

# Urban Vehicle Crossing Application



Email completed application to [roading@westernbay.govt.nz](mailto:roading@westernbay.govt.nz). Payment is required prior to processing.

## Applicant details

Name:

Postal Address:

Contact Number:

Email Address:

### INVOICE DETAILS:

**You will receive an invoice on receipt of your application. Please ensure you provide sufficient detail below. Payment is to be made prior to processing of your application.**

Name on Invoice:

Address:

Attention:

## Vehicle crossing location

Street No: (if existing)

Street Name:

Town:

Legal Description:

Lot:

DP:

Parcel ID:

## Crossing type

☐

Single

☐

Double

☐

Commercial/Industrial

Existing footpath:

☐

Yes

☐

No

**Status:** (Note: This can be a combination of two or all three in some cases)

☐

New

☐

Upgrade Existing

☐

Close Existing

## Purpose

☐

Required as part of Building Consent (BC)

BC No:

☐

Required as condition of Resource Consent (RC)

RC No:

☐

Other: If other, please provide reason. Please use another page if necessary.

### Roadside Edging Type:

☐

Concrete kerb and  
channel

☐

Sealed edge only

☐

Metalled edge only  
(i.e. unsealed road)

If assistance is required for this section, please contact Council on 0800 926 732.

- Council officers may subsequently change the type and/or location of crossing(s) as requested so as to comply with our minimum standards.

## Applicant

I have read and understood all of Councils requirements that form part of this application:

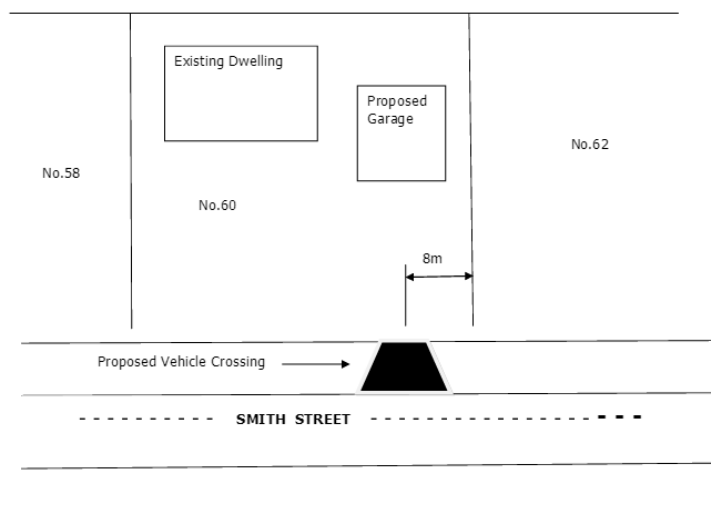
Applicants Name: \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Vehicle crossing – site plan

Please provide a sketch diagram showing location of proposed vehicle crossing (below is an example only) along property frontage. Hand-drawn sketches are acceptable provided they include all relevant details (e.g. measurements to boundaries) and are legible. Note that if subject to a building consent or resource consent application, you may use copies of drawings already supplied as part of those applications.



## Payments

Total Certification and Inspection Fee \$825. A re-inspection fee of \$330 will be invoiced, if required. An invoice will be issued on receipt of your application, ensure you provide invoice details as per above. Payment can also be made via Internet Banking or Credit Card via Council Call Centre on 0800 WBOPDC – 0800 926 732. **Please ensure you add payment references as per below:**

Western Bay of Plenty District Council

ANZ: 01-0434-0180600-00

1st Reference: SURNAME

2nd Reference: ADDRESS (Location of Crossing)

3rd Reference: VEHADM

## Vehicle Crossings – Important Information

### **PLEASE ENSURE YOU READ THE FOLLOWING AND A COPY IS PROVIDED TO YOUR PREFERRED CONTRACTOR**

Following your application to Council, you will be advised in due course of your application approval. In accordance with Section 357 of the Local Government Act. **Your contractor must NOT commence any works within Councils Road reserve area, prior to approval.**

Following approval, your contractor must give Council 24 hours notice of request for the first and subsequent inspections.

#### **Inspections**

- **Pre-Approval Inspection**  
On receipt of your application and payment, an inspection request will be sent to our Contractor to undertake the safety analysis aspect of the crossing.
- **Council Approval to Commence Works**  
Based on the Contractor report at pre-inspection stage, Council will issue an 'Approval to Commence Works' letter outlining all Special Conditions and Specifications.
- **Pre-Pour Inspection**
- Once boxed but prior to pouring concrete, the applicant will be required to contract Council to arrange for our Contractor to inspect the works. Photo evidence is accepted provided these show the indicative dimensions, depth of excavation and mesh in place plus site location.
- **Final Inspection**  
Applicant to contact Council to request a **final** inspection when all works have been completed.

#### **1. General**

All works associated with vehicle crossings to be carried out within the legal road boundaries shall only be undertaken by an experienced contractor. All works shall be carried out in accordance with Council's Operative Development Code, accepted trade practice and quality workmanship. **Public liability insurance is the responsibility of the owner.**

Where a Building Consent application for the erection of a dwelling is made on a section of land not served by an approved vehicle crossing between the edges of road to the boundary, the landowner is required to ensure an approved crossing is installed. Failure to achieve this will result in a Resource Consent application, with associated costs and the Building Consent application will be placed on hold.

##### **1.1 Application and Approval Procedure**

- a) Council to receive completed application, sketch/plan and fee payment prior to processing. An invoice will be generated on receipt of application, or payment can be made via internet banking, online payment or over the counter. Refer Page 2 of this application form for payment details.
- b) Council will check the application in terms of the forward works programme and for any issues (please allow up to 10 working days).
- c) The applicant will be contacted should there be any issues to discuss and seek resolution if possible.

- d) Once satisfied Transportation Engineer will advise of approval, and an 'Approval to Commence Works' letter will be issued to the applicant. This will include full specifications, Council requirements and standards.

## **1.2 Application Approved**

- a) Applicant to provide their preferred Contractor with a copy of Council's 'Approval to Commence Works' letter, outlining all Specifications and Special Conditions.
- b) As per Special Conditions outlined in the Council letter, the Contractor will apply for a Temporary Traffic Management Plan (TTMP) via [www.submitica.com](http://www.submitica.com). **Approval is required at least 10 working days prior to the commencement of work.**
- c) Once TTMP approved the Contractor can commence works and once boxed but prior to pouring concrete, the Applicant/Contractor must contact Council to organise with our Contractor to complete a pre-pour inspection within the approved timeframes, or photo evidence is accepted provided these show the indicative dimensions, depth of excavation and mesh in place plus site location.
- d) A final inspection is required once all works have been completed. The Applicant/Contractor can notify Council where a final inspection report will be completed. No further action is required unless we are advised of any non-compliance, where you will be contacted to discuss or rectify any issues.

## **2. Management**

The landowner shall arrange for an experienced contractor to construct vehicle crossings to the standards specified below. The landowner retains responsibility for the work.

It is the applicant's responsibility to pass the construction standards attached to this application onto their preferred contractor.

Council holds the landowner responsible for any damage to any Council assets within the road reserve as a result of construction works required to build the vehicle crossing.

### **2.1 Insurance**

The landowner must ensure that the contractor carries current public liability insurance for a minimum amount of \$1,000,000.

### **2.2 Health and Safety in Employment Act (also refer to sections DS 1.8 and 1.19 of Council's Operative Development Code)**

The Health and Safety in Employment Act 1992 and amendments requires contractors as employers or as self-employed people to take all practicable steps to ensure that no action or inaction while at work will cause harm to employees or any other person. In terms of the Act the contractor is required to implement a detailed health and safety control programme.

Section 16 of the Act imposes a duty on the owner of the place of work to take similar practical steps to ensure that no harm comes to people at the place of work or in the vicinity.

As the Western Bay of Plenty District Council controls places of work for others such as public roads, reserves and other areas within its ownership, the Council requires that all contractors employed by others shall ensure that all hazards are identified and suitable measures are undertaken to prevent harm to employees and the general public as set out in the Act.

These measures include but are not limited to:

- a) Confirmation with the contractor's Health and Safety Plan as required under the Act.
- b) The safe use of plant and equipment.
- c) The control of traffic past the place of work by adequate signage, barriers and supervision.
- d) The erection of suitable barriers at places of excavation.

**Where non-compliance with health and safety measures occurs, the Council may deny access for the contractor to complete or continue the work or to take other remedies as defined in the Act.**

### **2.3 Traffic Control and Safety**

The Contractor shall provide an approved Traffic Management Plan (TMP) to Council's service provider (WestLink) at least 10 working days prior to commencement of works.

The Contractor shall provide all traffic control, erect, maintain and when no longer required, remove all barricades, fencing, temporary roadways and footpaths, signs and lighting necessary for the effective protection of property, and for the safety of traffic and the public.

The Contractor shall provide safe passage for all vehicular and pedestrian traffic at all times during the period of the contract. This requirement shall include the provision of signs and traffic control in accordance with NZTA "Code of Practice for Temporary Traffic Management".

Through our service provider, Council reserves the right to order any un-safe works to cease until complying Traffic Management and other safety measures are installed. This may include a requirement for the contractor to apply for a Road Opening Notice (RoN).

If site conditions demand and through our service provider, Council also reserves the right to require the contractor to apply for a Road Opening Notice (RoN).

### **2.4 Existing Services**

The Contractor is responsible for locating all existing services within the site of works and any damage to existing services as a result of these works. The contractor should contact the Council regarding enquiries relating to water or sewerage reticulation services. Enquiries regarding cable location should be directed to the cable owner.

All existing service covers/lids shall be incorporated flush with the new crossing/backing slab. Should the services (manholes, valves, hydrants etc. and sumps) require raising/lowering or relocating, it is the contractor's responsibility to ensure this work is carried out and to contact the Council prior to commencement of works. A charge may be made for services alterations.

## 2.5 Construction Standards

Construction of vehicle crossings shall comply with the Western Bay of Plenty District Council Development Code.

### Urban Vehicle Crossings – Development Code:

#### Design and Construction

##### Design:

#### 1. Vehicle Crossings – General

An Integrated Transportation Assessment (ITA) shall be submitted where the vehicle crossing is onto a Strategic Road, in accordance with the requirements of Section 4B –Transportation: Access, Parking and Loading of the District Plan.

#### 2. Urban Vehicle Crossings Accessways (Development Code 4.6.8)

Asphaltic concrete, 2 coat chip seal, or cast in situ concrete may be utilised for urban vehicle crossing or accessways as shown on the drawing provided in the Construction specification.

Coloured concreted, exposed aggregate and decorative aggregate surfaces are acceptable upon application to Council. Stamped and imprinted concrete is not acceptable.

The shape and other details of an urban accessway shall be designed in accordance with the drawings provided in the Construction specification.

#### 3. Urban Crossings (Development Code 4.11.1)

A vehicle crossing shall be provided between the kerb line and the boundary at the entrance to all entrance strips to rear lots, private ways and service lanes and where the proposed lot has less than 10 metres of complying road frontage.

**The entranceways for sites or lots not requiring construction at consent stage will then be constructed to the standard in this Code at the time of the future housing or site development, in conjunction with the building consent process**

Crossings shall be designed in accordance with the drawings provided in the Construction specification.

**Refer to attached standard drawings W415, W435 and W436.**

##### Construction:

#### 1. Concrete Footpaths and Vehicle Crossings (Development Code 14.8)

Concrete surfacing shall be carried out in accordance with the relevant clauses of Concrete Works. The footpath shall be generally of concrete, 1.5m wide with minimum 28-day strength of 20MPa and with a minimum thickness of 100mm (footpath) and 125mm (vehicle crossing) on a compacted sub-grade. The construction boxing shall be 100mm thick. Additional width is required where angle parking is anticipated. Footpaths shall be constructed as a continuous concrete pathway up to but not including private driveways and formed vehicle crossings. Vehicle crossings shall be continuous from kerb to boundary.

When required, off street footpath / cycleways (width 2.5m) shall be provided both sides on all roads except cul-de-sacs < 50.

Alternative surfacing materials may be used for footpaths only where approved by the Authorising Officer. Alternative materials may include concrete pavers and asphaltic concrete to a minimum thickness of 25mm. Any alternative surfacing material must be demonstrated to be appropriate to the surrounding environment.

Where concrete paths are proposed for construction steeper than 1 in 10, steps shall be constructed. For cross-section details refer to the Drawings in this Code.

In concrete paths, crack control lines shall be formed or cut at vehicular crossing / footpath edges and along the path at a maximum spacing of 5.0m. All crack control lines shall be 25mm deep.

**TRANSPORTATION**

**W415**

**NOTES:**

1. Table 'A' lists the minimum sight distances for various combinations of driveway classifications, frontage, road classifications and operating speeds.
2. These sight distances to be measured along the centre of the appropriate lane to establish points C and D in figure 1. For practical purposes A and B can be taken as opposite the centre of the driveway.
3. Sight lines shall be from drivers eye height to drivers eye height (1.15m) above ground level within the sight triangle.
4. The shaded area is to be considered as the Clear "sight triangle". Travel distances are to be measured along the centreline of the lane, but the sides of the "sight triangle" are always to be straight.
5. For unsealed roads, add 25% to sight distance.
6. For approach gradients >5% refer to Austroads tables and specifications.

Minimum sight distances shall be met for lines:-  
 D - B, B - C, E - C, E - D  
 measured as set out in note 4 above.

\*\* Distance from A to E = 5m from centre of lane nearest to driveway.

85th Percentile Speed Value on Frontage Road		Minimum Sight Distance (m)	
		Frontage Road Classification	
		Local	Arterial/Collector
Measured Speed	50	45	90
	60	65	115
	70	85	140
	80	105	175
	90	130	210
	100	160	250
	110	190	290
	120	230	330
Assessed Speed	50	65	115
	60	85	140
	70	105	175
	80	130	210
	90	160	250
	100	190	290
	110	230	330
	120	270	370

**TABLE A**

**ENTRANCEWAY SIGHT DISTANCES**

**W415**

DEVELOPMENT CODE

VERSION 1  
AUG 09

1

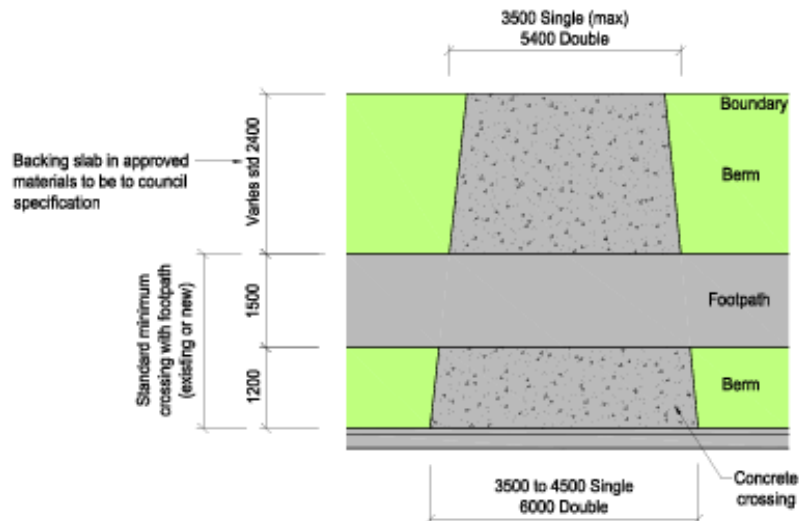
Western Bay of Plenty  
District Council

## TRANSPORTATION

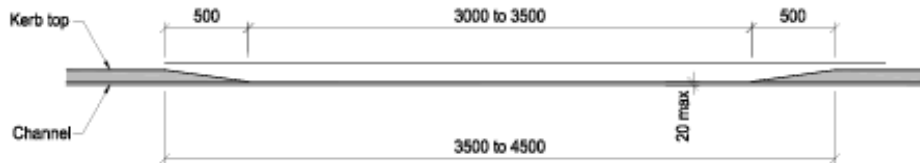
W435

### NOTES:

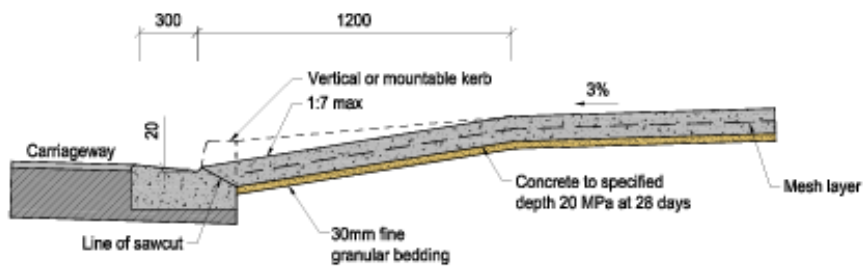
- Standard minimum crossing thickness:
  - Residential min. 120mm thick - 1 layer 668 mesh
  - Commercial / Industrial min. 150mm thick - 1 x layer 668 mesh



### VEHICLE CROSSING



### KERB LET DOWN



### SECTION OF KERB CROSSING

## URBAN VEHICLE CROSSING

W435

DEVELOPMENT CODE

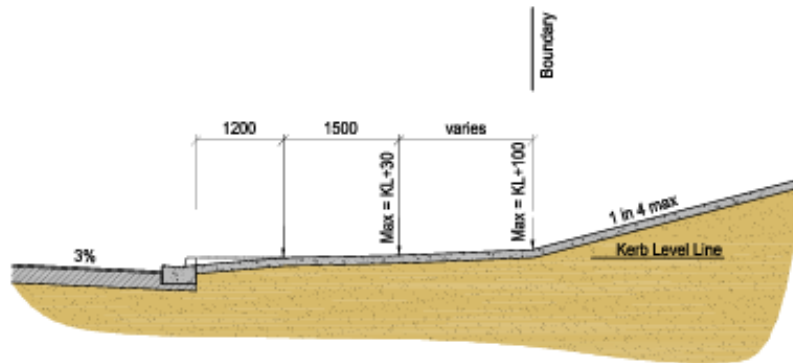
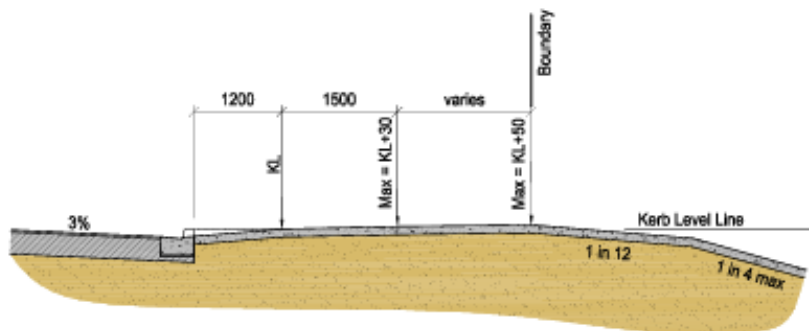
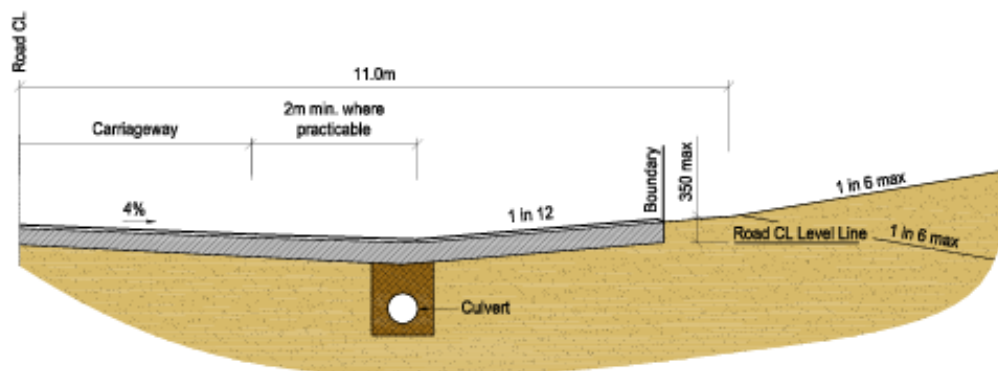
VERSION 1  
AUG 09

1



**NOTES:**

1. To suit 99 percentile vehicle with 50mm ground clearance. (M.O.T. 1975 dimensions)
2. K.L. = Top of kerb level.

**HIGH ACCESS****LOW ACCESS****RURAL ACCESS****VEHICLE CROSSING PROFILES****W436**

DEVELOPMENT CODE

VERSION 1  
AUG 09

1