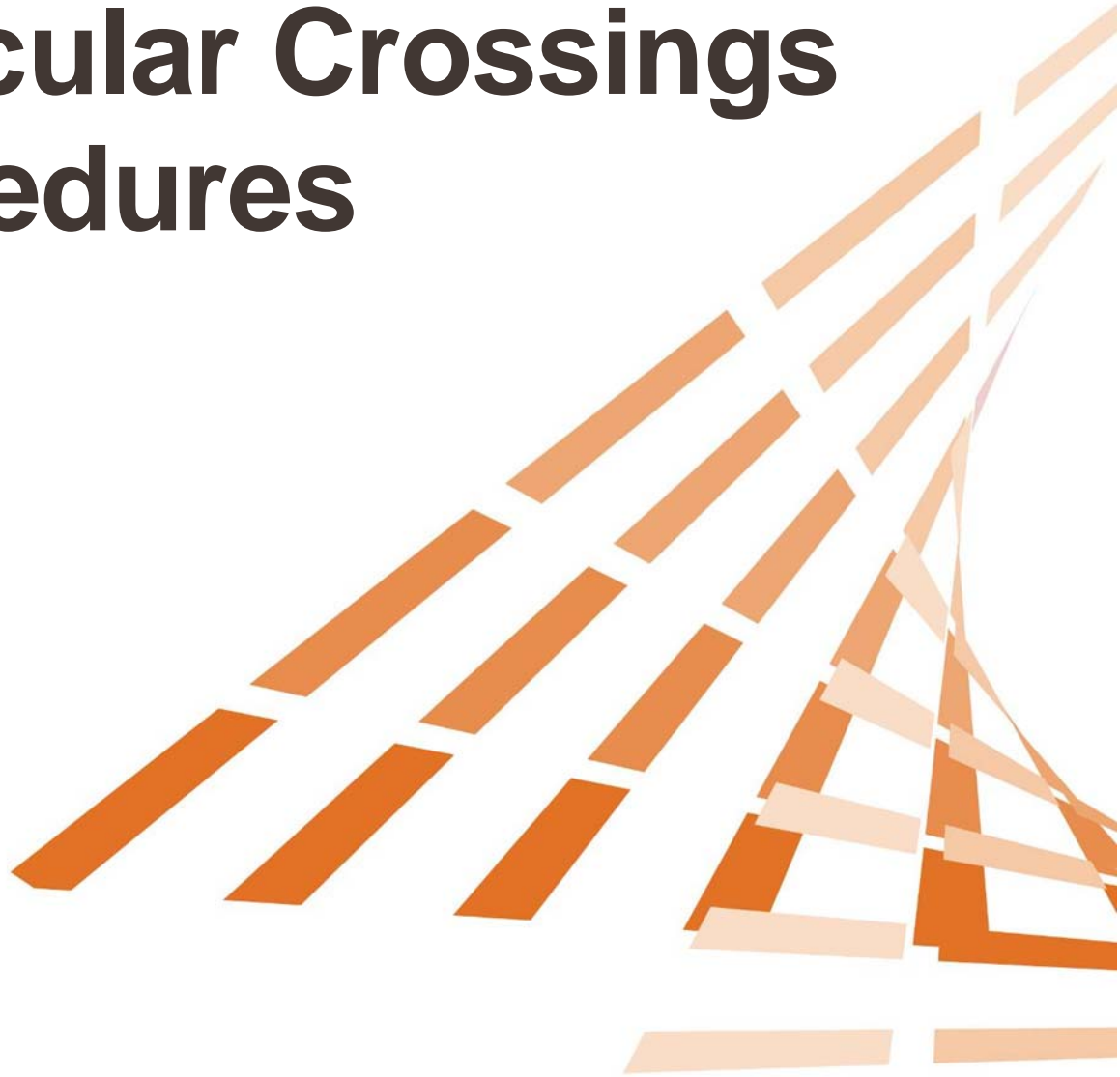




BOROONDARA
City of Harmony

Vehicular Crossings Procedures



Responsible Directorate: Engineering and Traffic
Authorised By: Chief Executive Officer
Date of Adoption: 6 May 2013
Review Date: 2018



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ATTACHMENT A: Minimum off-set distances to street assets

ATTACHMENT B: Vehicle crossing details



1. Introduction

The Vehicular Crossings Procedures provide guidelines for the installation, alteration and / or removal of vehicular crossings. The procedures have been developed in accordance with the Vehicular Crossings Policy.

Crossings may only be installed, altered or removed in accordance with the *Local Government Act 1989* and any and all relevant Acts and local laws.

2. Application process and assessment

2.1. Application process

The applicant (the owner or the owner's representative or agent) must lodge an application, accompanied by a non-refundable fee, for a permit to install, alter or remove a vehicular crossing.

The application must include a site plan, showing the proposed location / alteration / reconstruction of the crossing and all existing street assets such as nature strip trees, pits, fire hydrants and electricity poles.

Where the property is within a planning overlay area or situated on a State Highway or declared arterial road, a planning permit may be required for the construction of a new crossing or the re-construction or removal of an existing crossing. In this instance, advice will be provided to the applicant indicating that a planning permit is required.

2.2. Application assessment

An on-site assessment will be conducted by Council's Works Permits Team to help determine the merits of the application.

The applicant will be advised of the outcome in writing and, if a permit is granted, be provided with the appropriate specifications for construction.

NOTE: Approval of a vehicular crossing application does not constitute approval for the construction of garages or carports, nor is it a Planning Permit or Building Permit.

3. Crossing widths and parameters

The standard crossing width is 3m, to accommodate the movement of a standard family vehicle to and from a property. This width may be varied in accordance with the parameters in this document. The maximum width of a residential crossing is 4.5m where approval for a variation is granted.

The widths of crossovers servicing commercial and industrial properties will be determined based on the nature of usage of the property and in accordance with Australian Standards and the parameters in this document.



For properties with access to a State Highway or declared arterial road, the crossover width will be in accordance with the conditions of the endorsed planning permit and in accordance with the parameters in this document.

3.1. Parameters for all vehicular crossings.

3.1.1. Minimum clearances to be maintained from existing street assets for all crossings as detailed below:

Street trees

A minimum clearance of 2m must be provided between the trunk of any street tree and any part of the crossing inclusive of the radial or splay (refer **Attachment A**).

Drainage infrastructure

A minimum clearance of 1m must be provided between any drainage infrastructure and any part of the crossing inclusive of the radial or splay (refer **Attachment A**).

Infrastructure

A minimum clearance of 1m must be provided between any part of the crossing inclusive of the radial or splay and any utility infrastructure (electricity pole, pillars or fire hydrants) or street furniture (refer **Attachment A**).

Inground infrastructure

Adequate clearances, determined by the relevant Public Authorities, must be maintained from in-ground infrastructure (eg Telstra assets, Yarra Valley Water assets, power company assets). It is required that the applicant contact the appropriate Authority in order to discuss the location of the proposed crossing in relation to their asset and seek approval. Council will not support the crossing without the relevant endorsed documentation.

The applicant is responsible for the costs of any modification, relocation or removal of infrastructure required to enable a crossing to be constructed.

3.1.2. A nature strip island may be required between any new crossing and an existing crossing to an abutting property, to provide a pedestrian refuge between the driveways of both properties. If required, the minimum width of this traffic island is to be 1.2m (refer **Attachment B**).

3.1.3. A crossing must not restrict or otherwise negatively impact on the drainage of that area.

3.1.4. A crossing on a corner property is to be no closer than 10m from the kerb line of the front street (refer **Attachment B**).



3.1.5. A crossing will only be permitted where the parking space on the property has a minimum depth of 5.4m and width of 2.6m to prevent parked vehicles encroaching beyond the building line onto the adjacent footpath (refer **Attachment A**).

3.1.6. New or modified vehicle crossings will be permitted if they do not cause a net loss of on-street car parking spaces. The net loss of on-street car parking spaces must be off-set by spaces provided within the property and that those spaces meet the dimensions set out in clause 3.1.5.

3.2. Parameters for provision of a single vehicular crossing for individual property titles

The parameters as listed in clause 3.1.

3.3. Parameters for provision of a second vehicular crossing for single fronted properties

The parameters listed in clause 3.3 are to be met in addition to the parameters listed in clause 3.1.

3.3.1. A property frontage width is required to allow a minimum distance of 10.8m between the radials/splay of two crossings servicing one property. This will accommodate two on-street parking spaces in front of that property (refer **Attachment B**).

3.3.2. To preserve the garden character of a neighbourhood, the crossings (including radials/splays) should not dominate a development or street frontage.

3.3.3. No more than two crossings will be permitted along a single property frontage.

3.4. Parameters for provision of vehicular crossings for properties with multiple frontages

The parameters listed in clause 3.4 are to be met in addition to the parameters listed in clause 3.1.

3.4.1. Properties having carriageway rights over two or more frontages are entitled to one 3m wide crossing per property frontage.

4. Construction of crossings

In general, vehicular crossings must be constructed in a material which is consistent with the prevailing crossing construction material in the street. All existing relative levels and footpath crossfalls must be maintained unless advised otherwise by an Authorised Officer.



The applicant may arrange for a competent concreting / asphaltting contractor to carry out the crossing works which must be in accordance with Council's standards. Council may provide a quotation for the works upon request.

The applicant / contractor must arrange an inspection time with Council (24 hours' notice is required) to ensure that the preparatory works comply with the appropriate standards and conditions and for advice of any required adjustments.

The physical construction of a new vehicular crossing, or an alteration, reinstatement or addition to an existing vehicle crossing must be done in accordance with Council's standards and to the satisfaction of an Authorised Officer. The relevant standard may be obtained by contacting Council's Works Permits Team.

On completion of the works, Council will conduct a post construction inspection to check that the works comply with Council's standards.

The applicant must provide Council with copies of all necessary approvals and consents to alter, relocate, modify and/or reinstate any and all assets or services belonging to Council and/or a Public Authority that are affected by works undertaken to a vehicle crossing prior to commencing those works.

All costs related to the alteration, relocation, modification and/or reinstatement of any and all assets or services belonging to Council and/or a Public Authority that are affected by works undertaken to a vehicle crossing must be borne by the applicant (or such other person or body as the applicant might reach agreement with). Council will not be responsible for those costs.

A traffic management plan detailing measures to ensure the safety of pedestrians, workers and motorists prior to and during construction works must be implemented by the person responsible for construction of the crossing, in accordance with the relevant Australian Standard.

5. Maintenance of vehicular crossings

Under the *Local Government Act 1989*, Schedule 10 – Powers of Council Over Roads, Clause 12 (20.712) (Powers concerning crossings over footpaths and channels) and Council's Amenity Local Law, Council has the authority to require a property owner to maintain the vehicle crossings.

Where damage to the crossing has been caused by Council or public authority or utility works, reinstatement works may be carried out by Council, the public authority or utility and/or approved contractor, under Council supervision.

6. Special consideration and dispensations

Approval may also be granted for applications not complying with these procedures, where they demonstrate compliance with the policy objectives and relevant engineering design standards. In this instance, the application may be considered by the Manager Engineering and Traffic or his or her delegate. Requests for special consideration and dispensations may require further investigation. Should there be costs associated with these investigations, they are to be borne by the applicant.

The Manager Engineering and Traffic or his or her delegate may give special consideration for arrangements for people with medically-certified debilitating physical conditions, or with certified limited



mobility necessitating a wheelchair. Such approvals will be on a temporary basis, with applicability up to a maximum of five years. At the end of the stipulated period the property owner will be required to restore all assets to their original condition, unless a further permit is granted.

Any proposal to vary the minimum clearance to a street tree or the possible removal or replacement of a street tree will be subject to special consideration by Council's Arborist.

Any proposal to vary the minimum clearance or to alter, relocate, modify and/or reinstate any drainage infrastructure will be subject to special consideration by Council's Drainage Team and/or the relevant authority / infrastructure manager.

Any proposal to vary the minimum clearance to any utility infrastructure or to alter, relocate, modify and/or reinstate any and all infrastructure will be subject to special consideration by Council and/or the relevant authority / infrastructure manager.

7. Redundant vehicular crossings

Where access to a property has been altered or prohibited by changes to the property, a vehicle crossing that becomes redundant must be removed at the time of the change to the property.

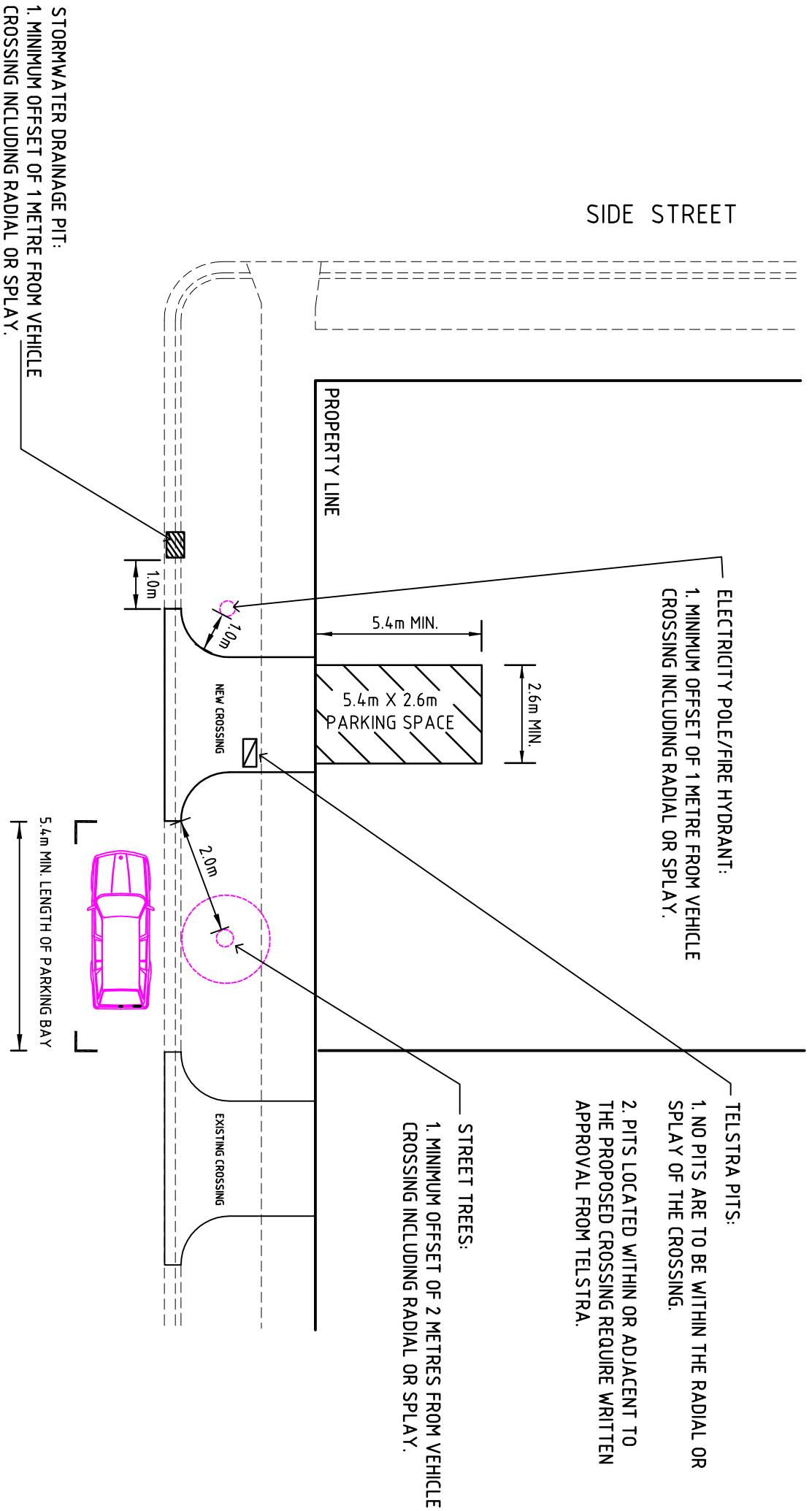
Property owners are fully responsible for all costs associated with the removal of any existing redundant crossing(s). The reinstatement of street assets (that is, footpath, nature strip and kerb and channel) must be in accordance with the relevant Council standards. A Vehicular Crossings Permit is required for this work.

8. Relevant documents

- Vehicular Crossings Policy 2013
- *Local Government Act 1989*
- Council's Amenity Local Law
- *Road Management Act 2004*
- *Planning and Environment Act 1987*
- Council Plan June 2012
- Tree Policy 2010
- Tree Management Guidelines 2010
- Nature Strip Guidelines 2010
- *Road Rules - Victoria*
- Australian Standards

9. Contact

Clarification on any aspect of the Vehicular Crossings Procedures can be obtained by contacting our customer service staff in the Works Permits Team on 9278 4505.



ANY CONSTRUCTION OF A NEW VEHICULAR CROSSING OR ADDITION/ALTERATION AND/OR REPLACEMENT TO AN EXISTING CROSSING MUST BE IN ACCORDANCE WITH THE VEHICULAR CROSSINGS PROCEDURES AND COUNCIL'S STANDARD DRAWINGS.

MINIMUM OFFSET DISTANCES TO STREET ASSETS

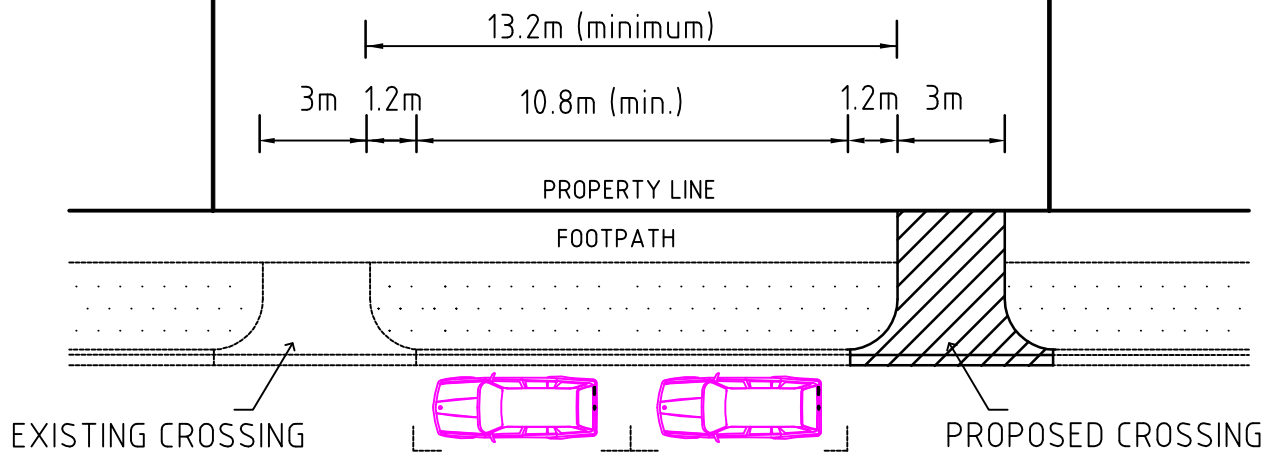


DIAGRAM 1 - MINIMUM DIMENSIONS FOR SECOND CROSSINGS

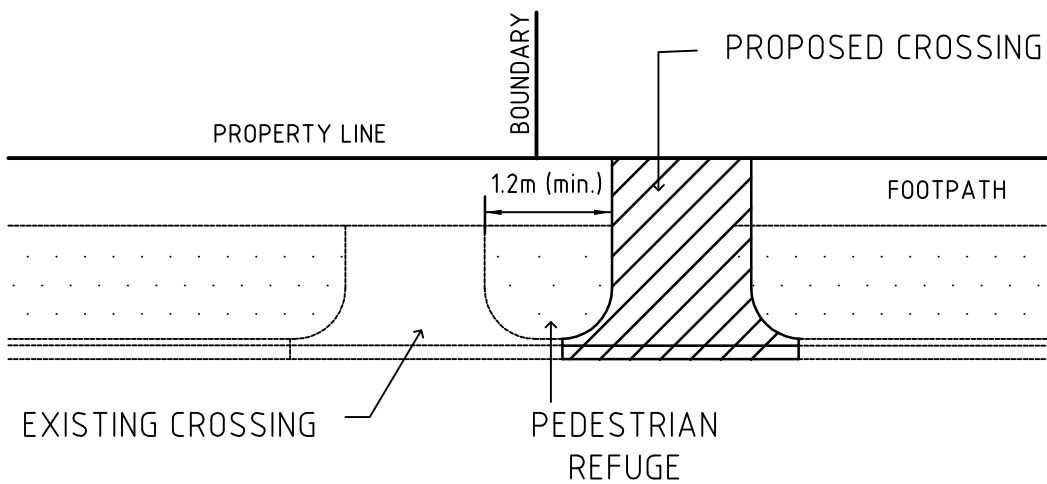


DIAGRAM 2 - PEDESTRIAN REFUGE ISLAND DETAILS

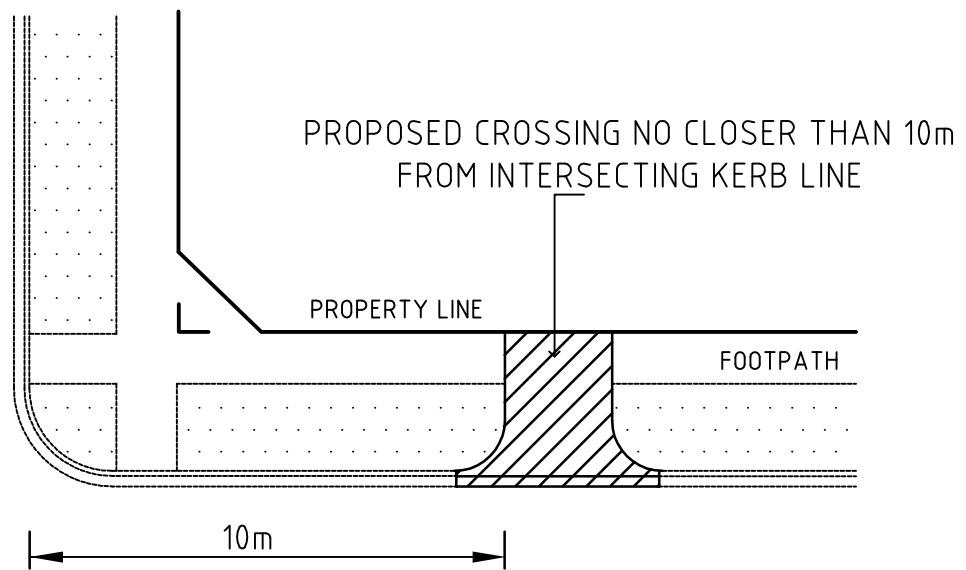


DIAGRAM 3 - OFFSET LOCATION FROM INTERSECTION