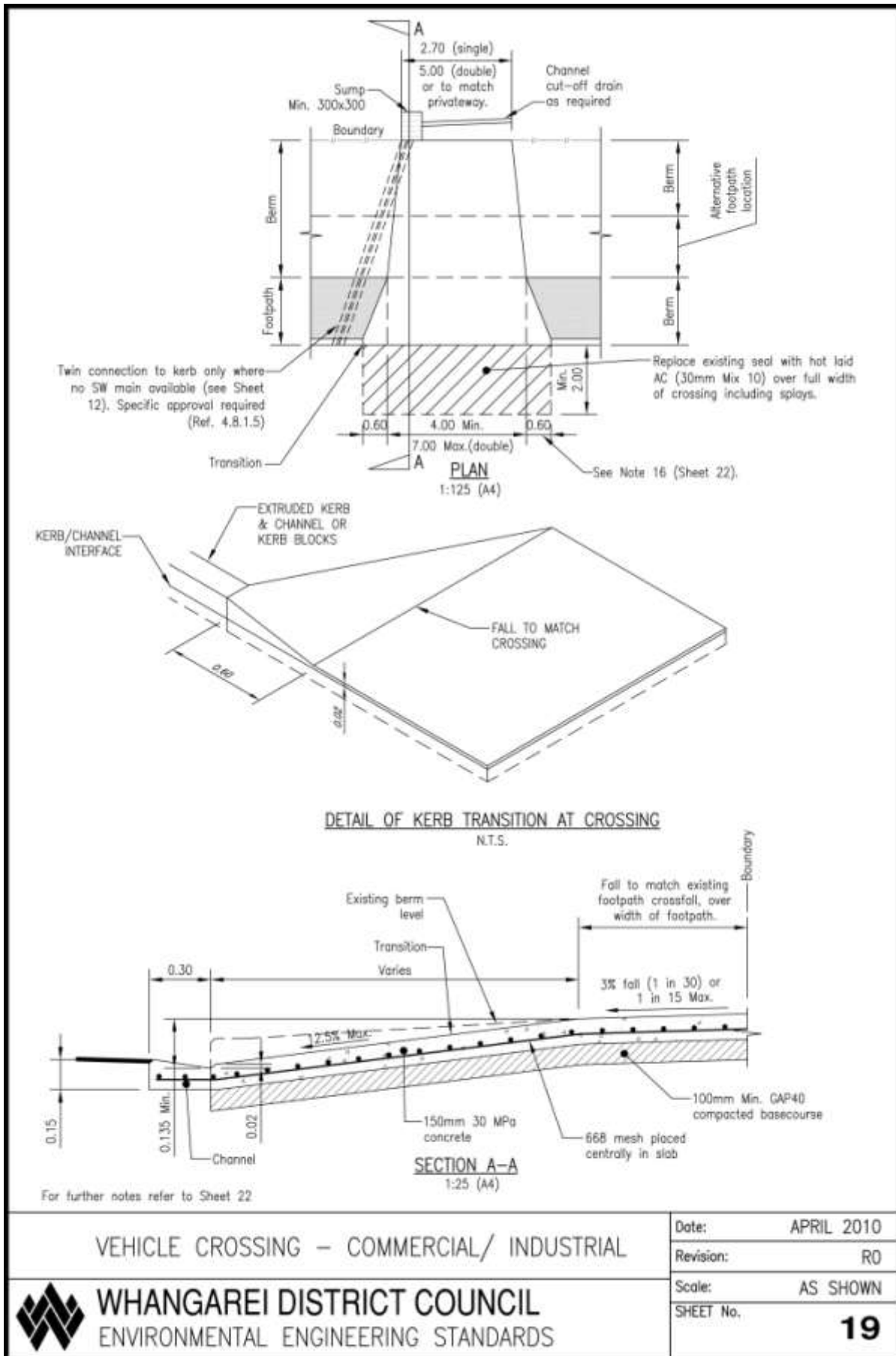
A letter will be sent to the applicant confirming that Council has approved the completed work. Any connection/crossing that does not receive such a letter will be considered incomplete and remain the responsibility of the applicant. If the applicant fails to complete any outstanding work within 10 working days of receiving written notice to do so by Council, such work may be completed by Council or its agent and become a charge to the applicant

## **7 Fees**

An initial fee is payable upon application. Inspection and processing fees will be payable on an hourly rate basis.

Once any utility connection has been installed and approved Council is deemed to accept ownership of it, (excluding vehicle crossings or pipelines within easements in favour of other parties).

**Sheet 18 Vehicle Crossing - Residential**


**Sheet 19 Vehicle Crossing – Commercial/Industrial**


VEHICLE CROSSING – COMMERCIAL/ INDUSTRIAL

Date: APRIL 2010

Revision: RO

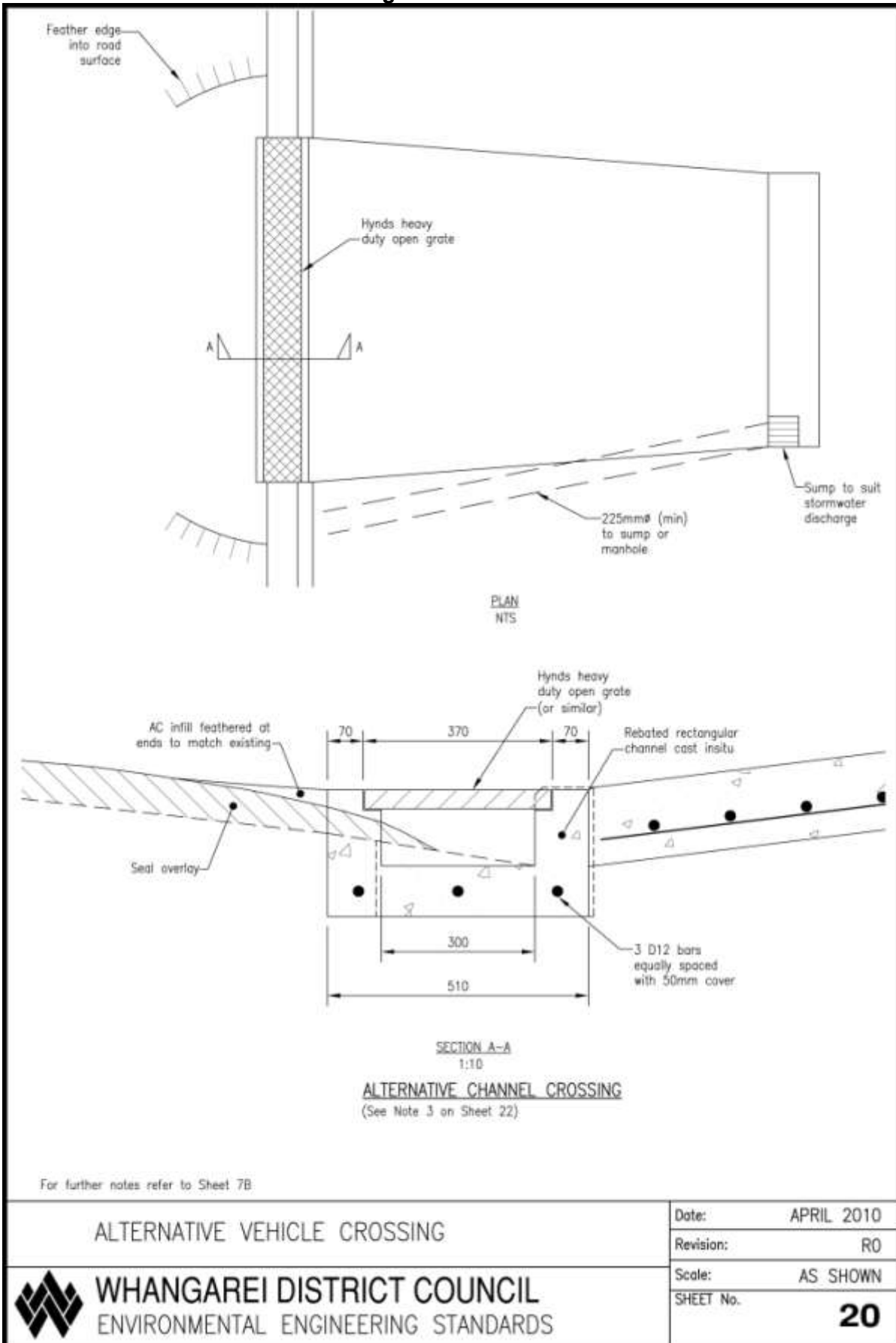
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 SHEET No. **19**

**WHANGAREI DISTRICT COUNCIL**  
 ENVIRONMENTAL ENGINEERING STANDARDS

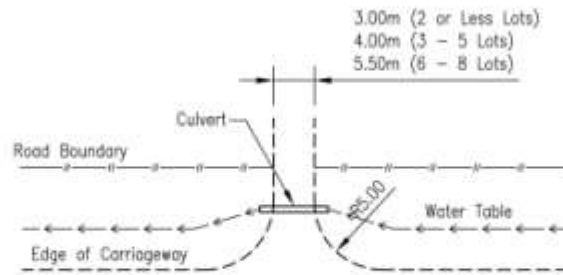
WDC 8036



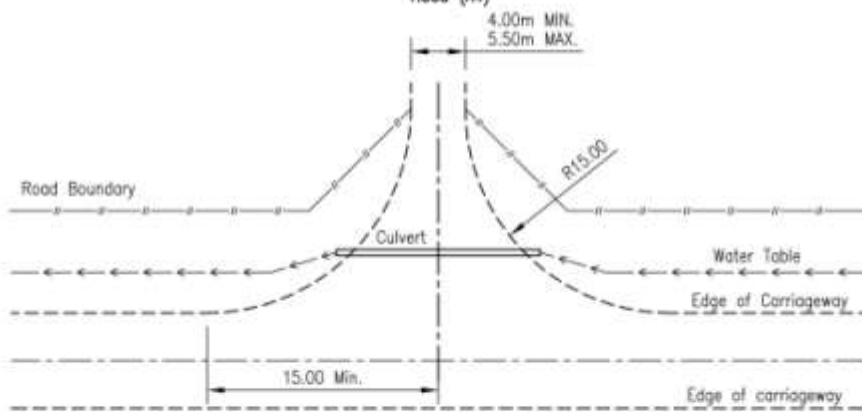
**Sheet 20 Alternative Vehicle Crossing**


WDC 8036

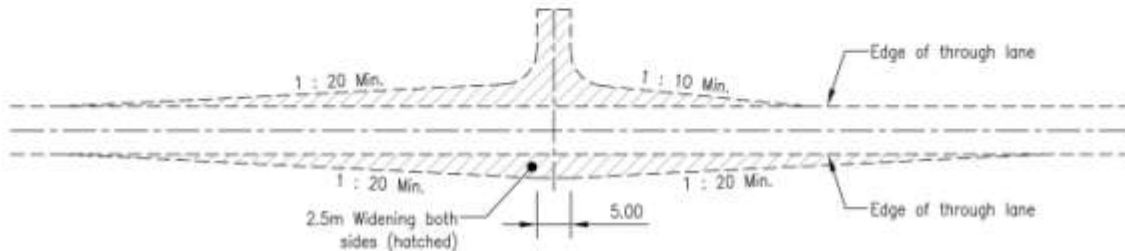
**Note** this crossing may only be installed with specific written approval from WDC

**Sheet 21 Vehicle Crossing - Rural**

**TYPE 1A - LIGHT VEHICLES**

1:500 (A4)


**TYPE 1B - HEAVY VEHICLE**

1:500 (A4)


**TYPE 2 - CROSSING WITH LOCAL WIDENING**

1:1000 (A4)

**NOTES:**

1. Refer to Sheet 22 and Section 3.4.10.3.
2. Applies to Environments Living 3, Countryside and Coastal Countryside.
3. For Types 3 and 4 refer to Section 3.4.10.3

**VEHICLE CROSSING - RURAL**

**WHANGAREI DISTRICT COUNCIL**  
 ENVIRONMENTAL ENGINEERING STANDARDS

Date: APRIL 2010

Revision: R0

Scale: AS SHOWN

SHEET No.

**21**

WDC 8036

## Sheet 22 Vehicle Crossing Notes

### RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CROSSINGS

1. All concrete to be 30 MPa strength at 28 days.
2. Crossings to be constructed to match existing footpath and channel levels and be graded to give sufficient clearance to the underside of all vehicles.
3. The alternative channel crossing detailed on Sheet 20 may only be used with specific approval. It is for use only where thick overlay of existing seal precludes the standard option.
4. If no footpath, allowance shall be made for such with a 3% crossfall to the kerb.
5. Kerb transitions to be constructed of similar materials to the adjacent kerb or cast insitu concrete. See Sheet 12 for details.
6. Where the footpath or adjacent property level is below the channel level, ramp the crossing up from the channel to control surface water while maintaining vehicle clearance. A freeboard of 200mm above the channel is required to contain stormwater within the road.
7. Gradient of crossing not to exceed 12.5% (1 in 8)
8. Crossings for all private ways shall be commercial grade to Sheet 19.
9. Edges of footpath and back of channel to be saw cut.
10. All crossings require council inspection prior to pouring concrete.
11. If the edge of the crossing is within 1m of a crack or joint in an existing footpath then that section of footpath shall be replaced.
12. Commercial and industrial channels to be reinforced with an extension of the 668 mesh.
13. Where a street sump is located within the proposed crossing, the sump shall be relocated to the side of the crossing and reconnected to the council storm water system.
14. Refer to Sheet 16 for vehicle crossing over a drainage swale.
15. Stormwater kerb connections generally not permitted. (See Section 4.8.1.5).
16. Splay width may need to be increased in some circumstances to accommodate an 11.5m rigid truck.
17. For commercial crossings provide a 2m strip of hot laid AC over full width including splays.

### RURAL CROSSINGS

1. Pipes are to be RCRRJ Class "4" (formally Class "Z").
2. Pipes are to be adequate for the upstream catchment, but not less than 300mm dia or the downstream culvert and shall be constructed to the correct line and level to maintain drainage paths.
3. Provide concrete or stonework headwalls and/or concrete aprons. Pipe ends are to extend beyond the edge of the crossing a distance that allows the gradient to invert to be no steeper than IV.3H
4. Gateways shall be located to allow vehicle parking clear of the road shoulder.
5. Minimum sight distance requirements for entrance crossings are to comply with Sheet 14.
6. All crossings adjoining sealed public roads are to be sealed or concrete, to the property boundary.
7. Concrete access ways shall start at least 0.5m outside of the existing edge of seal or 0.5m outside of the carriageway width required by the standard whichever is the further.
8. Concrete entrance crossings are to be 125mm of 30MPa concrete for light vehicle access. Heavy vehicle crossings shall be 150mm thick of 30MPa concrete reinforced with 665 mesh unless specifically designed.
9. Unsealed crossings shall comprise not less than 125mm GAP 65 and 75mm GAP40 or 200mm GAP 40 (compacted depths).
10. For application of Type 2 crossing refer to Section 3.4.10.3.
11. Where local widening is required (Types 2 and 3) the tapers shall be sealed.

**VEHICLE CROSSING NOTES**  
 (FOR RESIDENTIAL, COMMERCIAL, INDUSTRIAL AND RURAL USE)



**WHANGAREI DISTRICT COUNCIL**  
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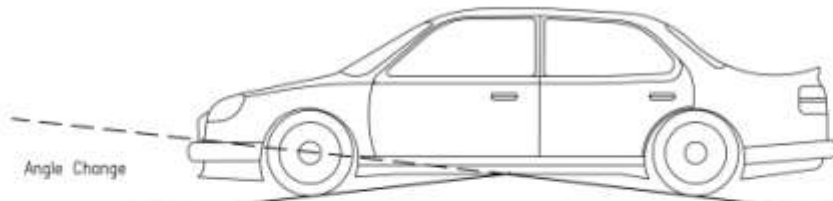
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Revision: RO

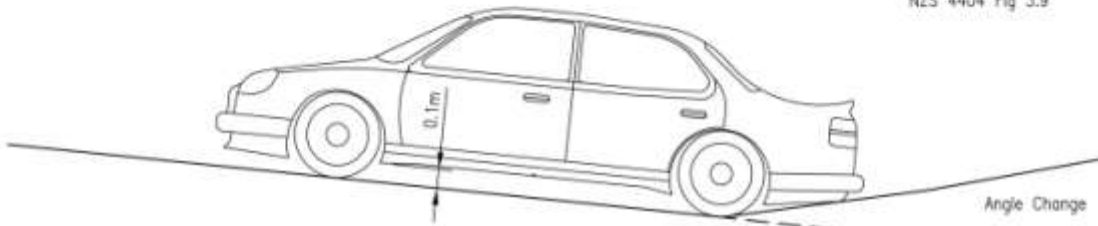
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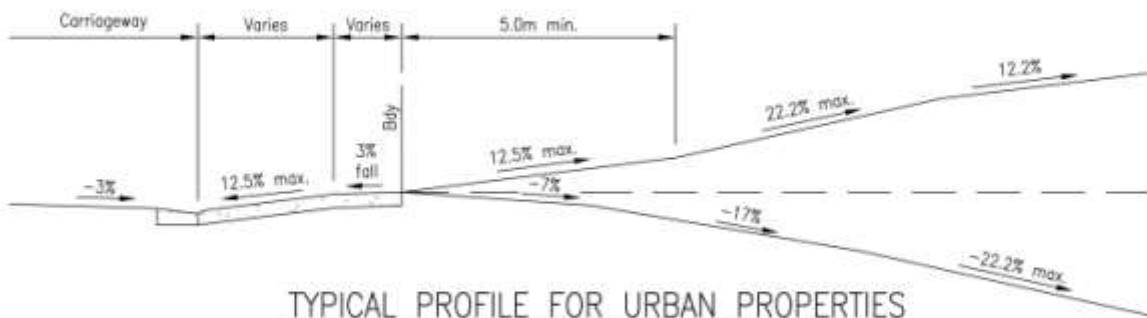
SHEET No. **22**

WDC 8036

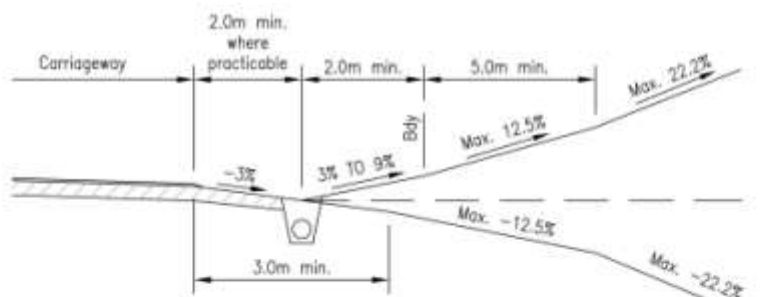
**Sheet 23 Vehicle Crossing – Max Graded Profiles For Urban/Rural**

**BREAKOVER ANGLE**

 Maximum change of grade 10% (algebraic)  
 (5.7 degrees)

 Refer also to  
 NZS 4404 Fig 3.9

**DEPARTURE ANGLE**

 Maximum change of grade 17% (algebraic)  
 (9.65 degrees)

**TYPICAL PROFILE FOR URBAN PROPERTIES**

NTS


**TYPICAL PROFILE FOR RURAL PROPERTIES**

NTS

**NOTES:**

1. Maximum grade changes to occur at not less than 2.0m intervals.
2. Based on 90 percentile car as at 1990 with minimum ground clearance of 100mm.

**VEHICLE CROSSING –**  
**MAXIMUM GRADED PROFILES FOR URBAN/ RURAL PROPERTIES**

Date: APRIL 2010

Revision: RO

Scale: NTS

SHEET No.


**WHANGAREI DISTRICT COUNCIL**  
 ENVIRONMENTAL ENGINEERING STANDARDS

**23**

WDC 8036

### Customer services vehicle crossing(s) check sheet

- Is all information in duplicate
- Are all dimensions requested shown
- Have all the questions been answered
- Is the service sheet included and has it been marked up accordingly
- Have the safety aspects been addressed
- Has the crossing been allocated a street number from Helen Smithson