

CONSTRUCTION OF RESIDENTIAL VEHICLE CROSSINGS

Property owners have a legal requirement under the Local Government Act 1974 (section 335) and Hutt City Council Bylaw 2006 (Public Places, clause 8) to have a properly constructed vehicle crossing to get vehicle access from a public road to their property.

Since a vehicle crossing exists solely to serve the individual property the responsibility for the installation of it lies with the property owner. Vehicle crossings are within road reserve land and as such they must be constructed to Council's standards.

Existing vehicle crossings (and footpath and grass berm) often get damaged in the course of building work. It is the property owner's responsibility to make sure they are repaired. Sometimes the damage is too great and you must replace the complete crossing.

Constructing, modifying or repairing a vehicle crossing (or any work within the road reserve) requires Council's approval.

You have two options to arrange for the approval and subsequent construction, modification or repair of a vehicle crossing.

Option 1 - If you want Council to arrange installation.

You will need to phone **(04) 570 6881** to arrange for a quotation. This will be based on the rate of \$200.00 per square metre plus an administration charge of \$160.00 (both inclusive of GST).

Traffic Management cost is additional and will be advised at the time of quotation.

You will need to make it clear exactly where the new crossing is to be located and how wide you wish it to be. The standard and minimum width of a residential vehicle crossing is 2.5m and the maximum allowable width is 6.0m. The District Plan requires a minimum separation distance of 8.0 metres from a road intersection.



If you wish to receive your written quotation by email (rather than by post) then please provide this information when you call.

When you have received a written quotation, complete the attached "Application for Residential Vehicle Crossing" (RTA-FORM-005), payments can be made in person or on-line. (Account details shown on quotation) Please contact Transport Division on 04 570 6881, for further details for paying online.

Council will then arrange for its own contractors to carry out the work within 15 working days of payment (weather dependant).

Option 2 - If you want to arrange your own contractor

You will need to complete the attached "Application for Residential Vehicle Crossing" (RTA-FORM-005), and deliver or email the form and make payment direct to the Council Cashier at 30 Laings Road, Lower Hutt or online payment of **\$500.00** to the Transport Division, Hutt City Council, Lower Hutt 5040.

The payment is made up of a \$200.00 inspection fee and a refundable \$300.00 deposit.

A confirmation of payment letter and an “application for refund” form will be emailed to you. This letter will constitute Council’s written approval.

You may start work upon receipt of that letter.

The vehicle crossing is to be in accordance with the attached standard plan number CM1005-25R “Residential Vehicle Crossing”.

When the boxing and base preparation is completed please phone **(04) 570 6881 or 570 6935** to arrange an **inspection prior to pouring the concrete.**

On completion of the crossing, (including the removal of the boxing and barricades and tidying of the grass berm) please return the “application for refund” form. This will act as the request for a final inspection.

The \$200 deposit will be refunded if it is completed in accordance with Council’s standard. If it is not to the standard you will be notified and required to remedy any defects and Council will deduct any further inspection or administration costs from the deposit.

THINGS to consider if you choose option 2:

- **Council strongly recommends that you only employ concrete contractors with the necessary experience and qualifications (a minimum level 1 Site Traffic Management Supervisor) for working in the road. They should also have adequate Public Liability Insurance cover.**
- The standard and minimum width of a residential vehicle crossing is 2.5m and the maximum allowable width is 6.0m. The District Plan also requires a minimum separation distance of 8.0 metres from a road intersection.
- In some situations it may be necessary to consider sight distances (on entry and exit), break-over angles (whether a car will scrap the underside) or steep grades. Please phone the Council on **(04) 570 6935** for advice on these matters.
- It is your (or your contractor’s) responsibility to find out where all the underground cables and services are on the site. These include sewer, stormwater, water, gas, telecom and power. Any damage caused will be at your cost. Any contact with power cables can be fatal.
- The kerb and any existing footpath will need to be sawcut prior to work beginning.
- The vehicle crossing concrete must be certified ready-mixed concrete of a minimum **20 Mpa** strength mix and be a minimum **115 mm** thick.
- The minimum distance between the edge of the new vehicle crossing and an existing construction joint in the footpath is to be **1.0 metre**. It may be necessary to excavate and renew a section of footpath on either side of the crossing to achieve this requirement. The new footpath is to be **100 mm** thick.
- **The safety of the general public must be ensured at all times.** Any length of footpath left excavated must be made “navigable” by pedestrians, prams and wheelchairs with adequate temporary ramps and any wet concrete must be barricaded off with enough room to detour around the site. If the public are forced onto the road, temporary ramps will be required and an adequate barricade must be installed between them and the traffic. Road work signage will also be necessary.
- You will be responsible for the repair of any vandalism and any hot or wet weather damage.
- Any disturbed areas of berm will need to be top-soiled, levelled and sown with lawn seed.
- If a roof stormwater drain passes through the excavation it must be angled so it enters the channel at the side of the crossing. A special galvanised steel rectangular “kerb entry” pipe is to be used through the kerb.
- If you come across a surface box for a hydrant, valve, manhole, sump or any other obstruction please phone the Council on **(04) 570 6935** for advice.
- The new concrete should not be driven on (by a light car only) for at least four days. It should be used with care (no heavy vehicles) for a fortnight until the concrete has gained sufficient strength.