

# Vehicle Crossing Application

## Do I need to install a vehicle crossing?

You are required to install an appropriate vehicle crossing:

- To ensure that safe and appropriate vehicle access is provided and maintained by the property owner.
- To ensure that property owners protect footpaths, road shoulders, berm and underground utilities from damage due to the passage of vehicles.
- To ensure that property owners prevent the flooding of their properties due to stormwater from the road and ensure that natural water flows along the road are maintained.
- To ensure that property owners prevent the flooding of the road due to stormwater from their properties.
- To prevent loose metal from rolling on to sealed roads and into the stormwater systems.
- If you are building a house or garage and there is an existing footpath outside your driveway.
- If required as a condition of a subdivision.

When the Council installs a footpath outside your driveway, you will be required to install a vehicle crossing if you have not done so already.

Remember a vehicle crossing adds value to your property!

*In all cases it is the owner's responsibility to provide and maintain an appropriate crossing.*

## What type of crossing must I install?

Crossings must be made of concrete, chip sealed or cobbles in urban areas and may also be concrete or chip sealed in rural areas. If the road is a metal road, the crossing can be metal also.

Gobi block crossings may be considered in place of cobbles where there is no footpath.

The details of the crossings are set out in the document titled VEHICLE CROSSING SPECIFICATION.

## What applications do I need and what fees apply?

Vehicle Crossing Application forms are available from the nearest Thames-Coromandel District Council Office, or online at [Vehicle Crossing | TCDC](#)

The following fees are payable with the application:

Using a Contractor authorised to work without direct supervision      \$150.00 Incl GST

Using Contractor where supervision or inspection is required      \$300.00 Incl GST

Traffic safety issues **must** be resolved before you make your application. Our staff will be able to assist you in this regard.

**Who is permitted to construct a vehicle crossing?**

Any experienced person or contractor may construct a vehicle crossing.

Supervision or inspection of the work will be required to ensure that Council's objectives and standards are not compromised. Council's supervision is not intended to guarantee the quality of work and does not in any way relieve the person doing the work of any of his obligations. Certain contractors have authority to construct vehicle crossings without such intensive supervision and we only carry out occasional checks on their work.

It will be advantageous for you to make use of these AUTHORISED CONTRACTORS. A list can be found at: [Vehicle Crossing | TCDC](#)

**Can any contractor be authorised to construct a vehicle crossing without supervision?**

Any suitably experienced contractor who is committed to working according to Council's specifications and has a satisfactory track record with Council may be authorised to construct vehicle crossings without supervision.

**Do I need to get permission from other authorities?**

If you are working on a State Highway in a rural area you must contact the New Zealand Transport Agency. Your work may also affect electricity or telephone cables, water mains or other services. You will need to be very careful about doing any excavation in the berm as damage to services can become very expensive or even dangerous. We would advise you to contact the appropriate utility authority. Your contractor may do this for you. The responsibilities in this regard finally rest with the property owner.

If you have reservations, we advise you to make use of an experienced contractor.

**What laws cover vehicle crossings?**

The Local Government Act and Council's Activities in Public Places Bylaw enable Council to control activities in road reserve, set standards for vehicle crossings and if necessary, address problems caused by accesses.

<https://www.tcdc.govt.nz/Our-Council/Bylaws-Codes-and-Policies/Bylaws/Activities-in-Public-Places-Bylaw-2017-Te-Ture-%C4%81-R%C5%8Dhe-ki-ng%C4%81-W%C4%81hi-Marea>

Any person undertaking construction work must be aware of the framework of legislation covering traffic control and occupational safety.

**PLEASE DO NOT HESITATE TO ASK OUR CUSTOMER SERVICE STAFF IF YOU HAVE ANY OTHER QUESTIONS**

# Vehicle Crossing Specification

## 1. General

This specification provides for the installation of residential and rural vehicle crossings within the Thames Coromandel District Council district, spanning the footpath/berm from road edge to property boundary.

In the case of an owner-built crossing, reference to the Contractor shall imply the Owner of the section for the purposes of this specification.

No work shall be undertaken unless consent from the Council has been issued.

Application forms are available at Council Offices or online: <https://www.tcdc.govt.nz/Our-Services/Transport-Roads-and-Road-Safety/>

The owner of the property (the Owner) to which the Vehicle Crossing is provided is responsible for the works. They may undertake the works themselves or employ a contractor to do the works on their behalf. If the Owner undertakes the works themselves they become the contractor and assume all those liabilities and duties.

**In all cases, it is the Owner's responsibility to provide and maintain an appropriate crossing.**

## 2 Existing Services

- 2.1 The Contractor is responsible for the location of all other services and protection of such services.
- 2.2 The Contractor shall notify the owner or controlling authority of the proposed work and comply with any specific requirements for excavation that would affect their services.
- 2.3 In all cases the Owner is accountable for any damage occurring to other services, building or structure, by this work. In event damage does occur, the Contractor shall immediately contact the Owner or controlling authority and the Council.
- 2.4 The Owner or controlling authority will arrange necessary repairs, and the Contractor shall be liable for all costs incurred.

## 3 Inspections

- 3.1 Where a Vehicle Crossing is constructed by a Contractor not authorised to work without supervision. Two inspections are required; the first is required after boxing and subgrade is prepared (prior to pouring of concrete) and the second inspection after completion of the Vehicle Crossing.  
The Contractor shall provide five working days' notice to Council's roading consultant, Pinnacles Civil Ltd, via email: [prof.services.tcdc@pinnaclescivil.co.nz](mailto:prof.services.tcdc@pinnaclescivil.co.nz) to book an inspection.
- 3.2 Where a Vehicle Crossing is constructed by a Council approved Vehicle Crossing Contractor (see Approved Vehicle Crossing Contractor list at <https://www.tcdc.govt.nz/Our-Services/Transport-Roads-and-Road-Safety/>) only one inspection is required upon completion of the Vehicle Crossing. Other inspections will be made when necessary.

Any work rejected or tests required by the Council shall be undertaken by the Contractor at the Contractor's expense.

#### **4 Working Space**

The Contractor shall confine his working space to the area of excavation unless specifically approved by the Council. The site shall not be a hazard to the public at any time, and the Contractor shall comply with the Health and Safety at Work Act 2015, provide a Site Specific Safety Plan, and provide a Traffic Management Plan in accordance with the Code of Practice for Temporary Traffic Management (COPTTM) for approval prior to work starting.

#### **5 State Highways**

Work on State Highway Road Reserve in a rural area will be subject to New Zealand Transport Agency approvals. These must be obtained and forwarded to Council with the completed application form before any work commences.

#### **6 Signs**

The Contractor is prohibited from erecting any signs other than traffic warning signs.

#### **7 Clean Up**

On completion of the work the Contractor shall remove all plant, materials and any other items brought onto the site and leave it in a clean and tidy condition.

#### **8 Gradients**

Gradient shall at no point exceed 1 in 8 or 12% within road reserve. Vehicle Crossings are to be constructed with maximum change of gradients as detailed on the vehicle crossing grades and scraping criteria available online:

<https://www.tcdc.govt.nz/Our-Services/Transport-Roads-and-Road-Safety/>

#### **9 Construction Standard**

9.1 All Vehicle Crossings shall comply with the Code of Practice for Subdivision and Development, Section 3 (3.4.7). A copy is available on Thames-Coromandel District Council's (TCDC) website <https://www.tcdc.govt.nz/Our-Council/Bylaws-Codes-and-Policies/Codes>

9.2 All Vehicle Crossings shall comply with the Vehicle Crossing Standard Drawing applicable for the location. Vehicle Crossing Standard Drawings are available on TCDC's website <https://www.tcdc.govt.nz/Our-Services/Transport-Roads-and-Road-Safety>

9.3 Gobi block crossings may be considered in place of cobbles where there is no footpath.

#### **10 Geometric Standard**

10.1 A crossing shall not be located on a corner or within the distances detailed in Table 3.6 of the Code of Practice for Subdivision and Development. Distances are measured from the intersection of the legal road boundaries.

10.2 Council will not approve the installation of a crossing located at a point where horizontal or vertical sightlines do not meet the sight distance requirements as detailed in Table 3.6 of the Code of Practice for Subdivision and Development.

- 10.3 Each property shall not have more than one vehicle entrance except with the written permission of the Council.

**11 Mandatory Construction**

Council may require the owner of an existing crossing which is inadequately constructed or unsealed to construct the entrance to an approved standard:

- a. If loose metal from the entrance migrates on to the road or into any edge drain, culvert or stormwater system.
- b. If vehicle tracking is likely to damage underground services.
- c. If vehicles entering a section damage a public footpath.
- d. As a condition of a building consent.
- e. As a condition for a subdivision/land use consent.
- f. If deterioration of the formed road edge is occurring.

**12 Stormwater Control**

The property owner shall ensure that the property runoff water is disposed of on the property, otherwise approved drainage facilities must be installed. Provision must be made to prevent road stormwater draining into the entrance and causing flooding of the section and/or surface water from private properties discharging on to the pavement.

Installation of an appropriately sized culvert (minimum size of 300mm) will be required where there is an existing side drain or as required by Council.

**13 Intrusions into Road**

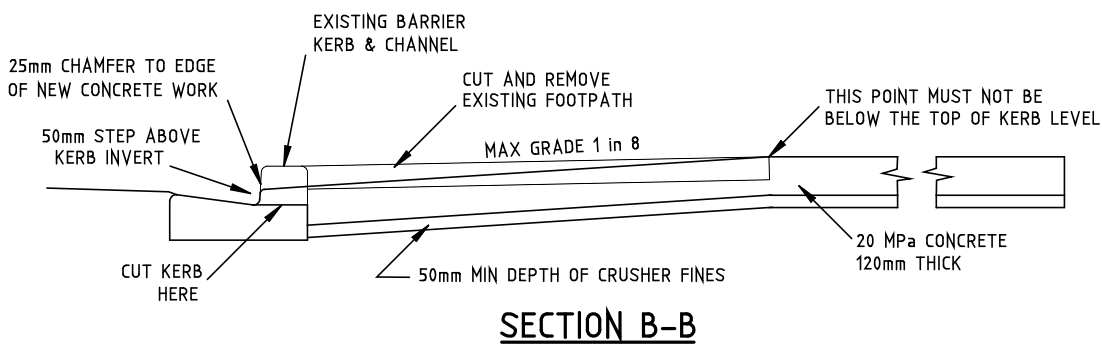
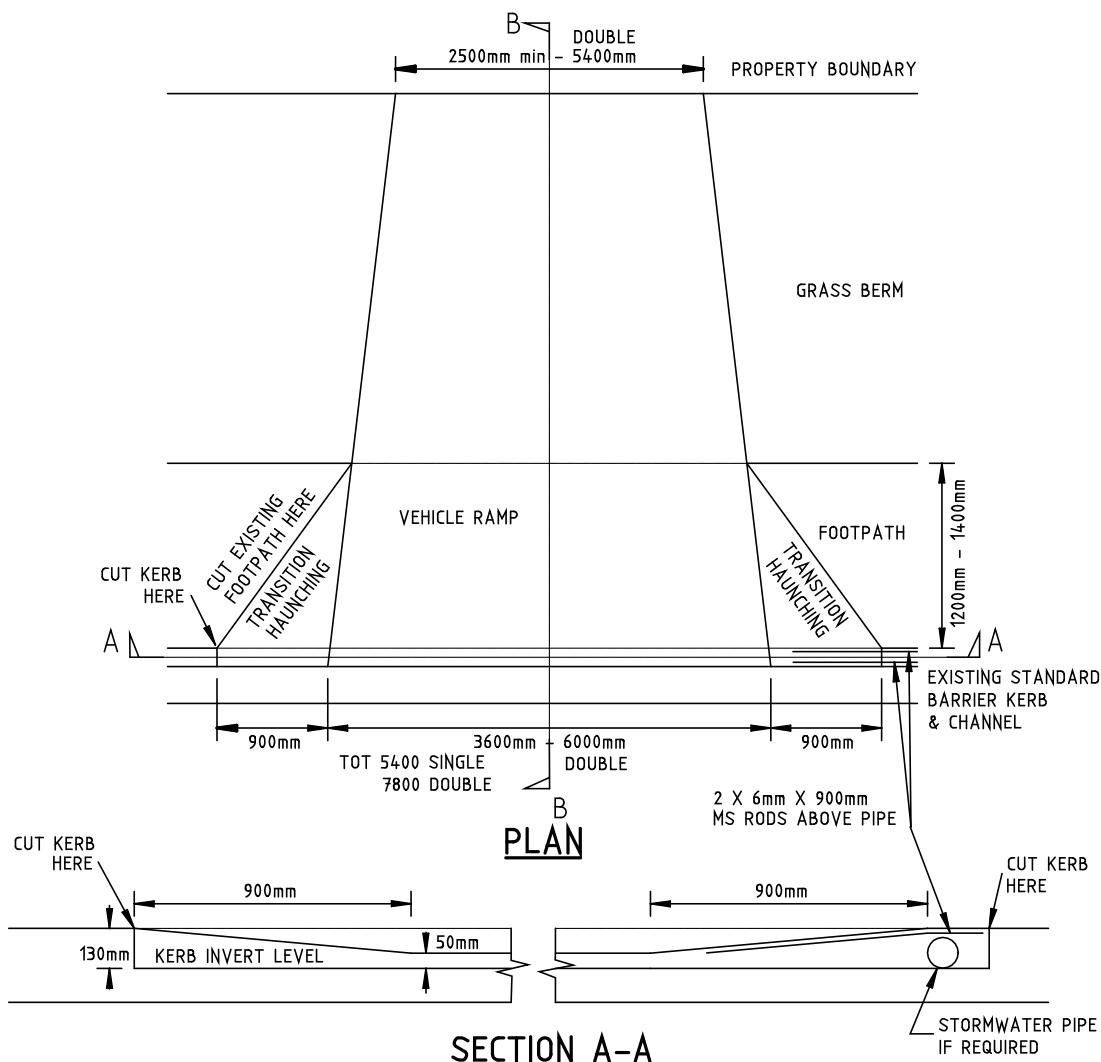
The formal crossing shall not intrude into the trafficked carriageway and shall not obstruct water flow in the channel, culvert or side drains.

**14 Rural Standards**

Rural standards are specified in Drawing 600-217 and shall apply to vehicle crossings on rural roads.

See also Drawing 600.218 Rural Commercial Access.

ORIGINAL SIZE A4 DO NOT SCALE - IF IN DOUBT, ASK



NOTE: FOR MOUNTABLE KERB BUTT NEW CONCRETE UP BEHIND KERB

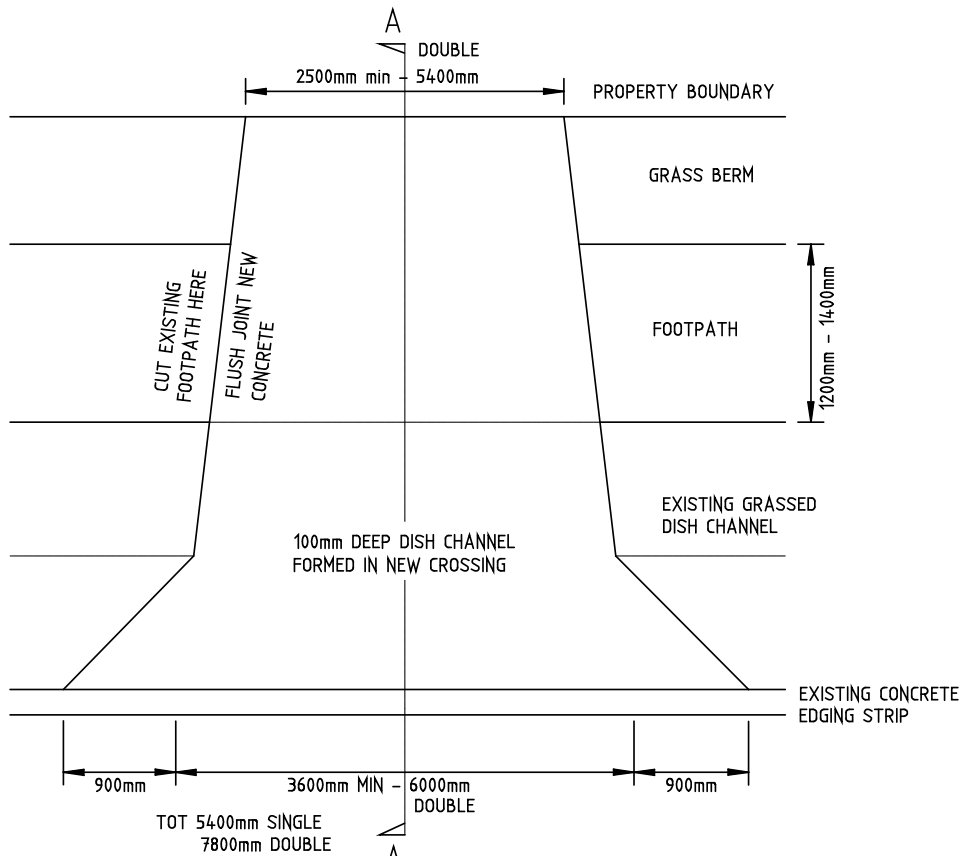
CAD REF : \$FILE\$ SCALE <b>NTS</b>		SHEET TITLE <b>VEHICLE CROSSING STANDARD RESIDENTIAL FOOTPATH AT KERB</b>	PLAN No. <b>600-211A</b> Date Stamp 01/08/2003 ISSUE <b>A</b> Sheet No.
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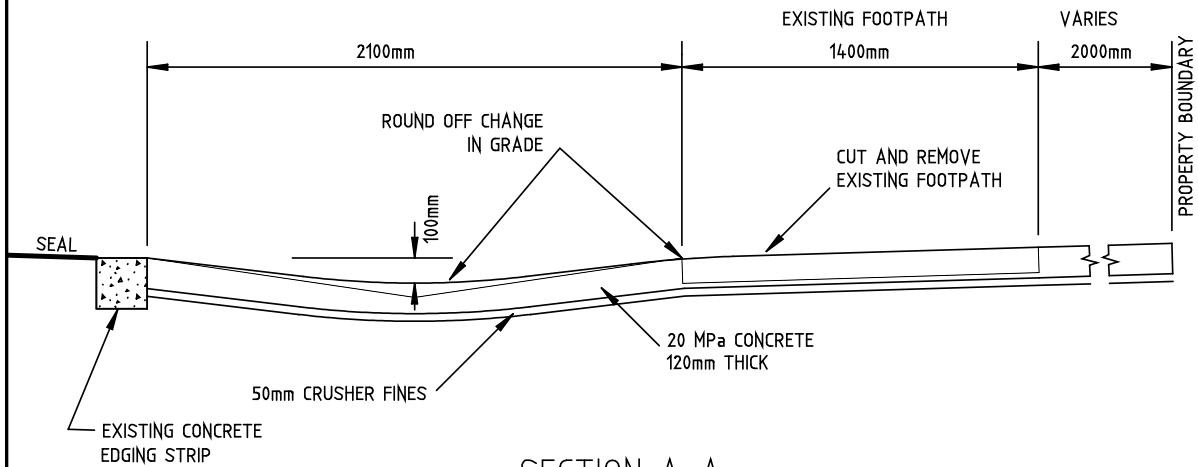


 <b>TTC</b> <b>THAMES</b> <b>COROMANDEL</b> DISTRICT COUNCIL	SHEET TITLE <h1 style="text-align: center;">VEHICLE CROSSING STANDARD RESIDENTIAL FOOTPATH IN BERM</h1>	PLAN No. <h2 style="text-align: center;">600-211B</h2>	
	SCALE <h2 style="text-align: center;">NTS</h2>	Date Stamp 01/08/2003	ISSUE A

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PLAN



SECTION A-A

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SHEET TITLE

VEHICLE CROSSING  
STANDARD RESIDENTIAL  
FOR DISHED BERM CHANNEL

PLAN No.

600-211C

Date Stamp

01/08/2003

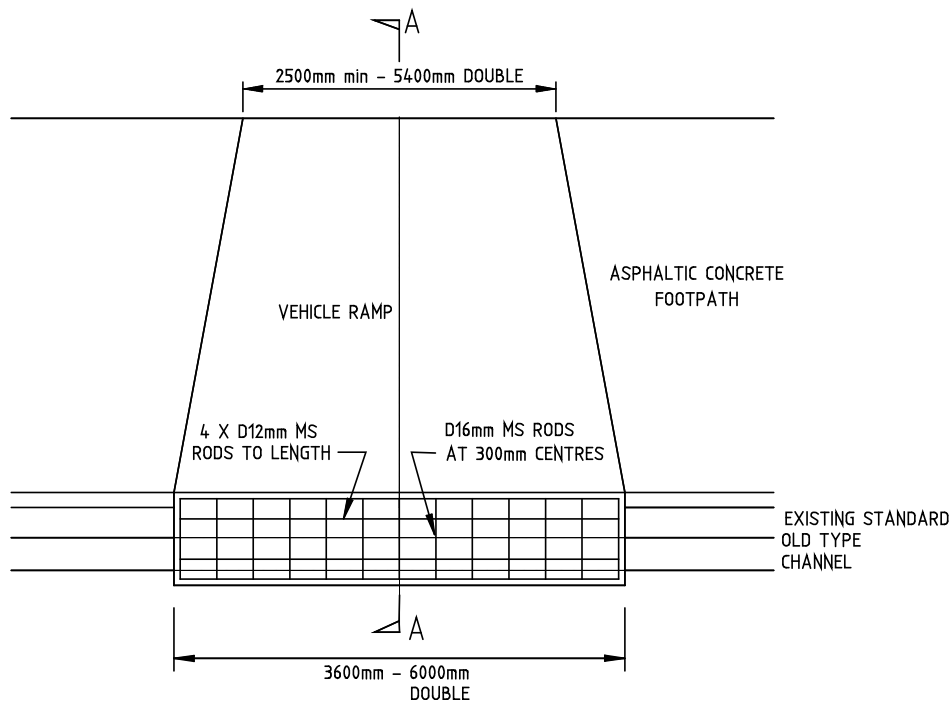
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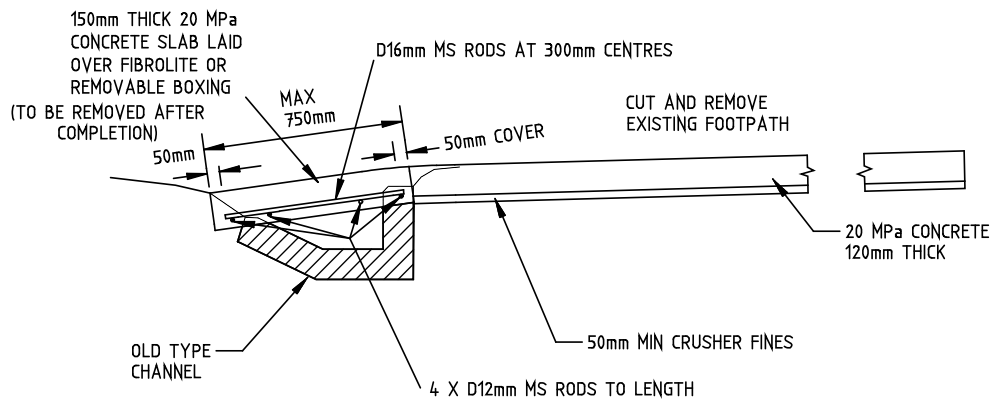
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**PLAN**



**SECTION A-A**

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SHEET TITLE

**VEHICLE CROSSING  
STANDARD RESIDENTIAL  
FOR OLD TYPE CHANNEL**

PLAN No.

**600-211D**

Date Stamp 01/08/2003

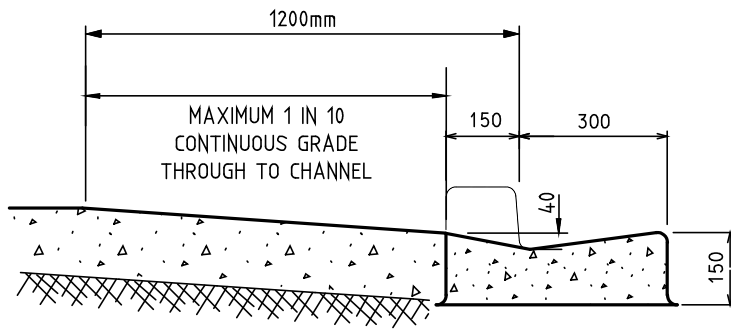
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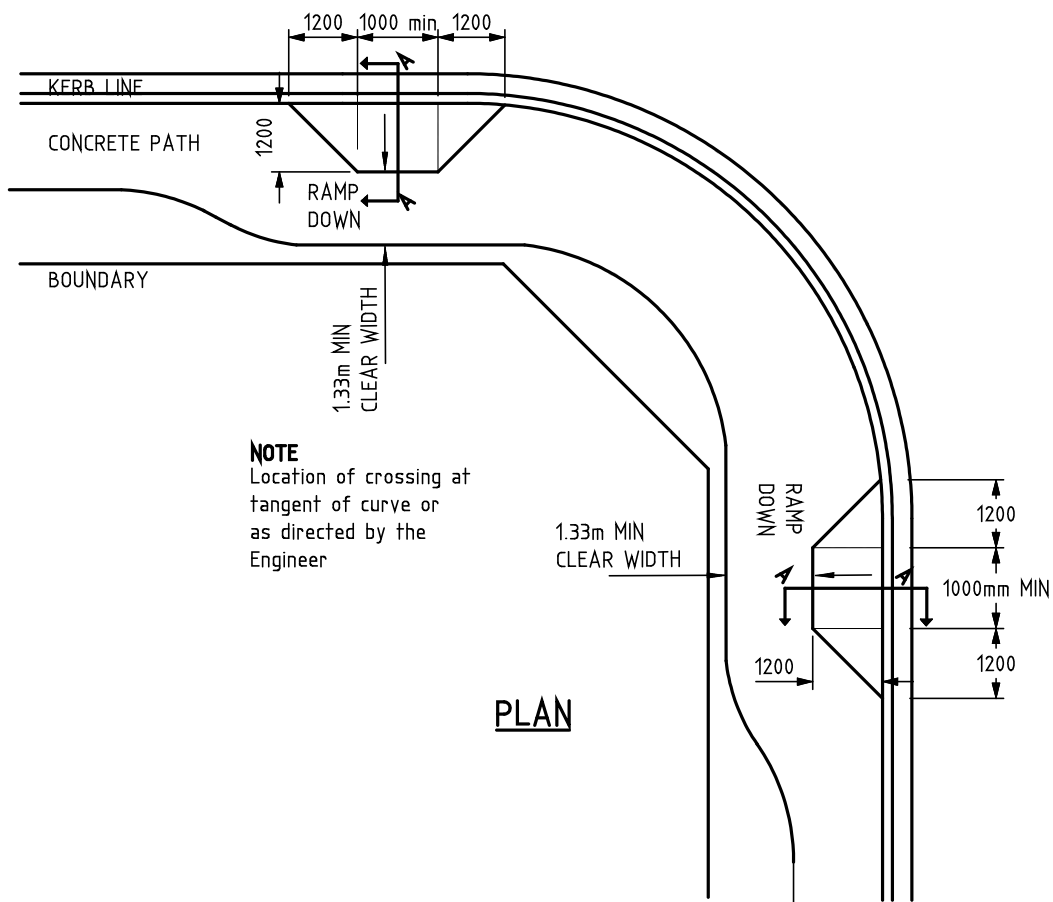
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**SECTION A-A**



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SHEET TITLE

**PEDESTRIAN CUTDOWN**

PLAN No.

**600-213**

Date Stamp 01/08/2003

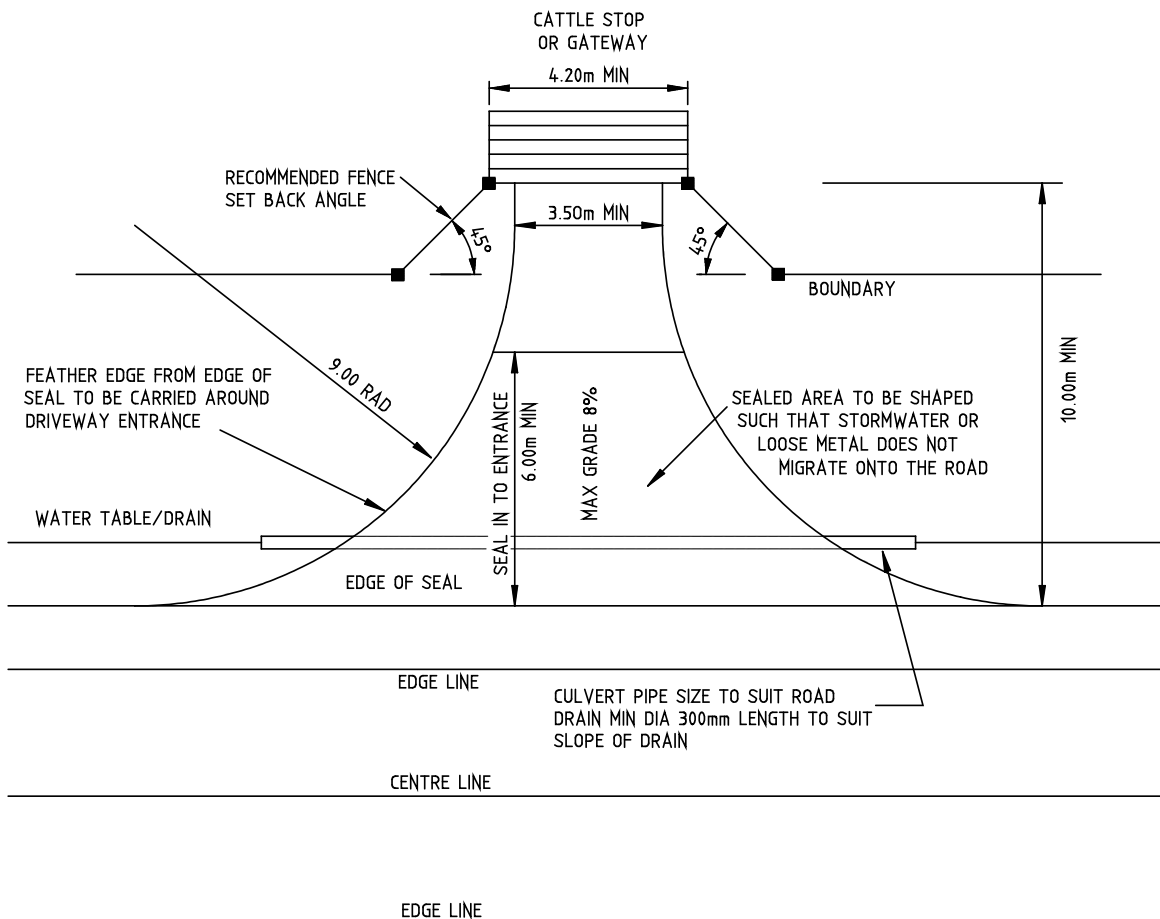
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- NOTE: (1) WIDTH AT CATTLE STOP SHOULD BE INCREASED TO 5m FOR STATE HIGHWAYS TO MEET TRANSIT NEW ZEALAND REQUIREMENTS.
- (2) THE WIDTH AT THE CATTLE STOP IS TO BE 5m FOR R.O.W. FRONTING COUNCIL ROADS TO PROVIDE PASSING WITHIN THE ENTRANCE OFF THE PUBLIC ROAD.
- (3) THE MAXIMUM GRADIENT FROM THE EDGE OF THE SEAL TO THE PROPERTY BOUNDARY ON THE FIRST 6m IS TO BE 8 PERCENT.

#### MINIMUM FORMATION STANDARDS

The formation shall extend down to a suitable subgrade which shall be free of organic material. As a minimum requirement, the formation shall comprise of a 150 mm compacted layer of subbase (AP65) overlaid with a 100 millimeter compacted layer of base course (AP40). The top course shall be applied as follows:

- Where the adjacent road formation is sealed, the entrance shall have a bound cohesive surface formation overlaid with a coat of chip seal, consisting of hot bitumen sprayed at a rate of 1.6 to 1.9 litres / square metre and grade 4 stone chip depending on surface conditions.
- Where the adjacent road formation is metalled, the new entrance formation shall be overlaid with AP20 running course.

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SHEET TITLE

## VEHICLE CROSSING STANDARD FOR RURAL ROADS

PLAN No.

600-217

Date Stamp 01/08/2003

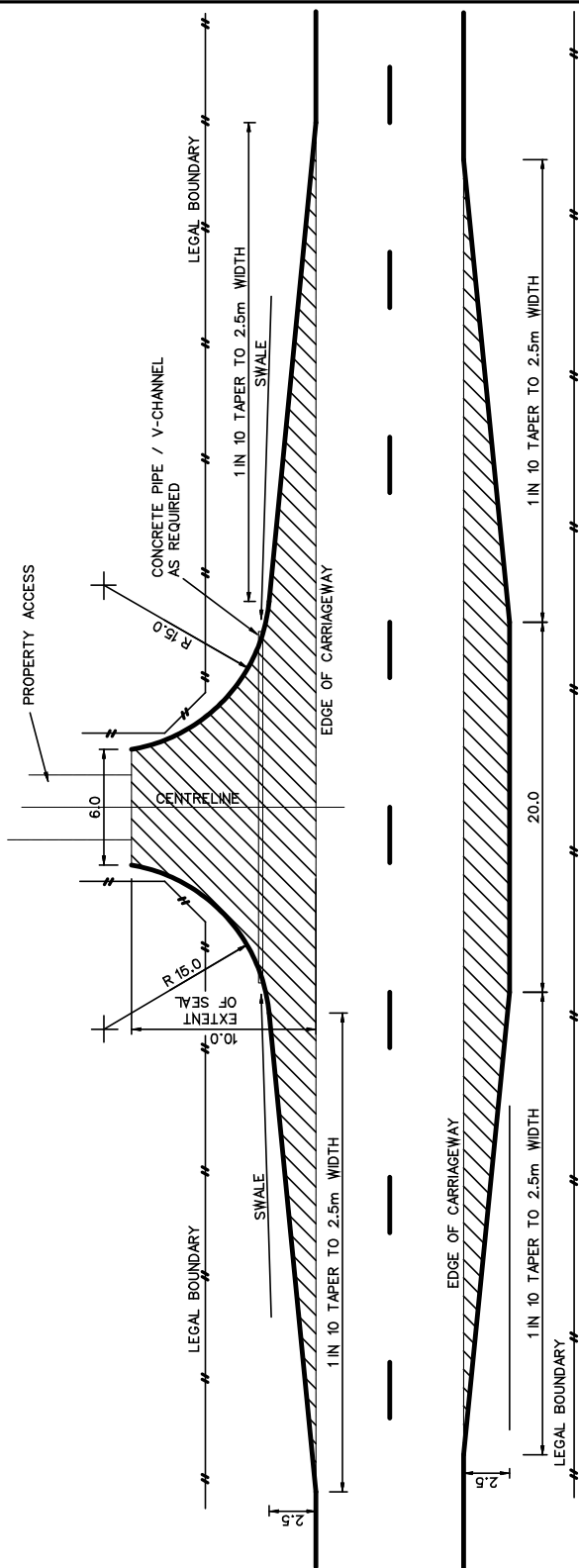
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ORIGINAL SIZE A4 DO NOT SCALE - IF IN DOUBT, ASK



SEAL WIDENING AND  
ACCESS SEALING

#### MINIMUM FORMATION STANDARDS

The formation shall extend down to a suitable subgrade which shall be free of organic material. As a minimum requirement, the formation shall comprise of a 150 mm compacted layer of subbase (AP65) overlaid with a 100 millimeter compacted layer of base course (AP40). The top course shall be applied as follows:

- Where the adjacent road formation is sealed, the entrance shall have a bound cohesive surface formation overlaid with a coat of chip seal, consisting of hot bitumen sprayed at a rate of 1.6 to 1.9 litres / square metre and grade 4 stone chip depending on surface conditions.
- Where the adjacent road formation is metalled, the new entrance formation shall be overlaid with AP20 running course.

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SHEET TITLE

TYPICAL RURAL  
COMMERCIAL ACCESS

PLAN No.

600-218

Date Stamp 01/08/2003

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