

# Application To Construct A Vehicle Crossing



TE KAUNIHERA Ā ROHE O  
**WHAKAAHURANGI**  
**STRATFORD**  
DISTRICT COUNCIL

## APPLICANT DETAILS

Name

Postal Address

Phone  Mobile

E-Mail

Preferred method of contact      Phone       E-Mail       Mail

## PROPERTY DETAILS

Name

Postal Address

Lot Number

## VEHICLE CROSSING DETAILS

Vehicle Crossing Works      New       Upgrade       Relocation

Type of Crossing      Urban Residential       Rural Residential       Paddock

   Urban Commercial       Rural Commercial

## CONTRACTOR DETAILS (LEAVE BLANK IF UNKNOWN)

Name

Postal Address

Phone  Mobile

E-Mail

## DECLARATION

I understand that I am responsible for the construction and maintenance of the vehicle crossing and shall pay any costs required to satisfy all conditions given for this application in accordance with the requirements of the Stratford District Council.

Signed by the owner       Date

# Office Use Only

## CUSTOMER SERVICE DEPARTMENT

Street Damage Deposit (Refundable)  
Vehicle Crossing Application Fee

Receipt Type 81 (no GST)

\$1,000.00  
\$205.00

Receipt Date

**Total Charges: \$1,205.00**

Receipt Number

## ROADING DEPARTMENT - APPROVAL NOTES

Property Number	<input type="text"/>	Document Number	<input type="text"/>
Engineer Responsible	<input type="text"/>	Date Inspected	<input type="text"/>
LHS Site Distance (m)	<input type="text"/>	RHS Site Distance (m)	<input type="text"/>
LHS Average Speed (km/hr)	<input type="text"/>	RHS Average Speed (km/hr)	<input type="text"/>
Comments	<input type="text"/>		
Approved	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature <input type="text"/>
Date Approved	<input type="text"/>		
Date Application Scanned	<input type="text"/>	SDC Document Number	<input type="text"/>

## ROADING DEPARTMENT – PRE-POUR INSPECTION NOTES

Engineer Responsible	<input type="text"/>	Date Inspected	<input type="text"/>
Complete and Compliant	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Signature <input type="text"/>

## ROADING DEPARTMENT – FINAL INSPECTION NOTES

Engineer Responsible:	<input type="text"/>	Date Inspected	<input type="text"/>
Complete and Compliant:	<input type="text"/>	Signed	<input type="text"/>

# Guide Notes

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## Why is a Vehicle Crossing required?

A vehicle crossing is the section of driveway that connects the front property boundary to the roadway, and includes any crossing constructed over a footpath, kerb, berm, water channel, or drain. Anyone wanting to build, modify, or repair a vehicle crossing must receive written approval from Council before starting work.

Vehicles that cross over the berm and/or footpath via a non-compliant vehicle crossing often cause damage to the berm and/or footpath which may be hazardous to other road users such as pedestrians. Poorly positioned vehicle crossings with minimal site visibility are also dangerous to the motorists using the crossing and other motorists on the road.

## Who is responsible for the Vehicle Crossing?

The property owner is responsible for the cost of constructing and maintaining the vehicle crossing serving their property. Where a footpath is present and crosses the Vehicle Crossing, the Council will maintain that section of footpath.

In the event that Council widens or realigns a road and these works require any compliant vehicle crossing to be altered to meet the new road alignment, then Council will alter and reinstate the vehicle crossing access at the cost of Council.

For rural properties with a culvert pipe under the vehicle crossing, it is the property owner's responsibility to ensure the pipe is kept clear and does not cause a flooding nuisance or damage to the road.

## The application process

Written approval must be received from Council before building a new vehicle crossing or altering an existing one (eg repairing, replacing, widening, relocating etc) can start. If you are lodging a building consent application for a new house, you'll be asked if there is a suitable existing vehicle crossing. If not, you will be required to apply for a vehicle crossing with your building consent application.

This application form will be checked to make sure all the required information has been supplied, including a site plan showing the complete property and the location of the proposed vehicle crossing relative to the side boundaries with dimensions. Please note: The area of driveway on private property is not part of the vehicle crossing. If the application is incomplete, it will be returned to the applicant to be completed, and then re-submitted.

The application will then be checked by Council, to ensure it complies with the District Plan rules. Council then undertakes a field inspection to check that it complies with all the technical standards and requirements, including traffic safety site distances, road storm water control, maximum gradients, location of power poles, trees and street lights etc.

If the application passes this inspection, the customer will receive a Permit from Council, giving them written permission to commence construction, in accordance with detailed specifications which will be attached to the Permit. Council may also request a traffic management plan to be submitted before any works can take place. Details of how to submit a traffic management plan will be attached to the Permit if one is required.

When the excavation has been prepared and ready for construction, the customer must contact Council to arrange an inspection of the boxing before the crossing is constructed. Council requires two working days prior notice to arrange this inspection.

Once the pre-construction inspection has been passed by Council, the crossing can be completed and reinstatement of the grass can be completed. When the reinstatement is complete, a final inspection must be undertaken. Two working days prior notice is required. If the Vehicle Crossing passes the final inspection, a letter will be sent to the customer to advise them and a copy of the letter will remain on Council file.

## Council processing time

Council endeavours to process all vehicle crossing applications within of 14 days (2 weeks) of acceptance of the application. The applicant/agent should receive a letter, either approving or declining the application, within 21 days (allowing time for postage).