

ENGINEERING SERVICES PROCESSES & GUIDELINES FOR VEHICLE CROSSING APPROVAL



1.0 DEFINITION

A vehicle crossing is an access point to enable a vehicle to cross from the road to an abutting property.

2.0 INTRODUCTION

In accordance with the Local Government Act 1989, Schedule 10, Council may permit or require a person to construct, maintain, repair or re-construct a vehicle crossing over any footpath or channel next to a road to enable a person using the road to have access to the land on the other side of the footpath or channel. Further, in accordance with Council Local laws Clause 25.2, the owner of the land must ensure that each point of vehicle access from a road to the land has a properly constructed and maintained vehicle crossing.

There are two ways of Council approval for an applicant to construct or modify a vehicle crossing:

2.1 Engineering Services approval – required when the proposed crossover and associated works do not require a planning permit, *e.g., an existing residential property where an existing crossover is to be widened.*

Applicant must complete and lodge a Vehicle Crossing Application Form (see section 8.0) with Council's Engineering Services prior to the construction or alteration of a vehicle crossing. This form can be obtained online at www.maroondah.vic.gov.au and is to be signed upon completion by the applicant and returned with the following information;

- 2.1.1 A fully dimensioned site plan or sketch grid plan
- 2.1.2 Consents of utility authorities where their services are affected (see section 5.0)
- 2.1.3 A current photo of the location of the proposed works.

2.2 Planning Permit approval – required when the proposed crossover and associated works require a planning permit, *e.g., a two-lot subdivision where a new crossover is to be constructed.*

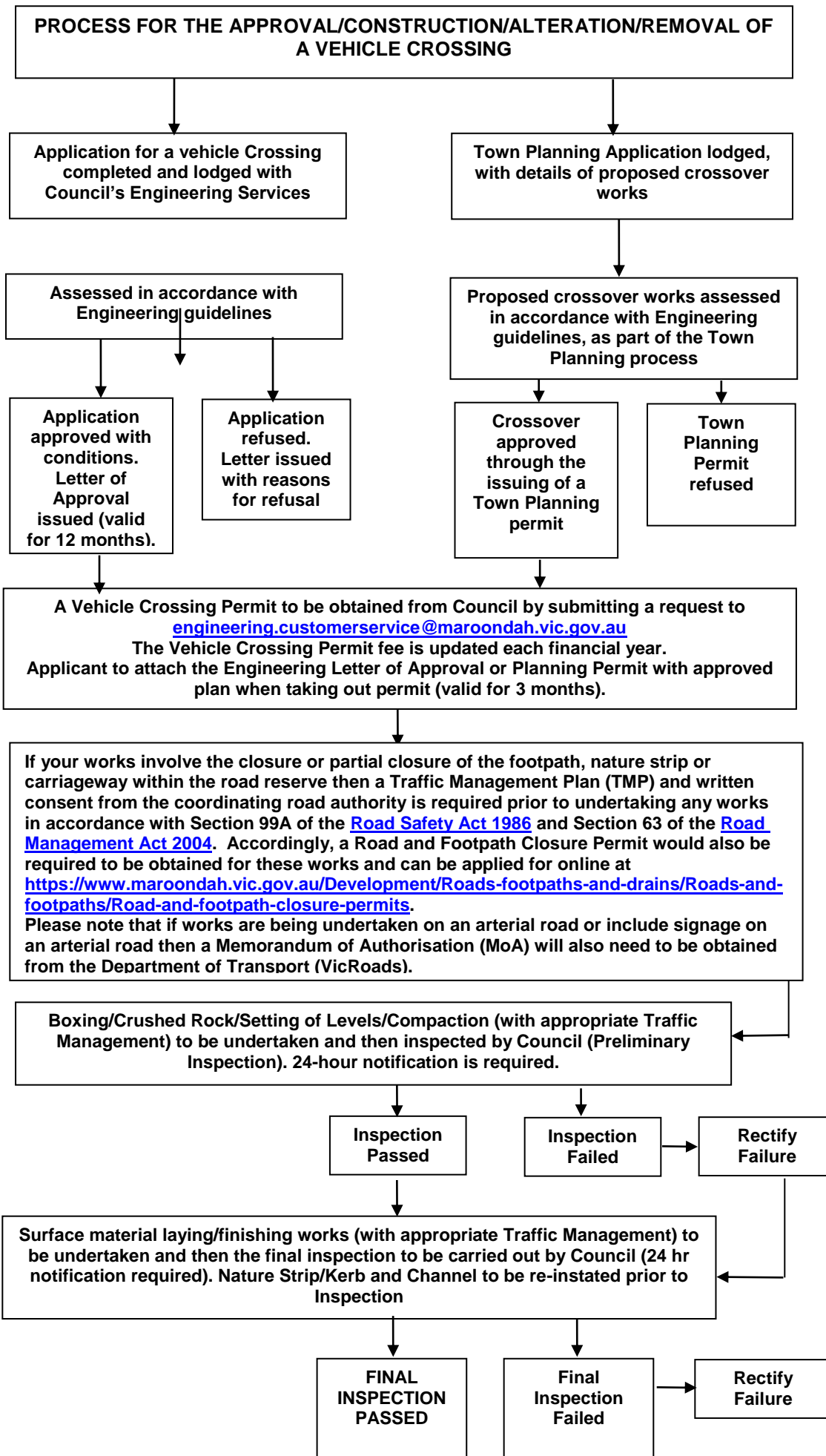
A Planning Application is lodged and any proposed new crossover(s), or alteration to an existing crossover(s), is considered as part of the Town Planning process.

3.0 THE PROCESS

The process of assessing a vehicle crossing application takes into account factors such as streetscape, visual amenity, the location of the crossing, the impact on vegetation and services, the effect on traffic conditions and traffic safety, pedestrian safety, and on-street parking.

Where the proposed construction is adjacent to a VicRoads'/DOT road, Council will assess the application on behalf of VicRoads/DOT, or refer the application to VicRoads for comments.

The following page contains a flow chart, which details the process for the approval/construction/alteration of a vehicle crossing.



4.0 GUIDELINES FOR APPROVAL

The following is a summary of the standard guidelines that apply for approval of construction works associated with vehicular access to a property:

Construct standards for vehicle crossings	If an older radius style vehicle crossing is proposed to be modified, it must be reconstructed to Council's current Standard (MCC-501 - 503). If a new vehicle crossing is proposed adjoining an existing vehicle crossing and cannot be fully separated at the kerb, it must be constructed as a double vehicle crossing.
Set Levels	If a vehicle crossing is constructed on a road with an existing footpath, the levels are set to match the existing footpath level. However, if a footpath doesn't exist, the vehicle-crossing is to be constructed to set levels as provided by Council's Engineering Services Department.
Modification of existing vehicle crossing	Note: Council will only allow widening of vehicle crossing if the existing vehicle crossing is constructed to Council's current standards (with reinforcement etc) and is in a good condition to Council's satisfaction. Otherwise the vehicle crossing must be fully reconstructed.
Double vehicle crossings	If the proposed works are within 1000mm of any nearby vehicle crossing (ie neighbouring properties), then the area in between the crossings must be fully constructed to form a double-crossing to Council standards. When constructing a double-crossing, saw cut and dowel into the existing section of crossing using Y-12 reinforcement bars. Note: Council will only allow widening of vehicle crossing if the existing vehicle crossing is constructed to Council's current standards (with reinforcement etc) and is in a good condition to Council's satisfaction. Otherwise the double crossing must be fully reconstructed.
Relocation of legal point of discharge	As part of the construction, a licensed plumber will need to be engaged to relocate the stormwater outlet so as not to conflict with the new crossover and still maintain effective drainage. A full height kerb adaptor will need to be used at the stormwater outlet.
Saw cutting Kerb and Channel	When constructing a new vehicle crossing, the existing sections of kerb & channel must be cleanly saw cut at the edge of the road surface, removed, and replaced with a standard channel and layback section, in accordance with Maroondah City Council standard drawings. The kerb and channel must also be cut between the section to be removed and the section remaining. Damaged road pavement must be repaired to Council's satisfaction.
Reinstatement	Upon completion of the works the reinstatement of nature strips, kerb & channel, and any other disturbed areas, must be undertaken to Council's satisfaction.
Redundant vehicle crossings	Any redundant vehicle crossing(s) must be removed prior to, or at the same time as the construction of the proposed works, and replaced with kerb & channel, in accordance with Maroondah City Council standard drawings.

5.0 CLEARANCES/OFFSETS

The following is a summary of Council's standard minimum clearances/offsets for services or pits from vehicular crossings:

Item	Minimum Clearance (mm)
Electricity Pole	1000
Light Pole	1000
Bracing attached to Poles (Stay Cable)	1000
Council Stormwater Pit	1000
Electricity Pit	100
Fire Hydrants	1000
Other Service/Authority Pit	1000

Where the minimum offset is not achievable:

- The applicant is required to contact the relevant service authority to obtain approval to either build next to the pit, or incorporate the pit into the proposed works.
- Permission may be granted for the existing stormwater pit lid to be replaced with a heavy-duty gatic cover or similar, to accommodate vehicular traffic.

6.0 TREES/VEGETATION

The following is a summary of the standard guidelines that apply for trees or vegetation adjacent to vehicular crossing works

- The proposed works must be located outside of the drip line of any adjoining trees, to avoid damaging the tree's root system. Advice in relation to adjoining trees within the nature strip may be obtained from Council's Team Leader, Arboriculture and Maintenance, on 9294 5680.
- If the proposed works facilitate access to a point that is currently blocked by a tree within private property, a planning permit may be required for its relocation/removal. Council's Environmental Officer may be contacted on 9298 4423, to discuss possible removal requirements for trees within private property.

7.0 PEDESTRIAN SAFETY AND TRAFFIC MANAGEMENT

If your works involve the closure or partial closure of the footpath, nature strip or carriageway within the road reserve then a Traffic Management Plan (TMP) and written consent from the coordinating road authority is required prior to undertaking any works in accordance with Section 99A of the [Road Safety Act 1986](#) and Section 63 of the [Road Management Act 2004](#) respectively.

Accordingly, a Road and Footpath Closure Permit would also be required to be obtained for these works and can be applied for online at

<https://www.maroondah.vic.gov.au/Development/Roads-footpaths-and-drains/Roads-and-footpaths/Road-and-footpath-closure-permits>.

Please note that if works are being undertaken on an arterial road or include signage on an arterial road then a Memorandum of Authorisation (MoA) will also need to be obtained from the Department of Transport (VicRoads).

- During the construction process reflective safety tape or safety mesh and appropriate signage must be installed to provide adequate safety for pedestrians.
- Traffic management is the responsibility of the contractor, and must be undertaken in accordance with the Road Management Act 2004 – Worksite Safety – Traffic Management – Code of Practice and Australian Standards AS1742.3. Council's inspectors may, at any time, ask to sight a traffic management plan. If a traffic management plan cannot be produced, or if the traffic management is deemed to be unsafe and not in accordance with Australian Standards, Council's officers, in accordance with the Road Management Act 2004, may order the works to be stopped, and the site made safe.

8.0 FURTHER INFORMATION

Vehicle crossing application forms and Standard Drawings can be downloaded in pdf format from the Council website at www.maroondah.vic.gov.au

If further information is required, please contact Council's Engineering Services department on 9298 4292, or email maroondah@maroondah.vic.gov.au