

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 leaseholder, or a person who has agreed either conditionally or unconditionally to purchase the land or any leasehold)

Application type

- ☐ Vehicle crossing permit only.
- ☐ Application linked to a building consent no _____

Applicant

Name _____

Mailing address _____

Phone _____ Email _____

Agent

Name _____

Mailing address _____

Phone _____ Email _____

Site

Street / road no _____ Road name _____

Town or area _____

Legal description

Valuation roll no _____ Lot _____ DP _____

Crossing(s) required

Location

- ☐ Urban
- ☐ Rural

Type

- ☐ Residential
- ☐ Commercial
- ☐ Other _____

Surface

- ☐ Concrete
- ☐ Sealed
- ☐ Chip Seal
- ☐ Hot mix
- ☐ Metalled
- ☐ 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 NZ Transport Agency is required.
2. ☐ Is the crossing to be constructed across a railway line?
If **yes**, then written approval from Kiwi 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

- Copies of Council locality plan or service sheet for the area are to be provided, marked with the planned entry location and dimensioned.
- Copies of the proposed entrance, as per the example given are to be provided as part of the application.
- 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.
- Please state any conditions that you are aware of that could create safety problems regarding 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.
- Provide an exact location for Field Staff inspections:
 1. Photograph of the **Site frontage** including tree / fence / other land features
 2. Secondly the exact location of the proposed vehicle crossing identified by peg(s) / spray marks / other identifying markings.
 3. Setback checks from utilities such as water meters / waste water boundary kits / cess pits / streetlights / powers poles / adjacent vehicle crossings.

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 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

- When ready for inspection, the applicants must arrange for an inspection by contacting the relevant person indicated on the consent letter.

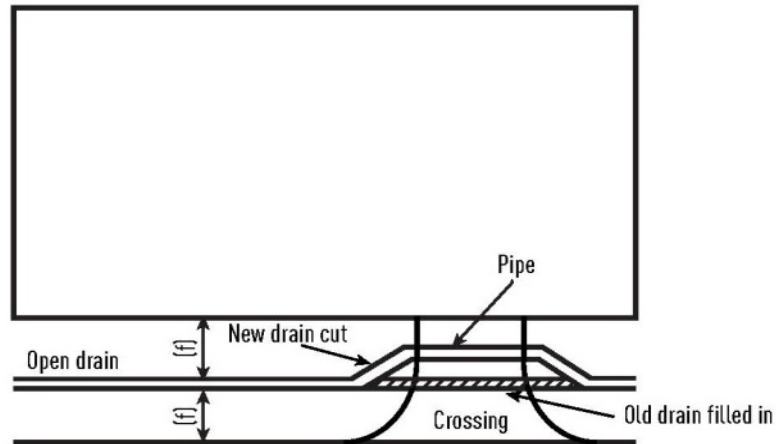
When you the applicant, are ready for inspection, please arrange it by contacting the Vehicle Crossing Administrator. Have your Vehicle Crossing application number ready.

Note that vehicle crossings are subject to two inspections; any additional inspections will incur a fee to the applicant.

- 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

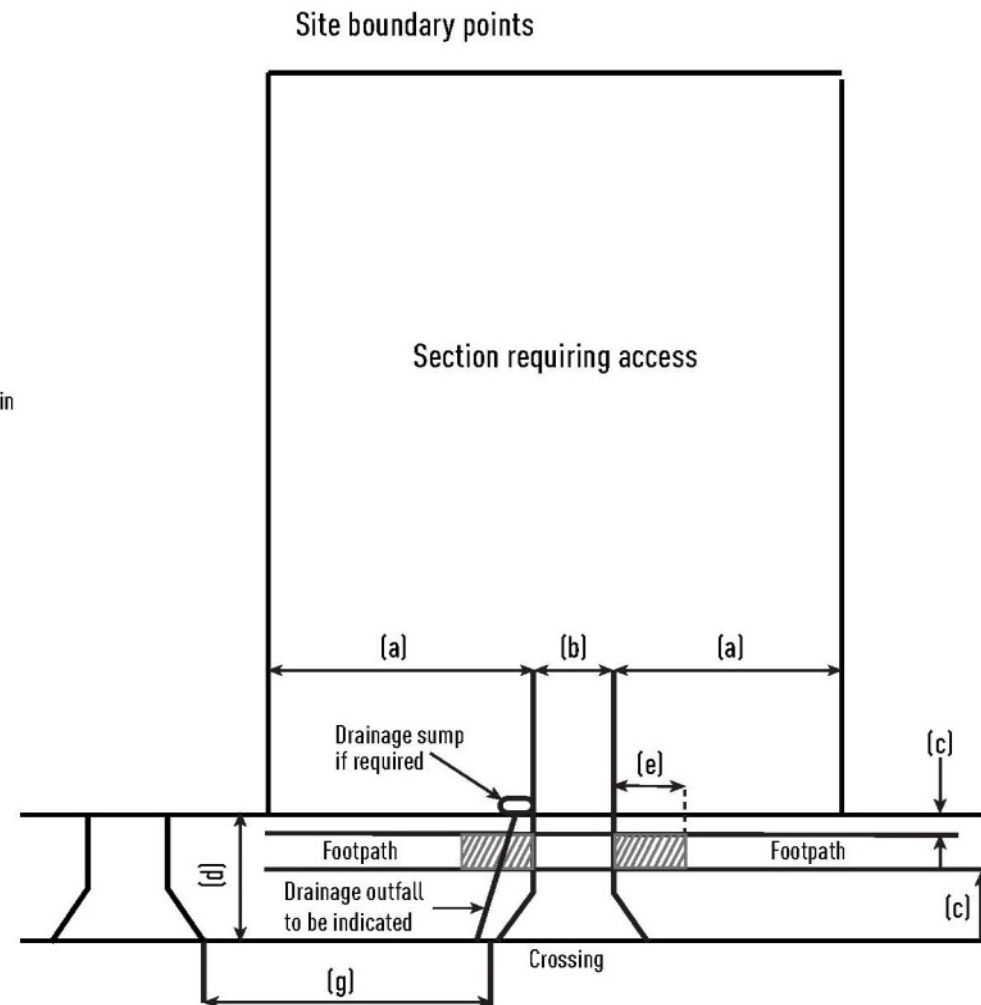
Checklist	Customer check	Office check	Technical check	
			yes	no
1 Applicants Full name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Agents details (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Owners authorisation complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Contact and address details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Street name and house number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Map / Service sheet / Network as-built	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Site plan including: <ul style="list-style-type: none"> • Location of all structures on the property • Measurements from the vehicle crossing to: <ul style="list-style-type: none"> - Public Utility Connections - Closest intersection and vehicle crossing - PRAM – Pedestrian crossing - Berm features: trees, streetlights, signs etc. • The width of the crossing and splays (side extensions) 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Photographs as outlined under guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Reviewed forms and answered all questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



Road Name:

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.

2 Submit form to Council

Submit these documents to a Customer Services Representative for review. 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 endeavors 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.

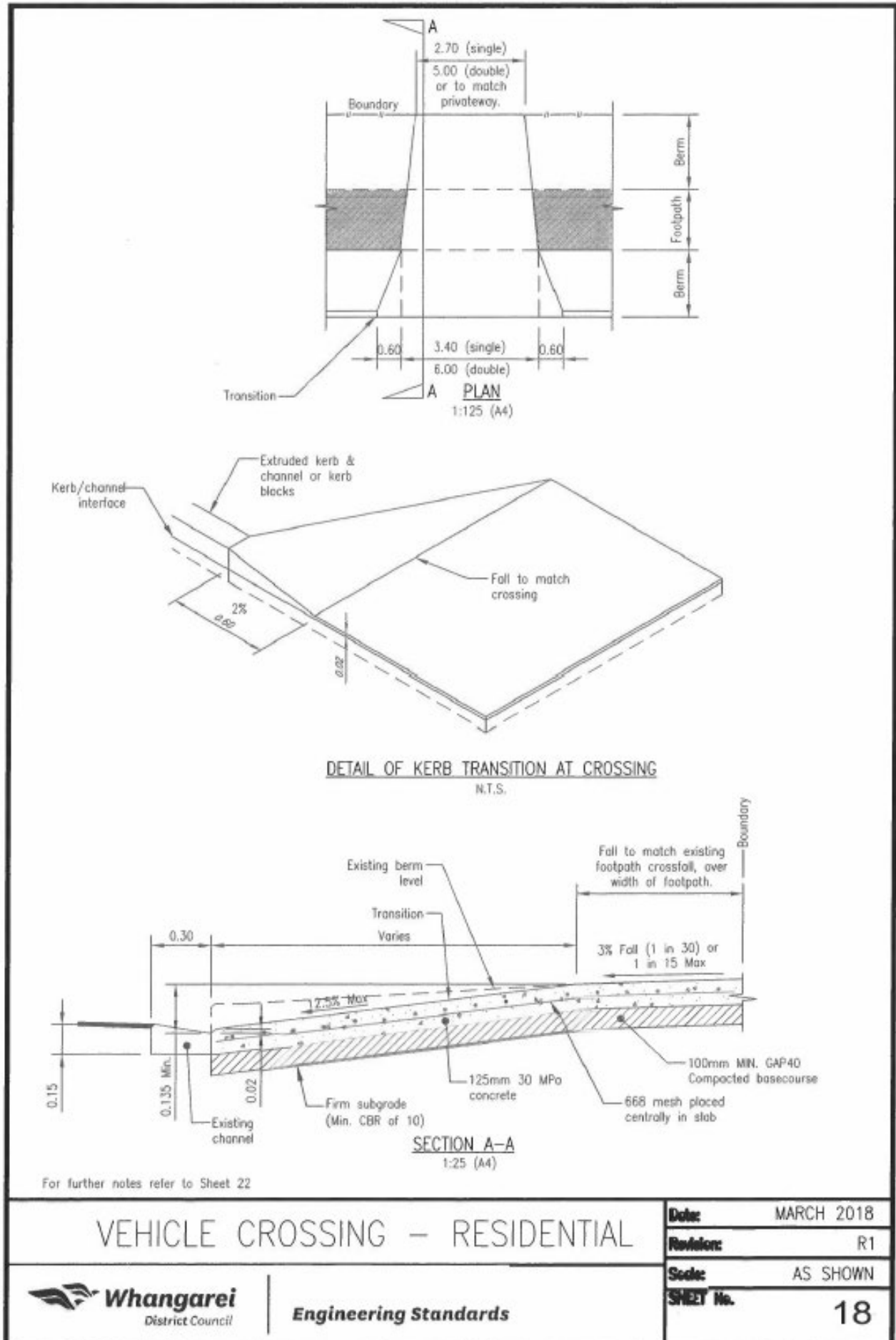
If the applicant fails to complete any outstanding work within 10 working days of receiving written notice to do so by Council, such work may be completed by Council or its agent and become a charge to the applicant.

7 Fees

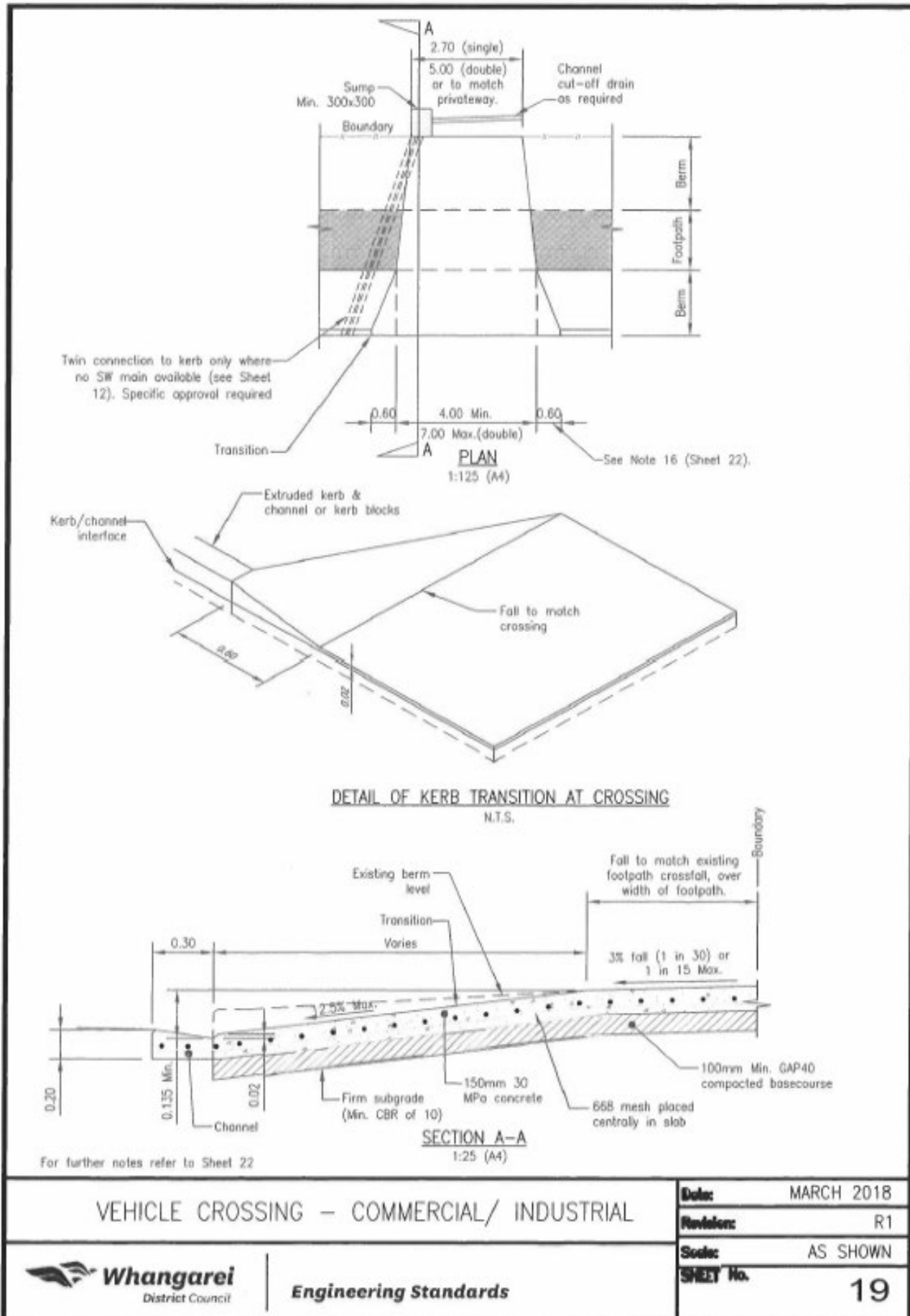
An initial fee is payable upon application. Inspection and processing fees will be payable on an hourly rate basis.

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 favor of other parties).

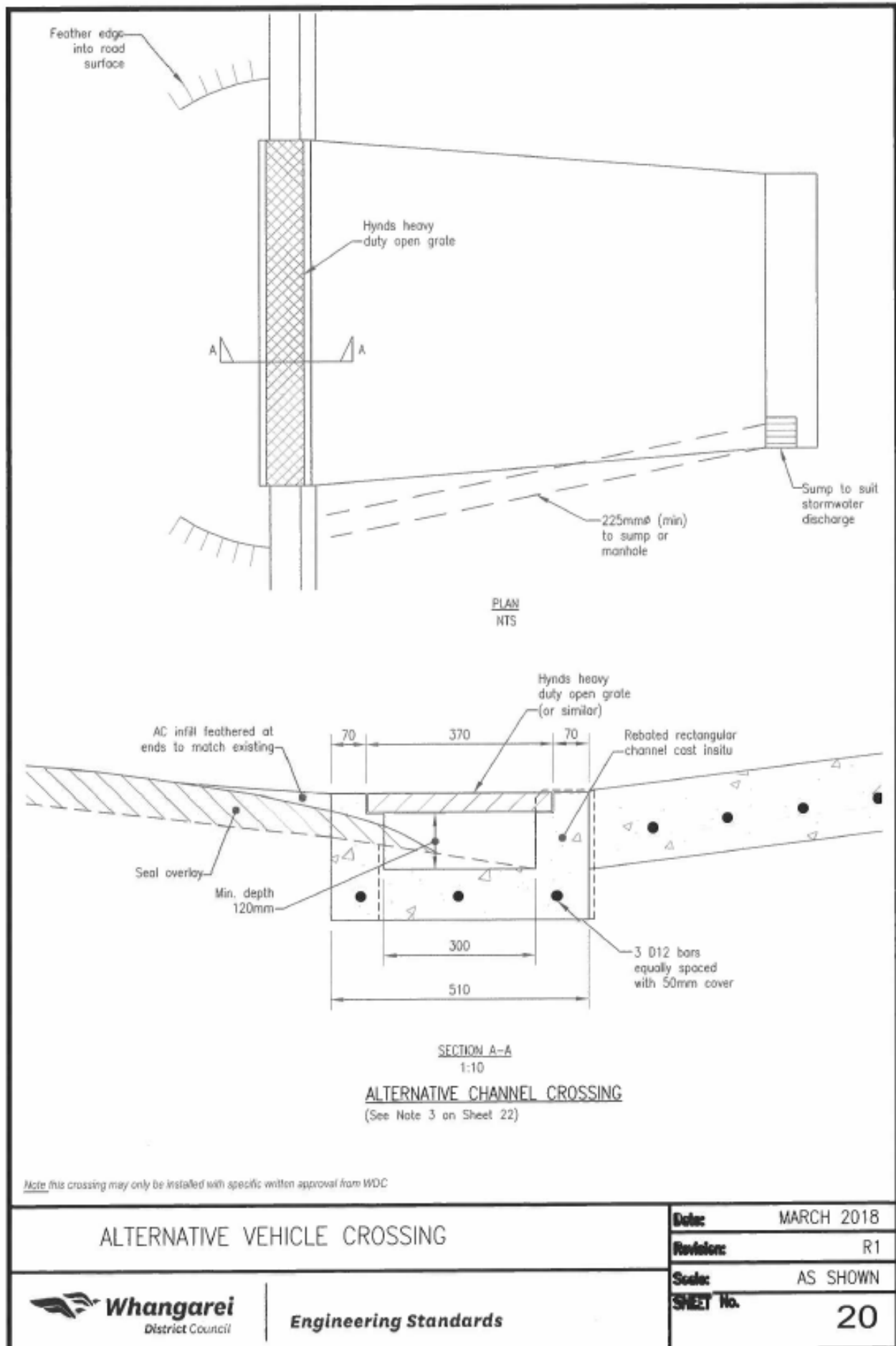
Sheet 18 Vehicle Crossing - Residential



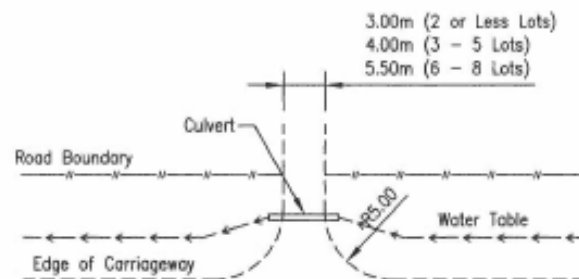
Sheet 19 Vehicle Crossing - Commercial/ Industrial



Sheet 20 Alternative Vehicle Crossing

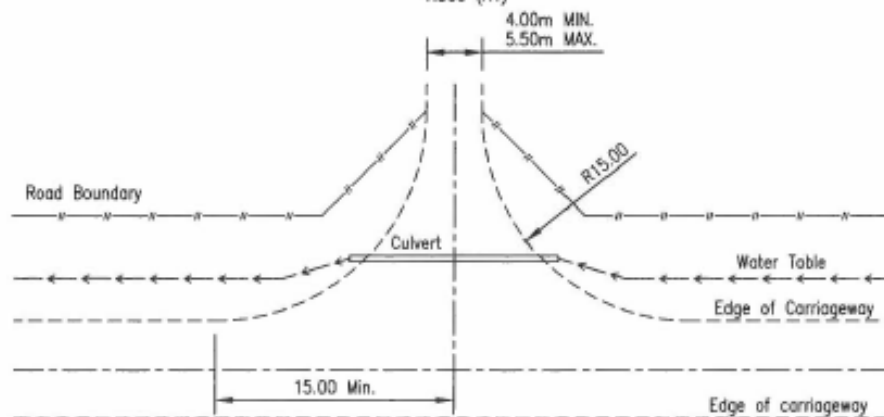


Sheet 21 Vehicle Crossing - Rural



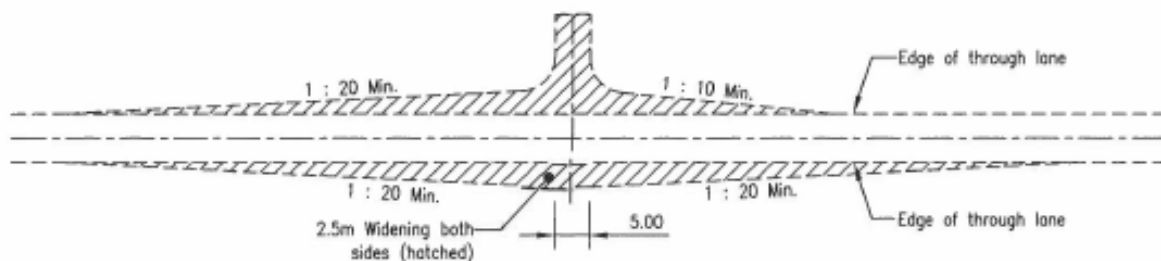
TYPE 1A – LIGHT VEHICLES

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 3.2.26
2. For Types 3 and 4 refer to Section 3.2.26

VEHICLE CROSSING – RURAL

Sheet 22 Vehicle Crossing Notes

RESIDENTIAL, COMMERCIAL AND INDUSTRIAL CROSSINGS

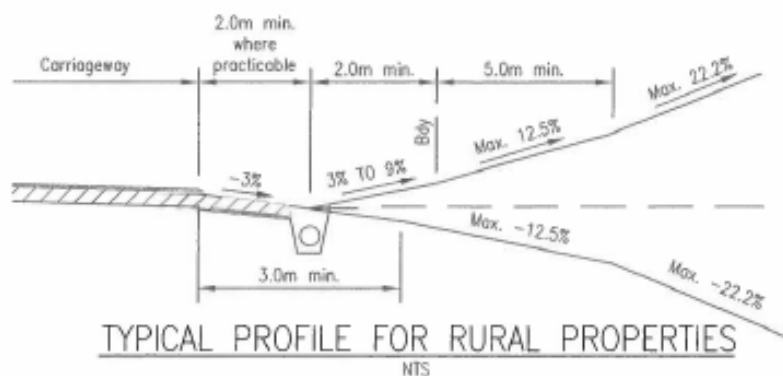
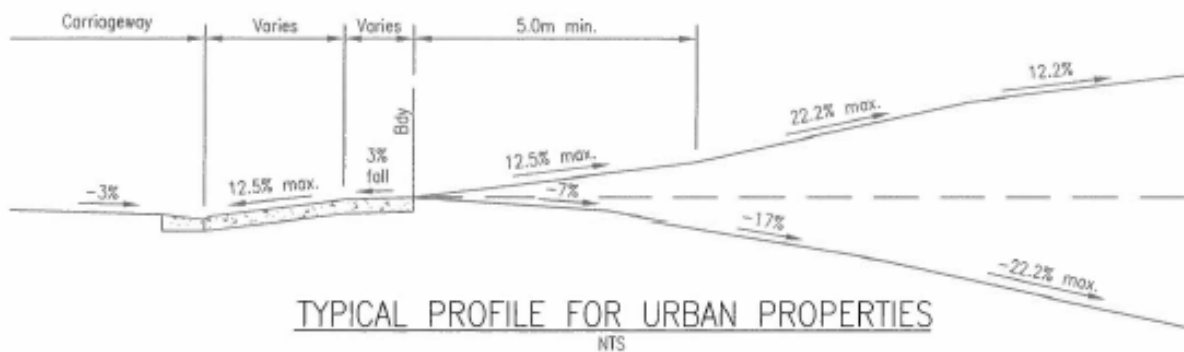
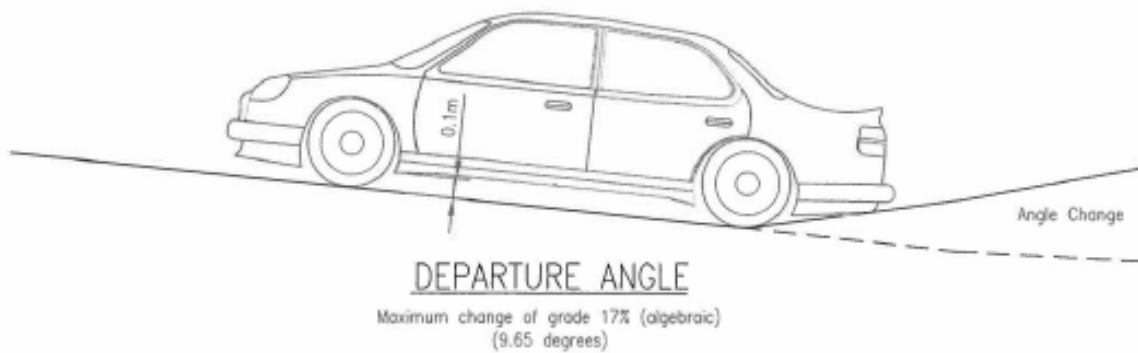
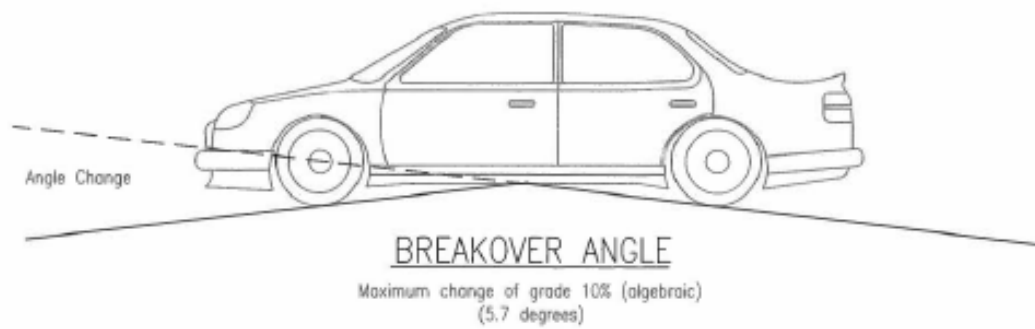
1. All concrete to be 30 MPa strength at 28 days.
2. Crossings to be constructed to match existing footpath and channel levels and be graded to give sufficient clearance to the underside of all vehicles.
3. The alternative channel crossing detailed on Sheet 20 may only be used with specific approval. 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 accessways 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 4.3.17).
16. Splay width may need to be increased in some circumstances to accommodate an 11.5m rigid truck.
17. Clegg impact values to be in accordance with Table 3.21.

RURAL CROSSINGS

1. Pipes are to be RCRRJ Class "4".
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 traversable culvert safety ends. See Section 3.2.26.4.
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 4.
6. All crossings adjoining sealed public roads are to be sealed or concrete, to the property boundary or 10m (whichever is greater).
7. Concrete crossings 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 3.2.26.
11. Where local widening is required (Types 2 and 3) the tapers shall be sealed.
12. Clegg impact values to be in accordance with Table 3.21

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

Sheet 23 Vehicle Crossing - Maximum Graded Profiles for Urban/ Rural Properties



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**