

Vehicle crossing policy

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# Introduction

This Policy provides guidelines for the approval of the installation or alteration of vehicle crossings within the municipality of Nillumbik Shire. It is designed to provide clear, consistent, fair and efficient guidelines for the installation or alterations of vehicle crossings. The aim of this policy is to clearly describe factors considered during the approval process including the subject site, streetscape, aesthetics, the impact on surrounding significant vegetation, the impact on Council’s drainage network and other services, the effect on traffic conditions including pedestrian movement and on-street parking.

The Policy is designed to assist members of Council staff and the community in the administration of Part 7 of Nillumbik Shire Council’s Infrastructure Assets Local Law. This clause states a person must obtain a permit prior to constructing, installing or removing a vehicle crossing.

# Organisational context

The Policy aligns with Council’s vision to create a sustainable and well-managed natural and built environment.

This Policy is directly supportive of Council’s mission to ensure resources are managed in a responsible and accountable way.

The values of Council most relevant to this policy are:

Respect - We value our community and each other.

Integrity - We will be honest, open and fair in everything we do.

Accountability - We take responsibility for our actions.

Innovation - We will work with each other and the community to achieve our goals.

# Definitions

A vehicle crossing is a point between the road and the property boundary which enables a vehicle to cross from the road to an abutting property.

# Aims and objectives

## Character of area

To have no degrading effect on the residential area’s character in terms of paving materials and appearance.

## Open space/vegetation

To minimise the amount of vehicle crossings within the road reserve in order to preserve the nature strip, reduce impervious areas and maintain the opportunity for streetscape planting approved by Council.

## Pedestrian safety

To minimise the number of locations where a vehicle is required to cross the footpath and nature strip to access a private property.

## Drainage

The vehicle crossing must be drained to the satisfaction of the Responsible Authority to prevent the uncontrolled discharge of stormwater from the table drain or kerb and channel across any road or footpath or onto any adjoining land.

## On-street parking

To ensure local residents, business and industry have the best possible access to limited available on-street parking. To maximise the number of
on-street parking spaces, recognising that on-street parking is a community resource.

## Traffic safety

To maximise traffic safety by ensuring that vehicular movements associated with new or modified crossings do not conflict with the street traffic flow and pedestrian, cyclists and motorist visibility.

## Services

To have minimal impact on existing Council infrastructure and other services.

## Crossing redundancy

To use the opportunity, if it arises, to remove a vehicle crossing so deemed redundant under clause 17(b) of Nillumbik Shire Council’s Infrastructure Assets Local Law and reinstate the kerb and channel, nature strip and footpath.

# Application and inspection process

Prior to any vehicle crossing works commencing, the applicant (i.e. the owner or the owner’s agent) must lodge with Council’s Infrastructure Development Department a formal application for a Minor Works Within the Municipal Road Reserves Permit. The application must include:

* the completed permit application form clearly identifying the contractor chosen to do the works along with a copy of their public liability insurance details ($10,000,000);
* a site plan, showing the extent of the proposed works; and
* payment of the associated non-refundable fee.

Upon receipt of the permit application a Council officer will commence the approval and inspection process. The following are the tasks to be undertaken during the approval and inspection process:

The delegated Council officer will make a decision on whether or not an on-site assessment of the application is required. The applicant may request whether they would like to attend the on-site assessment.

If further information is required to adequately assess the application the Council officer is to contact the applicant to obtain this information. A site visit may be required.

The applicant will be advised of the decision via letter. If approval is granted, the applicant will be provided with a copy of the permit and the vehicle crossing construction standard of the relevant road authority (Council or VicRoads).

The applicant/designated contractor must contact Council for an inspection (24 hours’ notice is required) to ensure the construction standard of the crossing complies with the relevant standards and this policy and advise of any required adjustments. The inspection needs to be arranged once the vehicle crossing has been formed and the
sub-grade compacted. Placement of the final surface must not proceed until consent has been granted by the Responsible Authority.

Council must be notified at the completion of works in order to conduct a final inspection.

Upon satisfactory completion of the vehicle crossing, the Council officer must update the property data (within Pathway or subsequent data recording system) with the relevant approval remarks for record keeping purposes.

Please note the normal application processing time is 10-15 working days. Applications for vehicle crossings outside the requirements of this Policy may require more time. Once approval has been granted, the permit is valid for six weeks.

# General provision

Council aims to minimise the number of crossings to a property subject to the Policy objectives. Each property will be limited to one crossing and any exemptions will be in accordance with this Policy and/or as part of a development, which may require a planning permit.

## Application assessment

Applications will be assessed in accordance with Section 5 of this Policy. All Policy objectives will be considered during the assessment of applications triggered both through minor works permit applications and developments in the form of a planning permit.

## Services and assets

Where the location of a crossing impacts on existing services and/or assets such as:

* utility assets;
* street furniture;
* street trees; and
* Council drainage,

consent must be obtained from the Responsible Authority prior to the works commencing and a copy of the consent supplied to Council. This must be undertaken at the expense of the applicant.

The following works must be undertaken where a Council pit falls within the location of a proposed vehicle crossing:

* The existing pit is to be removed and a new pit constructed offset at least one metre from the proposed vehicle crossing or as approved by the Council officer.
* If relocating the existing pit is not achievable, the pit must be modified to meet the finished surface of the proposed vehicle crossing and depending on the type of pit (i.e. side entry or junction); the appropriate lid must be fitted.

The Council officer must take careful consideration when determining whether relocation of the Council pit is achievable.

## Traffic impact works

Where vehicle crossing works are classified as traffic impact works in accordance with the Road Management (Works and Infrastructure) Regulations 2005 a traffic management plan, prepared by an approved traffic management company, must be submitted to Council as part of the application.

## Location

No vehicle crossing is permitted within nine metres of the road reserve title boundary intersection. This distance may be reduced at the discretion of Council’s Traffic and Transport Engineer and will largely be based on the distance between the side boundary and the lip of the kerb and channel.

No vehicle crossing is to be located within one metre of any service pole, pillars, hydrants or Council pits unless otherwise approved by a Council officer. No vehicle crossing is to be located within the critical root zone of a significant street tree. Works may be undertaken within the critical root zone at the discretion of Council’s Planning Department.

## Surface type

All new crossings will be sealed. The sealed surface will be either asphalt or concrete however other surfaces can be submitted for consideration and will only be approved in exceptional circumstances.

## Grades

To prevent vehicles scraping or bottoming, vehicle crossing grades must be designed in accordance with AS2890.1:2004. Note the maximum grade of a vehicle crossing must not exceed 1 in 20 (Refer to AS2890.1:2004 Clause 2.6.2).

Due to the topography of some areas these grades are not always achievable. If it is not possible to achieve these grades the owner must submit a drawing of the proposed crossing, which includes the grades achievable, for approval before works can commence.

## Redundant vehicle crossings

Vehicle crossings deemed redundant under clause 17(b) of Council’s Infrastructure Assets Local Law will require removal and the reconstruction of kerb and channel, footpath and nature strip to Council’s standards and specifications. Such works are to be completed at the applicant’s cost and must be completed within the time frame specified by Council upon completion of a new vehicle crossing.

## Category 1 roads

Applications for new vehicle crossings on roads declared as Category 1 within the Nillumbik Planning Scheme require planning approval in the form of a planning permit as well as approval from Council’s Infrastructure Development Department under Section 5 of this Policy. Roads declared as Category 1 are arterial roads, where VicRoads is the Responsible Authority. Category 1 roads within Nillumbik Shire Council include:

* Yan Yean Road between Diamond Creek Road, Diamond Creek and Kurrak Road, Yarrambat.
* Kurrak Road, Yarrambat.
* Wattletree Road, Diamond Creek.
* Ryans Road between Main Street, Diamond Creek and Wattletree Road, Diamond Creek.
* Main Street, Diamond Creek.
* Heidelberg-Kinglake Road including Diamond Creek Road, Chute Street, Main Hurstbridge Road and Caledonia Street.
* Kangaroo-Wattle Glen Road.
* Eltham-Yarra Glen Road including Main Road, Eltham.
* Research-Warrandyte Road.
* Kangaroo Ground-Warrandyte Road.
* Kangaroo Ground-St Andrews Road including Burns Street.
* Fitzsimons Lane, Eltham.

## Planning and Building Permits

Where vehicle crossing works are associated with a planning and/or building permit, the applicant must submit to Council a copy of the proposed works as well as a copy of the planning and/or building permit at the time the application was made.

## Refuse

The applicant must ensure that builder’s refuse is managed and removed in accordance with Nillumbik Shire Council’s Infrastructure Assets Local Law Part 8.

## Cost

The costs associated with the application/approval and construction processes of vehicle crossings are to be fully covered by the applicant/owner. The applicant/owner will be responsible to cover costs associated with reinstatement of Council assets damaged as a result of demolition and/or construction works.

## Driveway

The width of the newly constructed vehicle crossing at the property boundary end must align with the width of the internal driveway; however it must be a minimum of three metres.

# Residential vehicle crossings

Residential vehicle crossings are required in areas servicing residential properties. This section can be applied to both urban and rural applications.

## General provisions

The general provisions outlined in Section 6 apply. Council reserves the right not to grant consent for the construction of any vehicle crossing.

## Crossing width

At the entry from the road the minimum width is five metres and the maximum eight metres. At the property boundary the crossing must have a minimum width of three metres and a maximum of six metres.

The crossing must have a minimum splay of one in three for the first three metres of the crossing unless otherwise directed by Council. Council may direct the applicant to construct a wider splay in areas of high traffic volume or where other traffic safety issues exist. If an owner doesn’t want to construct a splay because it is out of character in the area they must apply to the Manager of Infrastructure Development for permission.

Applications for widths outside of these parameters must be submitted in writing and will be considered on individual merit.

## Construction Standard

The pavement construction must be either of the following:

150 millimetres concrete (25MPa) on 75 millimetres compacted depth bedding Class 2 fine crushed rock.

50 millimetres depth asphalt using 7 millimetres (2 layers) or 10 millimetres on a 100 millimetres compacted depth bedding Class 2 fine crushed rock.

Applications for crossings outside of these pavement construction standards are the subject of a detailed design prepared by the applicant and must be submitted to Council for approval.

Dowle bars (N8) must be installed at 200 millimetres centres into existing concrete structures (i.e. footpath and kerb) adjoining the newly constructed vehicle crossing.

# Commercial/industrial vehicle crossings

Commercial and industrial vehicle crossings are required in areas servicing commercial and industrial properties. A commercial or industrial vehicle crossing may also be deemed necessary for a residential application if a Council officer is of the opinion that it is required.

## General provisions

The general provisions outlined in Section 6 apply. Council reserves the right not to grant consent for the construction of any vehicle crossing.

## Crossing width

The width of the crossing will be determined during the application process and is dependent upon the following parameters:

The width of the road servicing the property.

The type and size of the vehicles using the vehicle crossing.

Generally the entry from the road is to have a minimum width of five metres and the maximum eight metres. The crossing must have a minimum splay of one in three for the first three metres of the crossing unless otherwise directed by Council. Council may direct the applicant to construct a wider splay in areas of high traffic volume or where other traffic safety issues exist. Generally at the property boundary the crossing must have a minimum width of three metres and a maximum of six metres.

Applications for widths outside of these parameters must be submitted in writing and will be considered on individual merit.

## Construction Standard

The pavement construction must be 175 millimetres reinforced concrete (25 mPa) on a 75 millimetres compacted depth bedding of Class 2 fine crushed rock. SL82 mesh or equivalent is to be used to reinforce the concrete.

Dowle bars (N12) must be installed at 400 millimetres centres into existing concrete structures (i.e. footpath and kerb) adjoining the newly constructed vehicle crossing.

Applications for pavement types outside of these parameters must be submitted in writing and will be considered on individual merit.

# Single crossing minimum requirements

The general provisions outlined in Section 6 and requirements of Section 7 or Section 8 must be considered. To provide the opportunity for nature strip landscaping and pedestrian refuge, crossings are to be located one metre from the property side boundary and wherever possible a nature strip island is to be maintained between the existing crossing of abutting properties and the new crossing (refer to Figure 1).

# Second crossing minimum requirements

The general provisions outlined in Section 6 and requirements of Section 7 or Section 8 must be considered. To provide the opportunity for nature strip landscaping and pedestrian refuge, crossings are to be located one metre from the property side boundary and wherever possible a nature strip island is to be maintained between the existing crossing of abutting properties and the new crossing (refer to Figure 1).

## Property width

A minimum property width of 21 metres is required for the consideration of two vehicle crossings to the one property. A minimum distance of 11 metres is required between the two crossings, at the kerb, servicing one property to allow two on-street parking spaces (refer to Figure 2). The minimum property width requirement allowing two vehicle crossings at either one of a corner blocks street frontage is 29 metres, where the first nine metres of the frontage, closest to the intersection cannot be utilised as specified in Section 6.4 (refer to Figure 3).

The arrangement surrounding the distance between vehicle crossings may be modified at the discretion of the Council’s Traffic and Transport Engineer. The effect on on-street car parking will be considered.

## Additional Crossings

No individual residential property title will be granted consent to install more than two crossings unless where there are extenuating circumstances that apply. This must be submitted in writing to the Manager of Infrastructure Development and will be considered on individual merit.

# Alterations and additions to existing crossings

The general provisions outlined in Section 6, requirements of Section 7 or Section 8 and requirements of Section 9 or Section 10 must be considered.

Construction of the alteration or addition must occur at the nearest construction joint. All removal works require a saw cut edge.

Dowle bars (N12) must be installed at 400 millimetres centres into existing concrete structures (i.e. footpath, kerb and crossing) adjoining the newly constructed vehicle crossing.

# Maintenance of vehicle crossings

Council has the authority to require the property owner to maintain or repair their vehicle crossing under the Local Government Act 1989, Schedule 10 – Powers of Council Over Roads, Clause 12 – Powers concerning crossing over footpath and channels and Nillumbik Shire Council Infrastructure Assets Local Law Part 7 – Vehicle Crossing.

# Relevant Act(s), Local Law(s) and Australian Standard(s)

The following are the relevant Act(s) and Local Law(s) to this Policy:

* Local Government Act 1989, Schedule 10 – Power of Council over Road, Section 12 – Powers concerning crossings over footpaths and channels.
* Nillumbik Shire Council’s Infrastructure Assets Local Law, Part 7 – Vehicle Crossing, Part 8 – Control of Builder’s Refuse.
* Nillumbik Shire Council Standard Drawings.
* AS 2890.1:2004 – Off Street Car Parking.

# Figures of vehicle crossing layouts

#### Figure 1



#### Figure 2



#### Figure 3

