



**VEHICULAR CROSSOVERS FOR INDIVIDUAL RESIDENTIAL  
PROPERTY TITLES POLICY**

**1.0 Purpose**

1.1 The purpose of this Policy is to regulate the construction or alteration of vehicular crossovers for individual residential properties.

**2.0 Objective**

2.1 The objective of the Policy is to provide direction and guidance to both Council staff and property owners in relation to the construction of new crossovers or alterations to existing crossovers for individual residential properties and to ensure that all applications to Council for new or altered crossovers are dealt with in a consistent, fair and transparent manner.

**3.0 Scope**

3.1 This Policy applies to all works involving the construction or alteration of vehicular crossovers for individual residential properties.

**4.0 Policy**

4.1 Application Process and Parameters

4.1.1 The applicant, being the property owner or the owner's representative, must lodge a formal application for the construction or alteration of a vehicular crossover. The applicant must submit a site plan showing the proposed location, alteration or reconstruction of the crossover and all existing street assets such as footpaths, nature strips, trees and the like and Government authority assets such as bus stops and utility services such as electricity and Telstra services.

4.1.2 An on-site assessment will then be conducted by the Engineering Services Department to determine the suitability and acceptability of the request.

4.1.3 The applicant will then be advised in writing within three normal working days and, if approval is granted, a permit will be issued which will include the appropriate specifications for construction.

4.1.4 The applicant may arrange for a competent concreting or asphaltting contractor to carry out the works which must be in accordance with Council's Engineering Design Standards.

4.1.5 The applicant or contractor must arrange an inspection time with Council's Engineering Services Department to ensure that the works comply with any required Council standards and policies and to allow for advice of any required adjustments. A minimum of 24 hours notice is required by Council prior to any inspection being carried out.

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- 4.1.6 The physical construction of a new vehicular crossover, or an alteration, reinstatement or addition to an existing vehicle crossing, must be done in accordance with Council's Engineering Design Standards and to the satisfaction of the Executive Manager Engineering Services.
- 4.1.7 On completion of the works the Engineering Services Department will conduct a supplementary inspection to ensure that the works comply with Council's Standards. Any works considered substandard will be advised in writing with remediation requirements outlined.
- 4.1.8 Details of the application process are shown in the flow chart contained in Attachment 2.
- 4.2 Minimum parameters for the provision of a single vehicular crossover for dwellings.
- 4.2.1 Minimum clearances to be maintained from existing street assets are as follows:
- (a) 2 metre clearance for nature strip trees. A shorter distance will be considered if there is likely to be no negative impact on the longevity of the tree's life; and
  - (b) 1 metre clearance for electricity power poles, pillars or hydrants. An applicant may, at their own cost, make separate arrangements with the appropriate authority for the alteration or relocation of those types of assets.
- 4.2.2 Wherever possible, crossovers are to be constructed 1 metre from the property side boundary to provide opportunities for landscaping between the crossover and the boundary fence. A nature strip island is to be maintained between any new crossover and an existing crossover to an adjoining property to provide a pedestrian refuge between the driveways of both properties (see Diagram 2).
- 4.2.3 A crossover on a corner property is to be no closer than 10 metres from the kerb line of the front street and is also to be consistent with the above parameters (see Diagram 3).
- 4.3 Minimum parameters for provision of a second vehicular crossover for dwellings
- 4.3.1 A minimum property width of 21.2 metres is required for the installation of a second vehicular crossover. A minimum distance of 10.8 metres is required between crossovers servicing one property to accommodate two on-street parking spaces in front of that property (see Diagram 1).

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- 4.3.2 To preserve the general amenity and character of a neighbourhood the crossovers, including kerb returns, should not dominate a development or street frontage.
- 4.3.3 It is considered that the visual intrusion of two crossovers of 6 metres in total width in a property frontage of less than 21.2 metres would dominate the street frontage and would lead to a detrimental effect on the streetscape. The minimum width of any crossover is to be 3 metres (see Attachment 1).
- 4.3.4 Wherever possible crossovers are to be constructed 1 metre from the property side boundary to provide opportunities for landscaping between the crossover and the boundary fence (see Attachment 1). A nature strip island is to be maintained between any new crossover and an existing crossover to an adjoining property to provide a pedestrian refuge between the driveways of both properties (see Attachment 2).
- 4.3.5 Minimum clearances are to be maintained from existing street assets (see Clause 4.1.1 above).
- 4.3.6 No more than two crossovers will be permitted for any individual property title for dwellings.

*Approval of a vehicular crossover does not constitute building approval by Council for the construction of garages or carports and the like. A separate application to Council for such developments is required.*

4.4 Construction of crossovers

- 4.4.1 To provide safe and proper vehicular access to and from a road to private property the owner is not permitted access without having constructed a crossover to Council requirements. A Council permit is required for the crossover to be constructed and it is to be undertaken in accordance with Council's Engineering Design Standards.
- 4.4.2 Generally, a vehicle crossover is to be constructed in a material which is consistent with the prevailing crossover construction materials in the road.
- 4.4.3 The property owner is fully responsible for the provision and cost of the construction of the crossover to their property.
- 4.4.4 The property owner will be required to meet the full cost of reinstatement of any Council assets damaged as a result of any crossover demolition or construction works.

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4.5 Crossover widths

4.5.1 The minimum standard crossover width is 3 metres in order to accommodate the movement of a standard passenger vehicle to and from a property. This width may be increased in accordance with Council's Engineering Design Standards if the other minimum parameters set out in section 4.1 are met.

4.6 Redundant vehicular crossovers

4.6.1 Redundant vehicular crossing(s) must be removed at the same time as the construction of any new crossover(s), prior to the completion of development works and where access to a property has been altered or prohibited by changes to the property.

4.6.2 The cost of removal of the existing crossover(s) and the reinstatement of street assets such as footpath, nature strip and kerb and channel is to be borne by the applicant and must be in accordance with the relevant Council Engineering Design Standards. A Council permit is required for this work.

4.7 Repairs to vehicular crossovers

4.7.1 Under section 35 (1) of the *Local Government (Highways) Act 1982* Council may serve a written notice upon a landowner requiring repairs to be carried to a vehicular crossover within the time specified in the notice.

4.7.2 Where damage to the crossover has been caused by Council or a public authority reinstatement works may be carried out by Council, the public authority or an approved contractor under Council supervision.

4.8 Procedure for access improvements to residential properties

4.8.1 Council has adopted a standard driveway profile for property accesses which ensures vehicles can enter and exit the property without scraping the road or driveway crossover.

4.8.2 In the past such standards were not consistently applied to crossover constructions and Council staff now receive complaints from residents who have concerns with their cars scraping the road and request assistance to address the issue.

4.8.3 Residents also put in place temporary arrangements to address their concerns and the arrangements include timber, steel plates, concrete in the channels.

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- 4.8.4 The aesthetics and safety issues associated with these arrangements are of concern.
- 4.8.5 Purpose designed units, which assist in addressing access issues, are available for installation in the kerb and channelling. In addition these devices assist in addressing safety and aesthetic concerns.
- 4.8.6 A copy of the insert details is attached (*see Diagram 4*).
- 4.8.7 Criteria for use of the kerb inserts:
- (a) The kerb inserts are a suitable solution for locations where vehicles have difficulty in traversing a driveway crossover due to the cross fall of the road and/or driveway crossover.
  - (b) The abutting property owner will accrue the major benefit from the installation of the insert in the kerb and channelling where the gradient of the access to the property is too steep.
  - (c) It is acknowledged though, that in some instances, the road cross fall rather than the actual driveway crossover is the contributing reason for access issues.
  - (d) There is also a benefit for the wider community in the use of the inset units because a standard approach is used and inappropriate materials are not placed in the road reservation and in some instances Council may contribute to the cost of installation.
  - (e) The process for considering whether a kerb inset will be approved and/or funded by Council is as follows:
    - (i) Was the driveway constructed prior to the implementation of the Council permit system controlling driveway crossing construction?;
    - (ii) Was the driveway recently constructed with formal approval? If the answer is **NO** then no cost share arrangement will be considered. Residents are permitted to supply and install an approved insert to Council standards. The property owner or his representative must obtain a permit for works within the road reservation from Council prior to work commencing;
    - (iii) If the answer is **YES** to either question 1 or 2 then Council staff will survey the profile of driveway to determine the approach and departure grades;
    - (iv) If the approach and departure driveway grades comply with the Council Standard Drawings then **NO** further action will be taken and the applicant advised;
    - (v) If the road grade is greater than that specified in the Council Standard Drawing and it is demonstrated a vehicle will scrape then the installation of a kerb insert at Council's cost will be recommended. A maximum of three driveway treatments will be allowed per year. All requests will be placed on a priority list;

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- (vi) If the driveway grade is greater than that specified in the Institute of Professional Works Engineers Association (Tasmania Division) Municipal Standards, specifications and plans and it is demonstrated a vehicle will scrape then residents will be offered a subsidy of 50% of the cost of the kerb insert. The property owner will be required to complete a Private Works form for the works and follow the Private Works procedures. A maximum of 3 requests will be considered each year; and
- (vii) If the resident does not agree to the proposed cost share arrangements then no further action will be taken.

**4.9 Special consideration**

4.9.1 The Executive Manager Engineering Services may give special consideration to applicants wishing to make arrangements for people with medically-certified debilitating physical conditions or with medically-certified mobility necessitating a wheelchair to vary any prohibition under this policy on the construction of a second crossover. Such approvals will be temporary only, up to a maximum period of five years. At the end of the approval period the property owner will be required, at their expense, to remove the second crossover and reinstate the footpath, nature strip and kerb and channel and any other Council asset, as required, unless a further application has been made and granted within the initial period of approval.

4.9.2 Additionally, if, in the opinion of the Executive Manager Engineering Services, there is a significant community benefit to be derived from the construction of a second crossover where such a second crossover does not meet these policy parameters then a report is to be prepared for Council consideration and decision.

**4.10 Land adjacent to State highways**

4.10.1 Approval is required from the Department of Infrastructure, Energy and Resources for any new crossover(s) or alterations or additions to existing crossover(s) adjoining a State highway. The applicant is required to provide a copy of this approval to Council's Engineering Services Department.

4.10.2 Planning approval under the Waratah-Wynyard Planning Scheme 2000 may also be required.

**5.0 Legislation**

*Local Government (Highways) Act 1982*



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**6.0 Responsibility**

6.1 The Director Infrastructure and Development Services is responsible for the overall management of this policy.

**7.0 Minute Reference**

Minute No. 12.2

**8.0 Council Meeting Date**

15 November 2010