

# Vehicle Crossing Information Pack

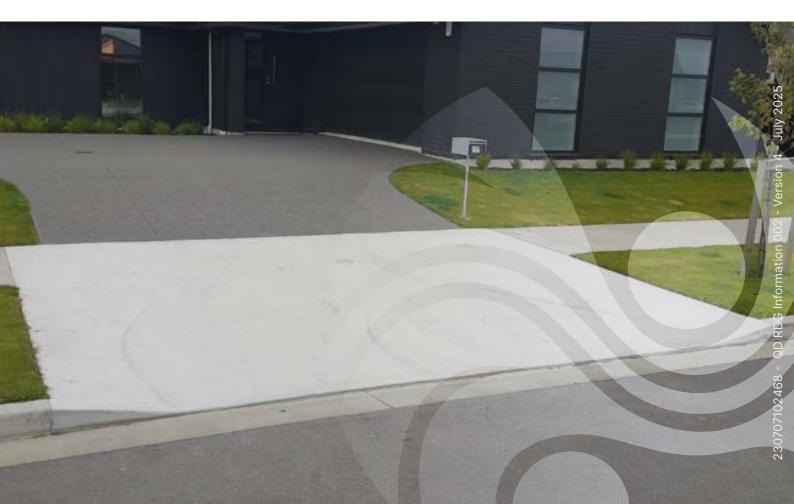
# Included in this pack

- Specific Conditions for Vehicle Crossings
- Application to Form a Vehicle Crossing (QD RDG Form 001)
- Standard Drawings.

# Additional information that can be obtained from the Waimakariri District Council

- Standard Specifications
- District Plan
- Vehicle Crossing Bylaw.

NOTE: Traffic Management Plans can only be completed by a current Site Traffic Management Supervisor (STMS)



# Contents

Specific Conditions for Vehicle Crossings Construction	3
General information	
Type of crossing	. 3
Location	.4
Width of crossing	. 4
Materials	. 5
Relocation of services	
Construction	. 6
Inspections	. 6
Insurance	
Safety	. 7
Applicant's maintenance and reinstatement obligations	. 7
Application to form a Vehicle Crossing	9
Appendix 1: Standard Drawings	11

# ROADING

# Specific Conditions for Vehicle Crossings Construction

#### **General information**

- All vehicle crossings shall be constructed in accordance to the relevant sections of WDC Engineering Code of Practice and Council District Plan Chapter 30.
- Special designs and conditions will apply to crossings across hillside channels or any other waterways. (For the ease of use the above documents have been summarised in the following information. However, an applicant may view the full documents at Council Service Centres.)
- Applications for a Vehicle Crossing Permit must be approved prior to work starting on the dwelling.
- The Vehicle Crossing Application form, included in this Pack QD RDG Information 002 must be used. A fee
  of \$232.00 is payable on application.

#### **Type of crossing**

Vehicle crossings use can be classified into the following:

**Residential crossings** 

- In Urban Areas crossings need to meet site requirements and match the channel and kerb type.
- In Rural Areas crossings need to match the existing road verge and to ensure adequate drainage. (Culvert is required if a swale channel is existing.)

All crossings shall comply with the relevant following drawings:

- 600-211A Typical Residential Vehicle Crossing (Flat Channel) Concrete
- 600-211B Typical Residential Vehicle Crossing (Flat Channel) Hotmix
- 600-211C Typical Residential Vehicle Crossing (Dish Channel) Hotmix
- 600-211D Typical Vehicle Crossing Residential 3, 4, 5 Zone
- 600-217 Typical Rural Zone Entranceway

**Commercial crossings** 

All commercial crossings shall comply with the relevant following drawings:

- 600-212A Typical Commercial Vehicle Crossing (Flat Channel) Concrete
- 600-212B Typical Commercial Vehicle Crossing (Flat Channel) Hotmix
- 600-212C Typical Commercial Vehicle Crossing (Dish Channel) Hotmix
- 600-218 Typical Rural Zone Commercial Access

Other important drawings relevant to vehicle crossings to comply with:

- 600-201 B Commercial Crossing Reinforcing Beam
- 600-219 Changes of Grade at Vehicle Crossing

**NOTE:** Vehicle crossing must comply with all relevant resource consent subdivision conditions.



#### **Operative District Plan rules**

#### (subject to being superseded from 26th August 2025).

Location of the vehicle crossings shall take into account the following:

Distance from other crossings on the same side of the road shall comply with the table below:

Space between crossings (m) on the same side of the road
Less than 1m or greater than 7m
Less than 6m or greater than 12m
Less than 10m or greater than 180m

(Waimakariri District Plan chapter 30, Rule 30.6.1.19)

Minimum sight distance from access point shall comply with the table below:

Legal speed limited	50 (Km/hr)	70 (Km/hr)	100 (Km/hr)
Site Distance in Residential Zones (m)	45	85	250
Site Distance in Business & Rural Zones (m)	80	140	250

(Waimakariri District Plan Chapter 30, Rule 30.6.1.24)

#### Distance from intersections shall comply with the table below:

	Road type and posted speed limit of intersection road – distance in metr						etres			
Road type that vehicle	Strat	tegic	Art	erial	Colle	ector	Urban C	ollector	Lo	cal
crossing joins	≤ 50 km/hr	≥ 50 km/hr	≤ 50 km/hr	≥ 50 km/hr	≤ 50 km/hr	≥ 50 km/hr	≤ 50 km/hr	≥ 50 km/hr	≤ 50 km/hr	≥ 50 km/hr
Strategic	60	180	60	180	55	180	35	90	35	90
Arterial	60	180	60	180	55	180	35	90	35	90
Collector	50	75	40	75	40	60	20	60	20	60
Urban collector	40	75	25	75	25	60	20	60	10	60
Local	25	75	25	75	25	60	10	60	10	60

(Waimakariri District Plan chapter 30, Rule 30.6.1.26)

#### Clearance from existing services

Vehicle crossings must not be sited to interfere with any existing street works or markers, e.g. fire hydrants, water valves, storm-water outlets or sumps, trees, car-parks, beautification strips, electrical, pedestrian crossing points and telecommunication installations.

### Width of crossing

All vehicle crossings shall comply in full with the Council's District Plan.

Crossing widths shall comply with the table below. For full details refer to Waimakariri District Plan, Chapter 30 Rule 30.6.1.19.

NOTE: The crossing widths below do not include the 600mm wings either side. The total minimum width will be 5.2m including the wings.

7000	Crossing width (m)		
Zone	Min	Мах	
Residential	4	6	
Business Business	5 5	7 8 for a shared crossing	
Rural	3.5	6	

#### **Materials**

The vehicle crossing shall be constructed using standard surfacing material as follows:

#### • Urban Areas:

Asphaltic concrete or broomed concrete.

#### • Rural Areas:

- Access off sealed roads Asphaltic concrete or Chipseal
- Access off unsealed roads Metal/Gravel
- Other finishes such as stamped or coloured concrete, exposed aggregate, bevelled or smooth edge cobbles, etc are considered non-standard surfaces and may only be used with written Council approval
- Any approved non-standard surfaces may only be used behind the kerb; all kerb is to be installed per Waimakariri District Council standards.

The vehicle crossing must not be constructed using the following "Prohibited Materials":

- Any non-skid non-standard paving that does not provide a safe, firm, relatively smooth and comfortable walking surface will not be permitted
- Loose surfaces that could migrate onto adjacent footpath, roadway or nearby drainage channels and gutters will not be permitted.

If the vehicle crossing is constructed using surfacing material other than those specified above, you and all subsequent owners are accepting the following:

- That in the event of an excavation across the frontage, a non-standard surface will not necessarily be restored to its original appearance
- That should a footpath ever be built across the frontage of the property the portion of the non-standard driveway that would form part of the path may be replaced with an alternative surface.

#### **Relocation of services**

- Permission may be granted at the discretion of the Council for vehicle crossing location that conflicts with existing services under certain conditions
- No existing services are to be moved without the written permission of the service provider
- The applicant is responsible for making sure that any conditions imposed by the service provider have been met
- No water connections or valves to be within the vehicle crossing
- The cost of removing/relocating any services will be the responsibility of the applicant.

Contact details for each of the services are as below:

Type of service	Service owner	How to request for relocation of service
Stormwater outlet	Waimakariri District Council	Call the Council and make an appointment with the Roading Unit staff to discuss your alternatives. Stormwater to be sited 1m from the vehicle crossing.
Water toby	Waimakariri District Council	Call the Council and make an appointment with the 3 Waters staff to discuss your alternatives.
Street tree and street garden, irrigation line	Waimakariri District Council	Call the Council and make an appointment with the Greenspace team to discuss your alternatives. Tree to be sited 2m from the vehicle crossing.
Power pole/streetlight	Owner of the network, e.g. MainPower Network, etc	Call the service owner. Telephone number can be found in your telephone directory. Pole to be sited 1m from the vehicle crossing.

Type of service	Service owner	How to request for relocation of service
Telephone manhole tops	Owner of the telephone service, e.g. Telecom, Telstraclear, etc	Call the service owner. Telephone number can be found in your telephone directory.
Other street furniture (sign, post, street name, etc.)	Waimakariri District Council.	Call the Council and make an appointment with the Roading Unit staff to discuss your alternatives.
Pedestrian crossing	Waimakariri District Council	Call the Council and make an appointment with the Roading Unit staff to discuss your alternatives. Crossing points to be sited 1m from the vehicle crossing. Zebra crossings to be sited 7m from the vehicle crossing

#### Construction

Prior to any vehicle driving onto the site the following must be done:

- Saw cut the kerb and footpath at the excavation limits
- Excavate the vehicle crossing to the depths as shown on the attached construction drawing
- Backfill the excavation with sub-base as per the drawing.

Note: Prior to the backfill being placed the Council needs to inspect the excavated area.

We recommend that the concrete is not poured until the construction on site is completed.

Prior to pouring concrete or laying the asphaltic concrete, the foundations must meet the following standard. The Clegg Impact Value (CIV) for asphaltic concrete crossings shall not be less than **25** for residential crossings, and **35** for commercial vehicle crossings. The Clegg Impact Value (CIV) for concrete crossings shall not be less than **15** for residential crossings and **35** for commercial crossings.

The property owner is responsible for the reinstatement of the grass berm outside their property with topsoil and grass seed before the final vehicle crossing sign off can occur.

#### Inspections

The applicant must allow the council the opportunity to inspect the vehicle crossing at the following stages:

- Location inspection Before work commences to mark out crossing location and check for services/tree relocation etc
- Excavation Inspection When the crossing has been excavated to the correct depth and before backfilling starts
- Pre Pour/Pre Seal Inspection When the basecourse has been sufficiently compacted and boxing is in place
- Final Inspection All works must be completed. This includes:
  - The removal of boxing (for concrete crossings)
  - The topsoil and grass seed to be reinstated on either side of the crossing between the road and the boundary (level with the footpath and crossing) returning to its previous state before work commenced
  - Relocated SW outlets reinstated at a minimum trench width of 400mm
  - Any trees that require relocation must be relocated
  - Any cracks or damage to the existing kerb and footpath along the property frontage to be remedied
  - Site clean and tidy.

**NOTE:** A final inspection is important to make sure the vehicle crossing is signed off as complete for the Land Information Memorandum (LIM) for that property.

If further inspections or site supervision are necessary because of faulty workmanship, the additional costs involved may be recovered from the applicant. A vehicle entrance constructed without Council inspections will be deemed as an illegal entrance.

To book a Vehicle Crossing Inspection phone 0800 965 468.

#### Insurance

The Contractor shall have a minimum of \$1,000,000 Public Liability Insurance. This policy shall indemnify the Council and the Contractor for all claims arising from the work. The Contractor shall upon request provide the Council with a copy of the above insurance policies.

#### Safety

- A Temporary Traffic Management Plan must be lodged at least two days prior to the planned commencement of any construction work
- Approval must be gained prior to the commencement of any construction work
- You and your contractor are both responsible for the safety of the site
- Between initial construction and final surfacing, the vehicle crossing must be kept in good condition to allow for the safe passage of pedestrians. Interruption to pedestrian and vehicular traffic shall be kept to a minimum at all times
- Existing footpaths are to remain whenever practicable. A firm smooth surface without any vertical drops of 6mm or more shall be maintained at all times; if this is not possible, an appropriate detour shall be provided.

#### Applicant's maintenance and reinstatement obligations

As detailed in the attached Waimakariri District Vehicle Crossing Bylaw 2019.

# What are the District Plan rules for new vehicle crossings?

Maximum number of crossings per site, per site road frontage					
Otto foreste se	Road frontage type				
Site frontage length	Local road or Strategic road collector road				
0–16	1	1			
> 16-60	2	1			
> 60-200	2	1			
> 200	3	2			

Separation Distance requirements between crossings on the same side of the road, where the post speed limit is 50km/hr or less

post speed inflit is Jokin/fil of less					
Zone	Road frontage type	Separation distance			
	Site frontage on cul-de-sac	No limitation			
	For site road frontage length < 12m	Less than 4m or greater than 7m			
Residential Zones	Where site road frontage length is > 12m	Less than 2m or greater than 7m; or Less than 4m or greater than 7m where the site road frontage includes a minimum of 7m for on-street parking.			
Commercial and Mixed Use Zones		Less than 6m or greater than 12m			
Rural Zone		No limitation			

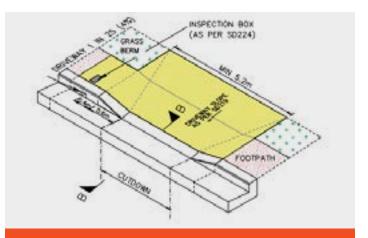
Separation Distance requirements between crossings on the same side of the road, where the post speed limit is 60km/hr or above for all zones

Frontage road speed limit (km/hr)	Strategic road or Arterial road (m)	Collector road (m)	Local road (m)
60 or 70	40	40	40
80	100	70	50
90	200	85	65
100	200	105	85

**NOTE**: Distance is measured from the edge of crossing at the site boundary, to the edge of the neighbouring crossing at the site boundary.

Width requirements for vehicle crossings				
Activity	Residential units	Minimum (m)	Maximum (m)	
	1–3	2.7	4.5	
Residential Activity	4–8	3	6	
	9–15	4	6	
Other activities		4	7	
Other activities with > 15 marked car parks		5.5	9	

**NOTE:** Distance is measured from the cutdown of the crossing, refer to figure below showing cutdown. In instances where there is no cutdown, it is measured from the formed edge. Once agreement is reached, you need to ensure the fence is built on the boundary. You will need to employ a surveyor to redefine the boundary if you cannot locate the boundary pegs.



**Figure A** – Standard drawing of a residential crossing required under the Council's Engineering Code of Practice

#### Want more information?

Please refer to the District Plan on our website <u>waimakariri.govt.nz</u>. There are other requirements that relate to providing sight triangles, sightlines and separation distance to intersections and to primary pedestrian crossings.

You can also contact our Planning Staff for more information. Either by email <u>duty.planner@wmk.govt.nz</u> or phone (0800) 965 468.

Disclaimer: This fact sheet is intended as a guide only and does not replace the District Plan.

8



Private Bag 1005, Rangiora 7440 Free Phone 0800 965 468 Email office@wmk.govt.nz waimakariri.govt.nz

#### **APPLICATION TO FORM A VEHICLE CROSSING** (ENTRANCEWAY)

Made under Section 335 Local Government Act/Waimakariri District Vehicle Crossings Bylaw 2019

VEHICLE CROSSING No.

**NOTE -** Council may not accept a Vehicle Crossing Application until title (224c) has been issued for your property.

## THE PROPERTY OWNER

1.	Owner's name: (Company or organisation name if applicable)		
2.	Mailing address:		
3.	Contact number:	Email:	
TH	HE AGENT		
4.	Agent's name: (Company or organisation name if applicable)		
5.	Mailing address:		
6.	Contact number	Email:	
Tŀ	HE CONTRACTOR		
7.	Contractor's name: (Company or organisation name if applicable)		
8.	Mailing address:		
9.	Contact number:	Email:	
PF	ROPERTY DETAILS OF PROP	OSED VEHICLE	ENTRANCE
10.	Site address: (Street/Road/Township)		
11.	Legal description: Lot:	DP:	Valuation Number:
12.	Building/Resource consent number: BC	:	RC:
13.	Please tick type of vehicle crossing:	Residential Ru	Iral Commercial/industrial
14.	Street/road name:		
15.	Type of vehicle crossing application:		
[	New vehicle crossing Installing a	an additional crossing	Altering the existing crossing

#### Section 1

Please complete the following checklist for the new vehicle crossing to confirm compliance with District Plan requirements.

**NOTE** - Both Section 1 and Section 2 will need to be completed, otherwise your application may be returned as incomplete.

To confirm separation distance requirements are met							
	Site road frontage length	<12m	≥ 12m	located on a	cul de sac		
	Does the road frontage along the site include a minimum of 7 metres for on-street car parking?	Yes	No				
	Speed Limit (km/h)	≤50	≥60				
	To confirm maximum width of crossing is met						
	Number of residential units (existing and proposed) on the site?	1-3	4-8	9-15	>15		
	To confirm maximum number of crossings are met						
	Vehicle crossing number per site	1	2	3	4+		
	Site road frontage (Only required where more than one vehicle crossing is being applied for per site)	0-16m	>16-60m	>60-200m	<200m		

#### Section 2:

Please complete the following diagram for a new vehicle crossing to confirm compliance with District Plan requirements.

Please note:

- The neighbouring properties should be shown as if you are standing on the road looking directly towards the application site.
- The width of the vehicle crossing is measured along the road frontage of the site.
- The recorded width of the crossing should only reflect the width of the cut-down portion, and exclude the tapered wings/angled edges on either side. If in doubt, please contact Customer Services.
- The separation distance is measured from the nearest formed edge, i.e. top of wing of the proposed crossing to the nearest form edge of the existing crossing on the same side of the road.

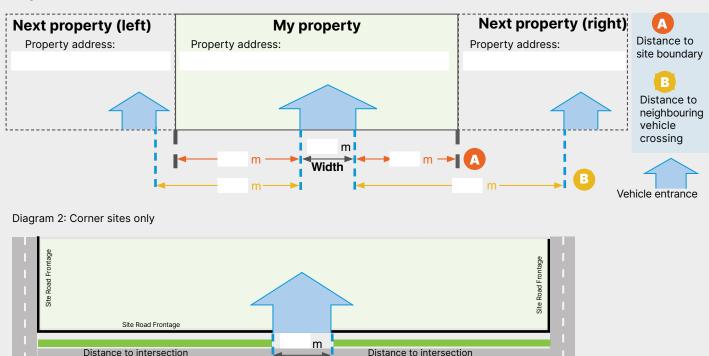
On the sketch, show the location, width of vehicle crossing and distances to the nearest vehicle crossings on the same side of the road. If more relevant (e.g. when adjacent vehicle crossings have yet to be formed), please show the distance to the neighbouring boundaries/nearest intersection if beside a corner.

- **A** = Distance to boundaries.
- **B** = Distance to neighbouring vehicle crossing.

Please provide both **A** and **B** distance figures where possible.

Please also describe/show the location of any trees, services or pedestrian cut-downs on the sketch.

Diagram 1:



NOTE - If a Collector, Strategic or Arterial Road, on-site manoeuvring will need to be provided and shown on the Building Consent plans. Email duty.planner@wmk.govt.nz for further information if required.

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## PAYMENT

16. If sending this application via email, please do not make a payment until you receive an invoice via reply.

Fee of \$232.00 attached

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For retrospective applications (where work has commenced before the application is made) OR for applications that do not comply with the Vehicle Crossing Bylaw the fee is \$294.00.

Width

## **VEHICLE CROSSING INSPECTIONS**

I note the vehicle crossing will be formed to comply with the Council specification from the roadway to the property boundary.

Please note a fee of \$115.70 will apply for any failed inspections. To book a Vehicle Crossing Inspection phone 0800 965 468.

## DECLARATION

- I will construct a vehicle crossing (entranceway) from the formed road to my property that meets with Council specifications (and complies with Resource Consent, if applicable). Between the initial construction and final surfacing of the vehicle crossing, the crossing will be kept in good condition to allow for the safe passage of pedestrians.
- I note that stamped concrete, coloured concrete, cobbles and non standard paving blocks are NOT permitted.
- I understand that all costs are the responsibility of the property owner and that a vehicle crossing that does not meet Council specifications will be upgraded at the property owner's cost.
- I understand that I will be responsible for the costs associated with any repair work required as a result of settlement or poor workmanship during a 12-month period of maintenance.

### INFORMATION

- (a) Your permit is valid for 12 months with your vehicle entrance to be completed within that period.
- (b) It is the property owner's responsibility to arrange and pay for the construction of a vehicle entrance.
- (c) A vehicle entrance constructed without Council inspections will be deemed as an illegal entrance.
- (d) A vehicle entrance must be formed to top-course stage prior to the commencement of any building work.
- (e) Existing footpaths are to remain whenever practicable. A firm smooth surface without any vertical drops of 6mm or more shall be maintained at all times; if this is not possible, an appropriate detour shall be provided.
- (f) You or your Contractor will need to fill in a Temporary Traffic Management Plan at least two working days before construction, you cannot work on the road or footpath until it has been approved. (If there is a need for public notification eg road closure, then additional notice is required.)

A Vehicle Crossing Information Pack is available from Waimakariri District Council Service Centres and website: waimakariri.govt.nz/services/roads-and-transport/driveways-and-vehicle-crossings

It contains specifications and additional information as well as plans for typical urban and rural vehicle crossings.

## AUTHORISATION

PLEASE NOTE - By entering your name in the box below you are giving your authority for this application to proceed.

Name:	Date:						
I am the Owner Agent							
OFFICE USE ONLY							
Planner sign off District Plan approval.							
Plan admin							
Officer							
Date							
Date payment processed: Receipt:	Officer:						
Fee paid on application Deposit invoice sent							

# **Appendix 1: Standard Drawings**

SHEET No.	TITLE
211A	TYPICAL RESIDENTIAL CONCRETE VEHICLE CROSSING (FLAT CHANNEL)
211B	TYPICAL RESIDENTIAL HOT MIX VEHICLE CROSSING (FLAT CHANNEL))
211C	TYPICAL RESIDENTIAL HOT MIX VEHICLE CROSSING (DISH CHANNEL)
211D	TYPICAL RESIDENTIAL VEHICLE CROSSING (ZONES 3, 4 & 5)
212A	TYPICAL COMMERCIAL CONCRETE VEHICLE CROSSING (FLAT CHANNEL)
212B	TYPICAL COMMERCIAL HOT MIX VEHICLE CROSSING (FLAT CHANNEL)
212C	TYPICAL COMMERCIAL HOT MIX VEHICLE CROSSING (DISH CHANNEL) Consult with Council Roading Team prior to using this drawing
217	TYPICAL RURAL ZONE ENTRANCEWAY
218	TYPICAL RURAL ZONE COMMERCIAL ACCESS
220A	PEGASUS RES6 VEHICLE CROSSING (WITH SWALE)
220B	PEGASUS RES6 VEHICLE CROSSING (WITHOUT SWALE)
220C	PEGASUS COMMERCIAL HOT MIX VEHICLE CROSSING (FLAT CHANNEL)
221A	MAPLEHAM VEHICLE CROSSING (WITH FOOTPATH)
221B	MAPLEHAM VEHICLE CROSSING (WITHOUT FOOTPATH)
224	KERB OUTLET

NAIMAKARIRI

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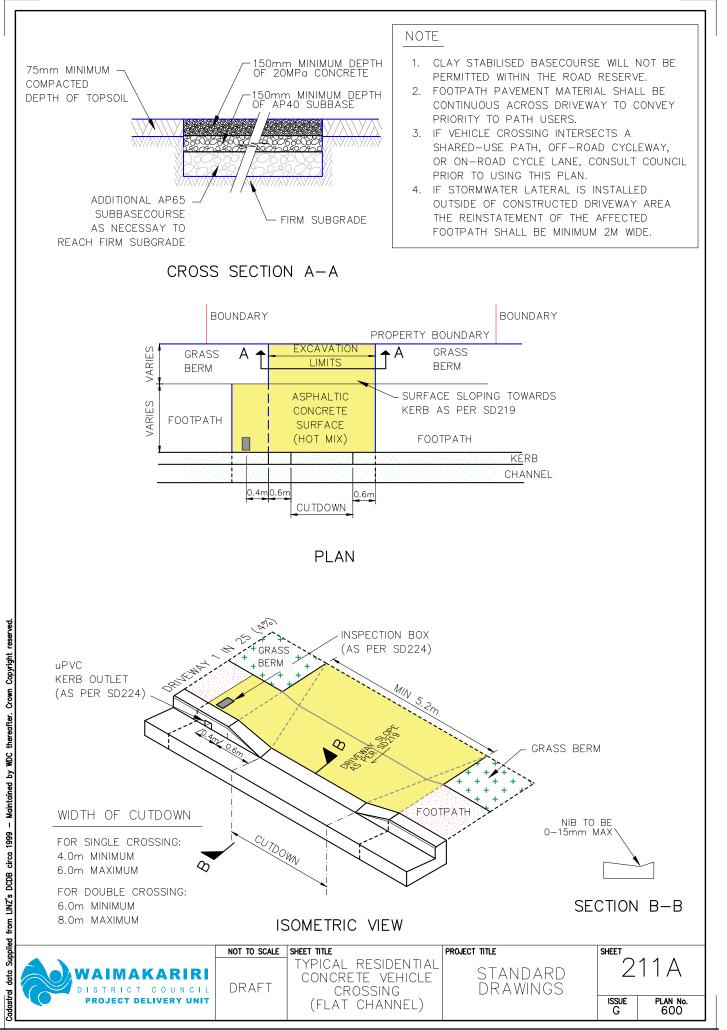
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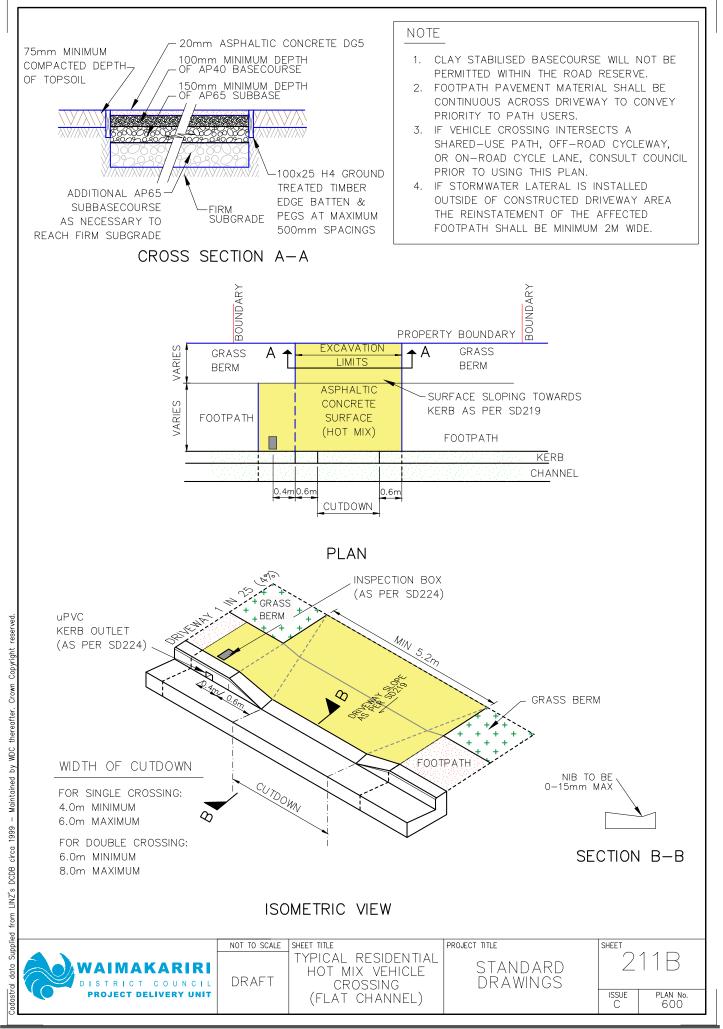
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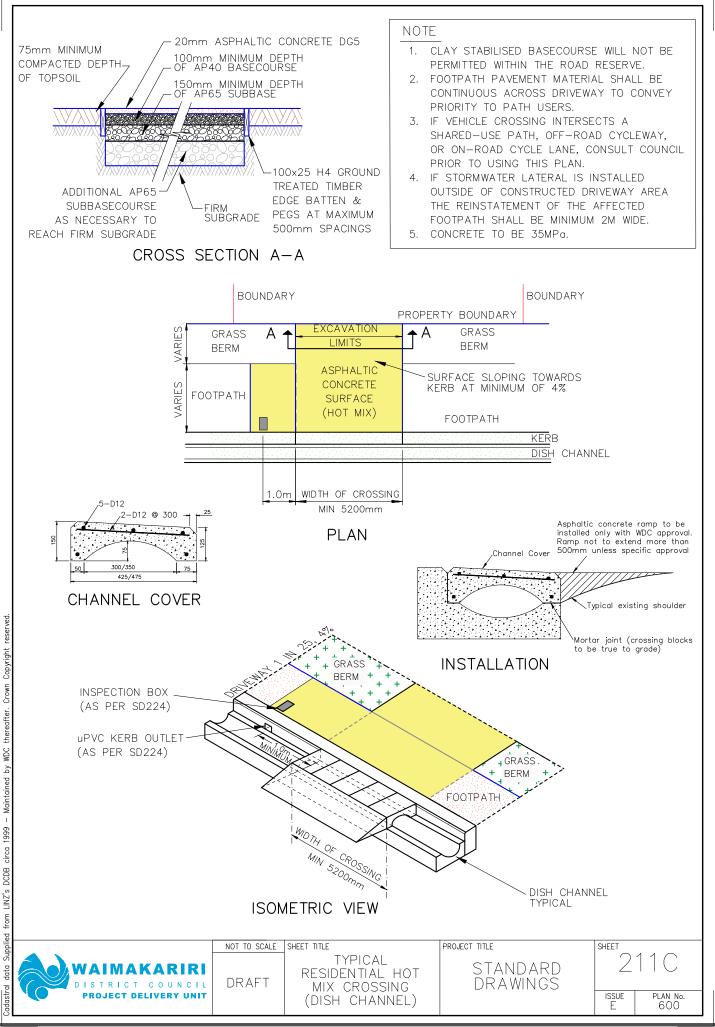
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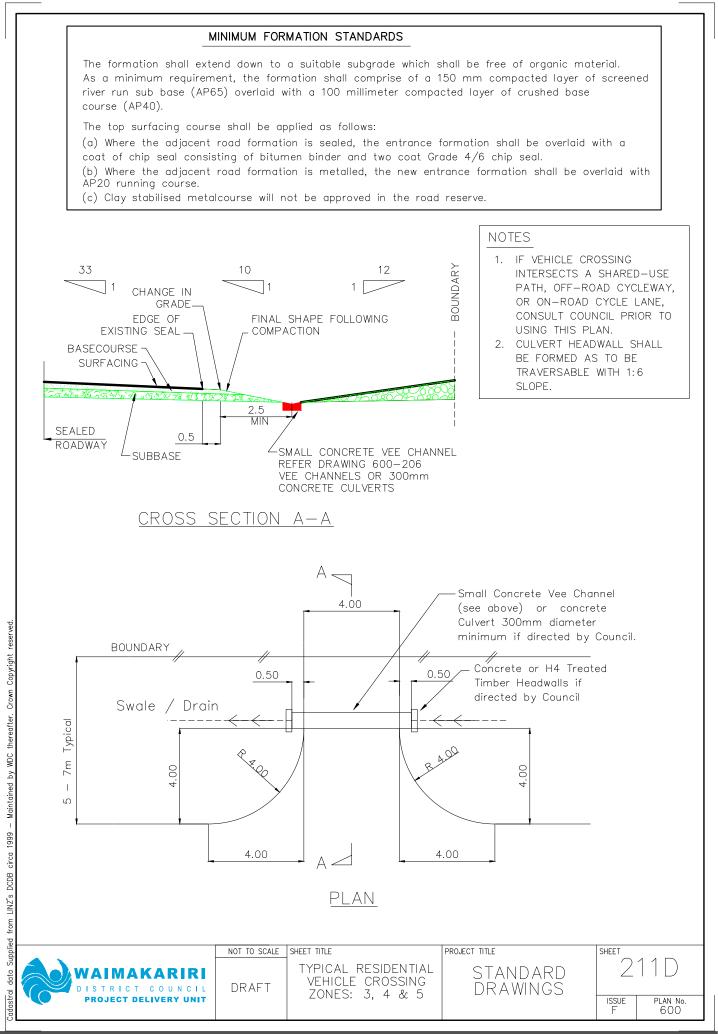
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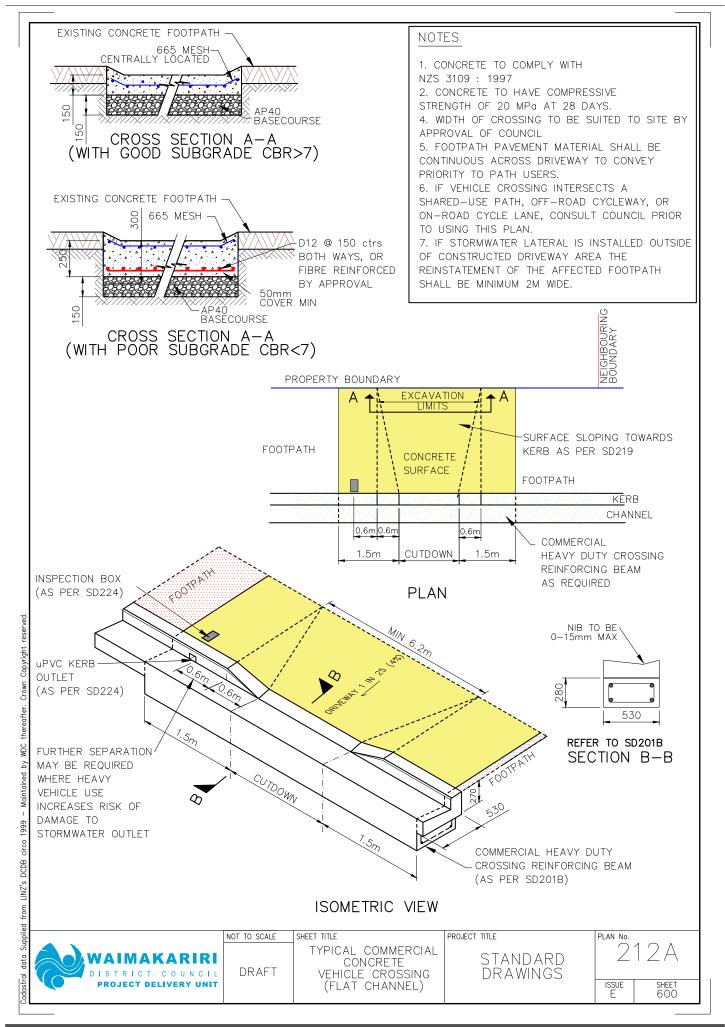
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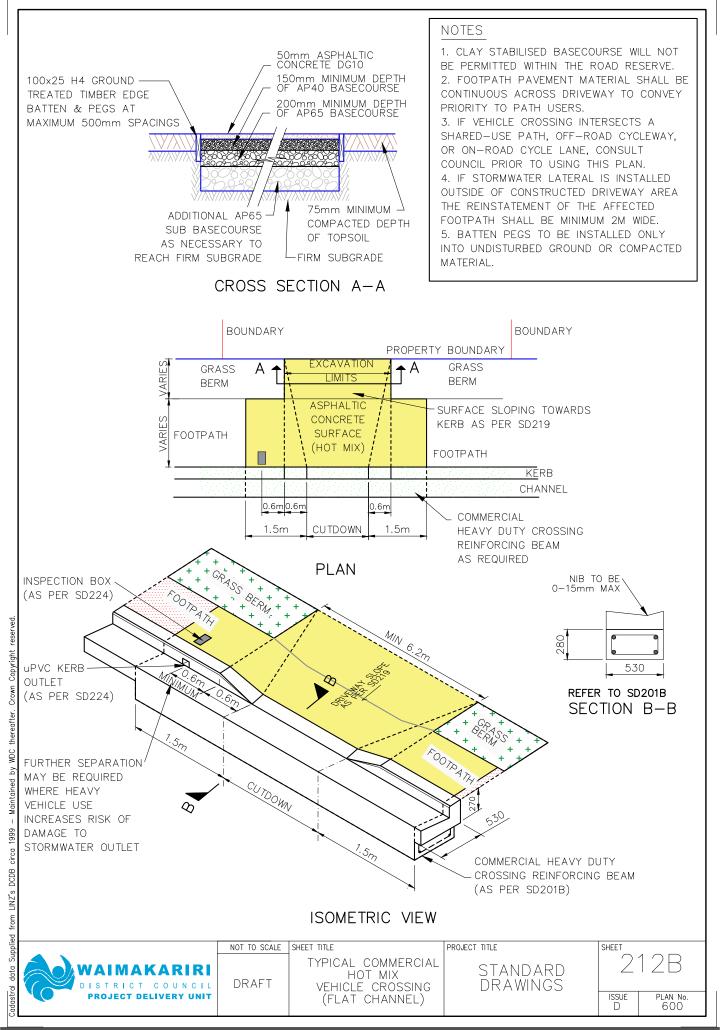


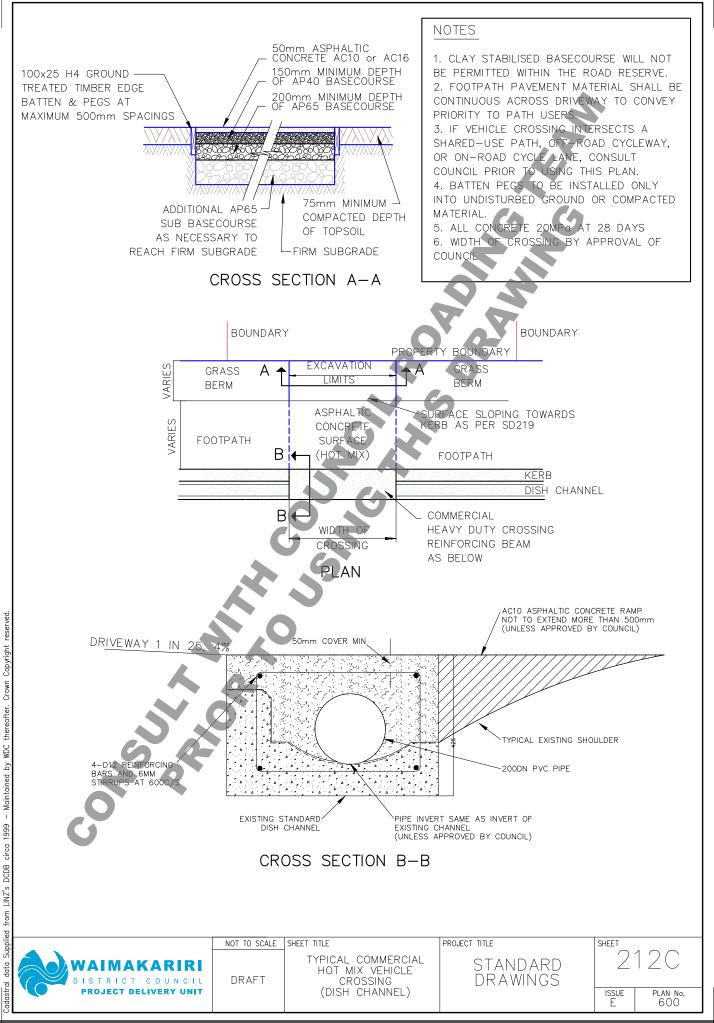


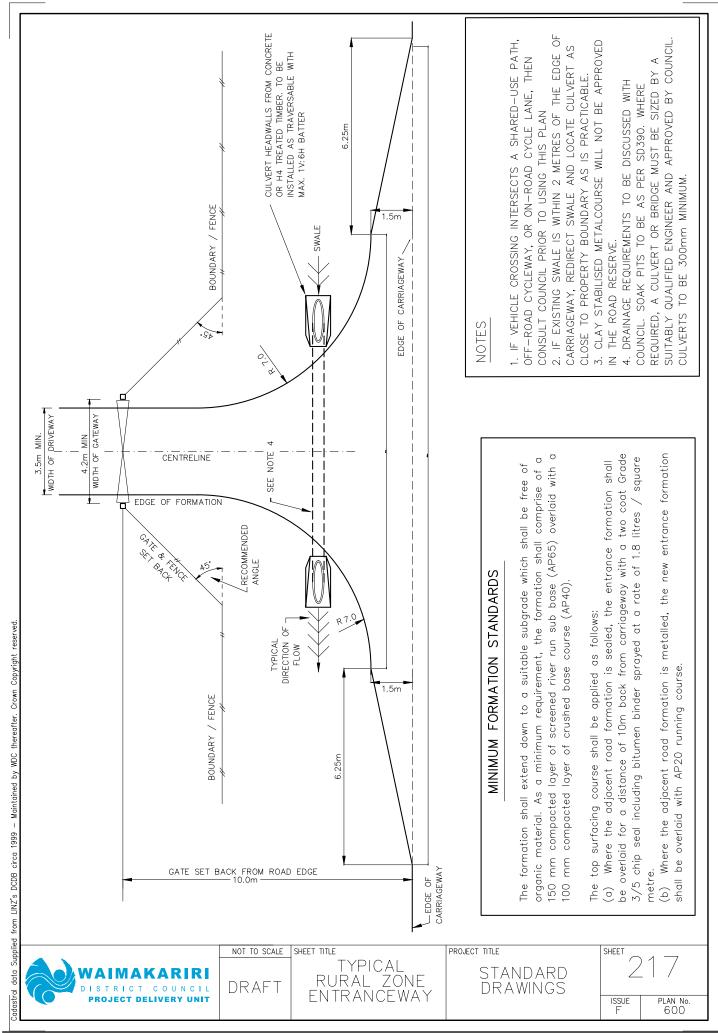


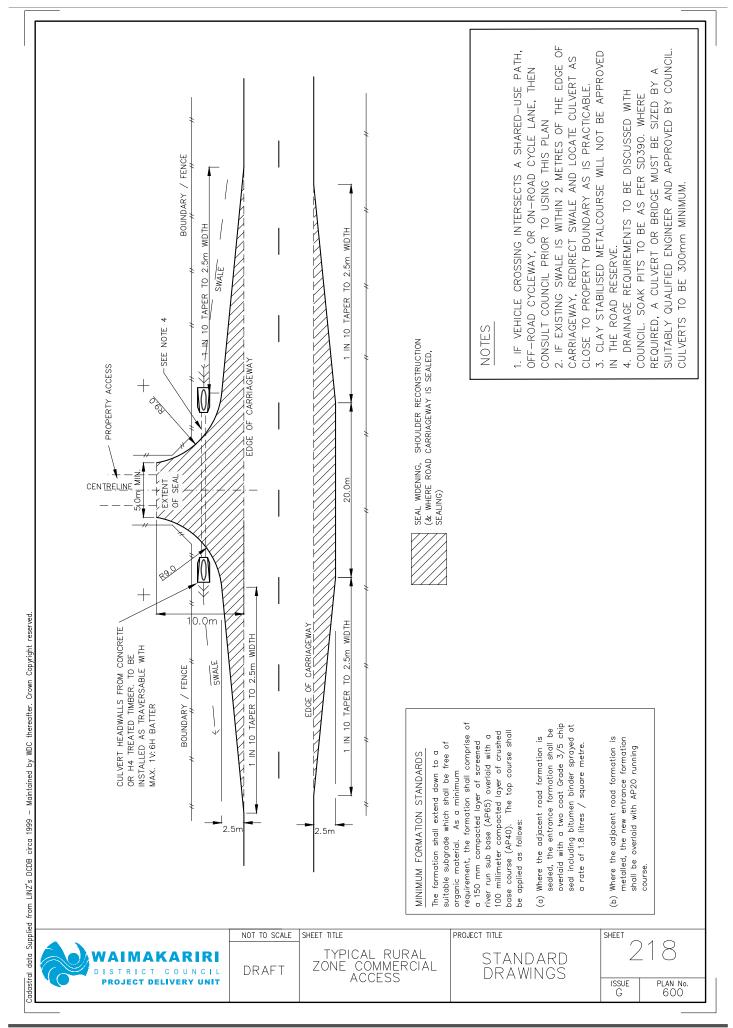


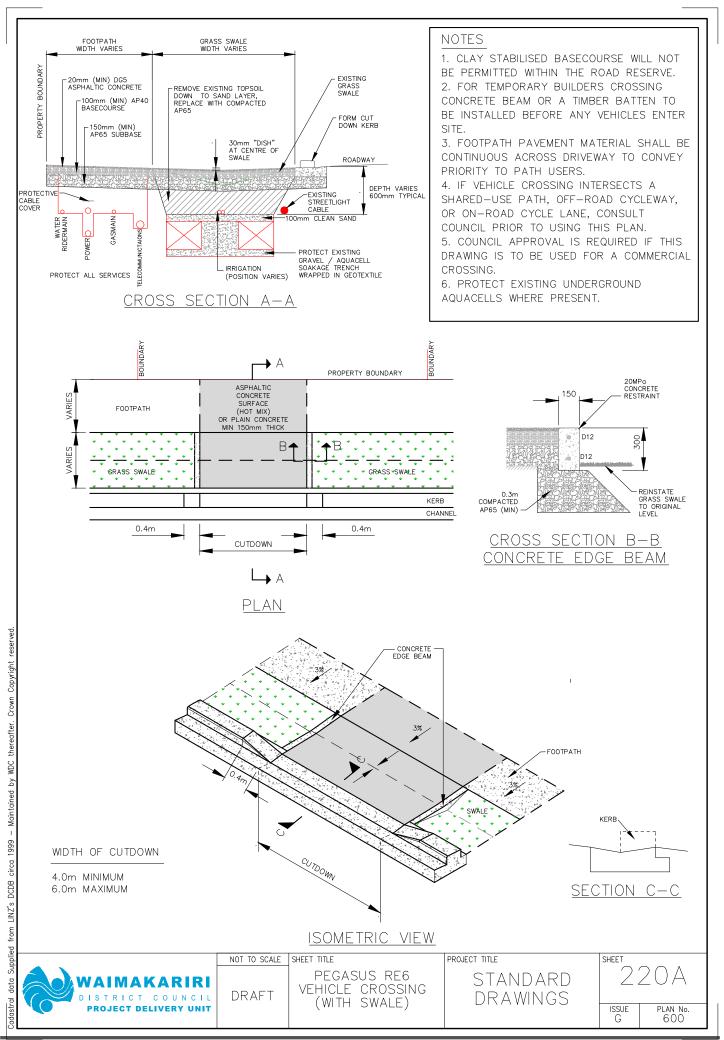


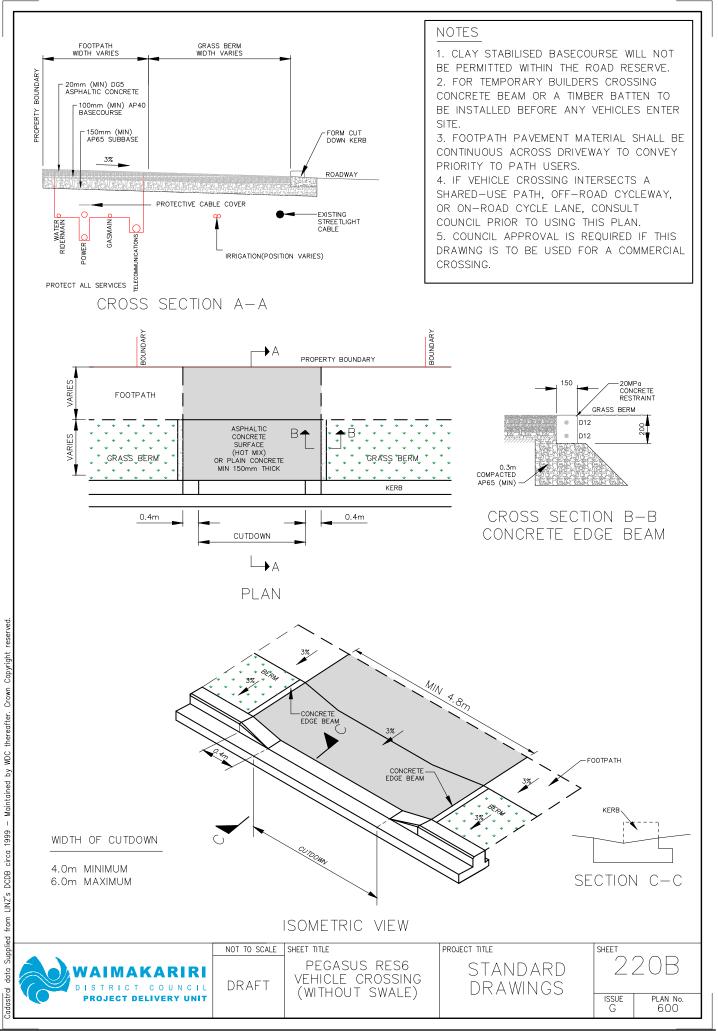


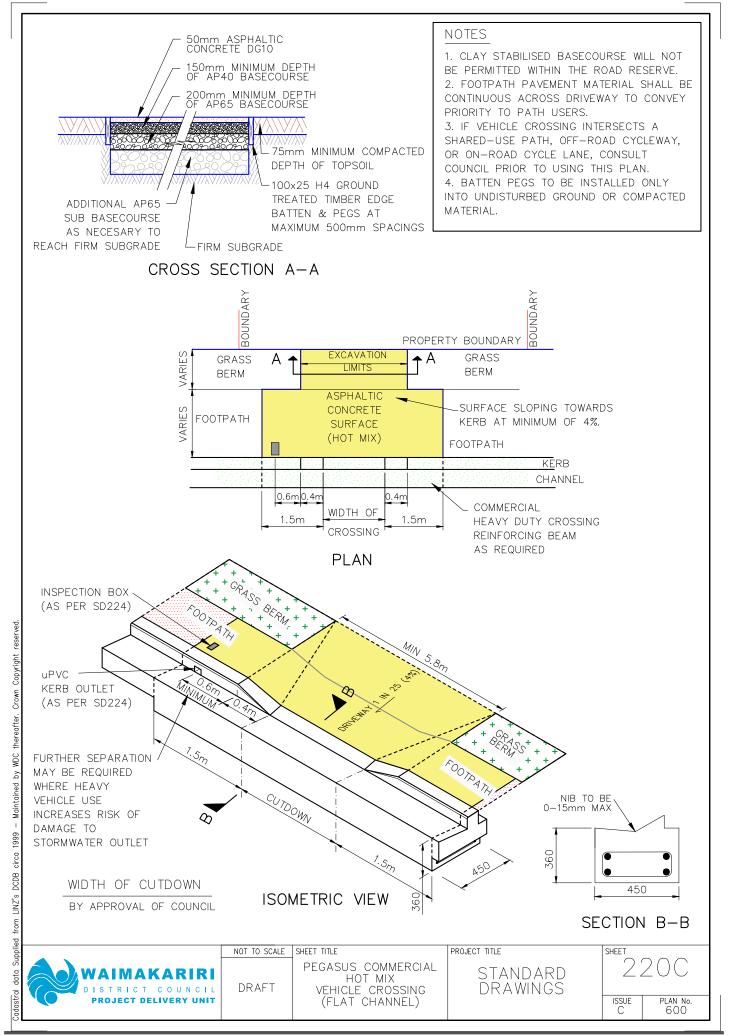


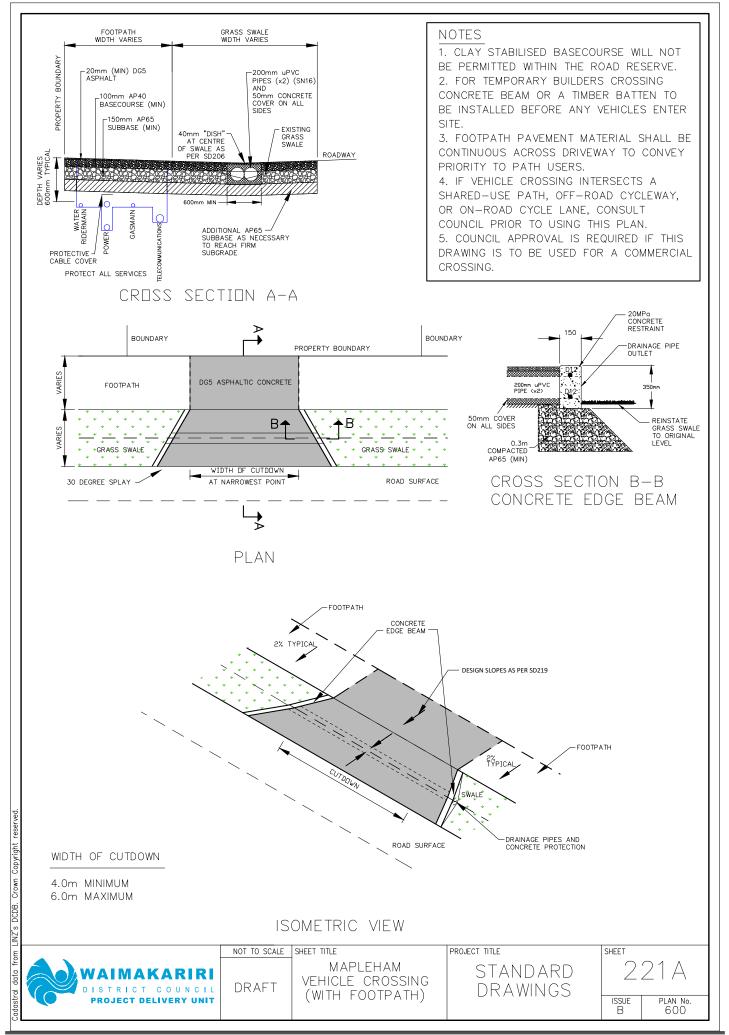


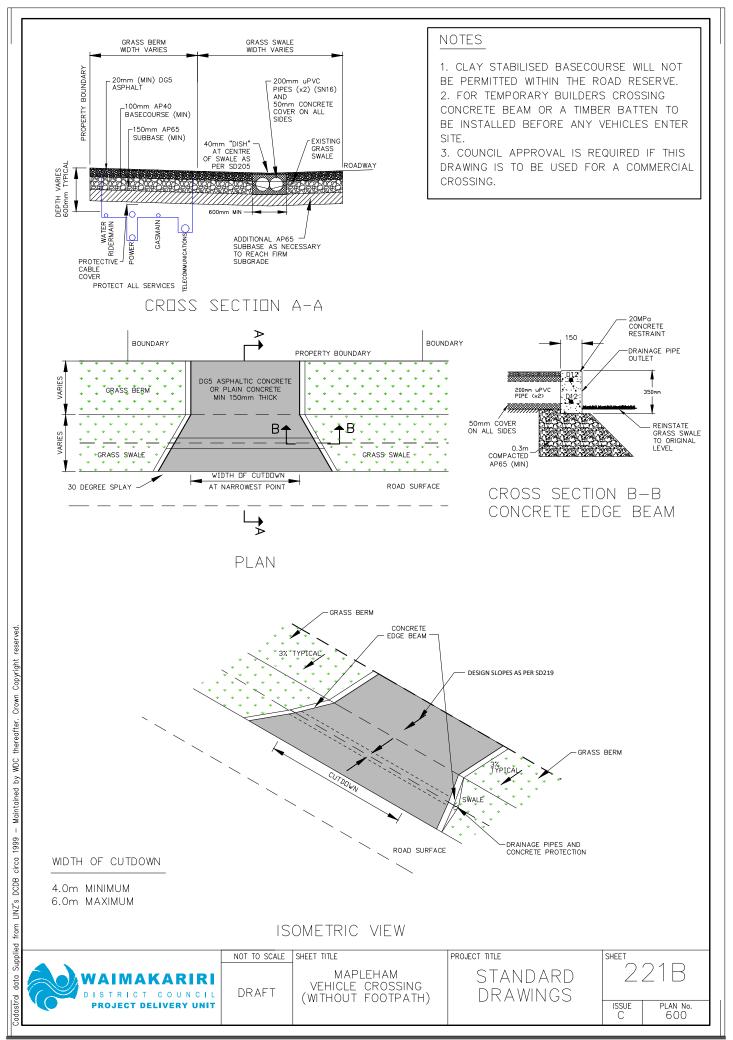


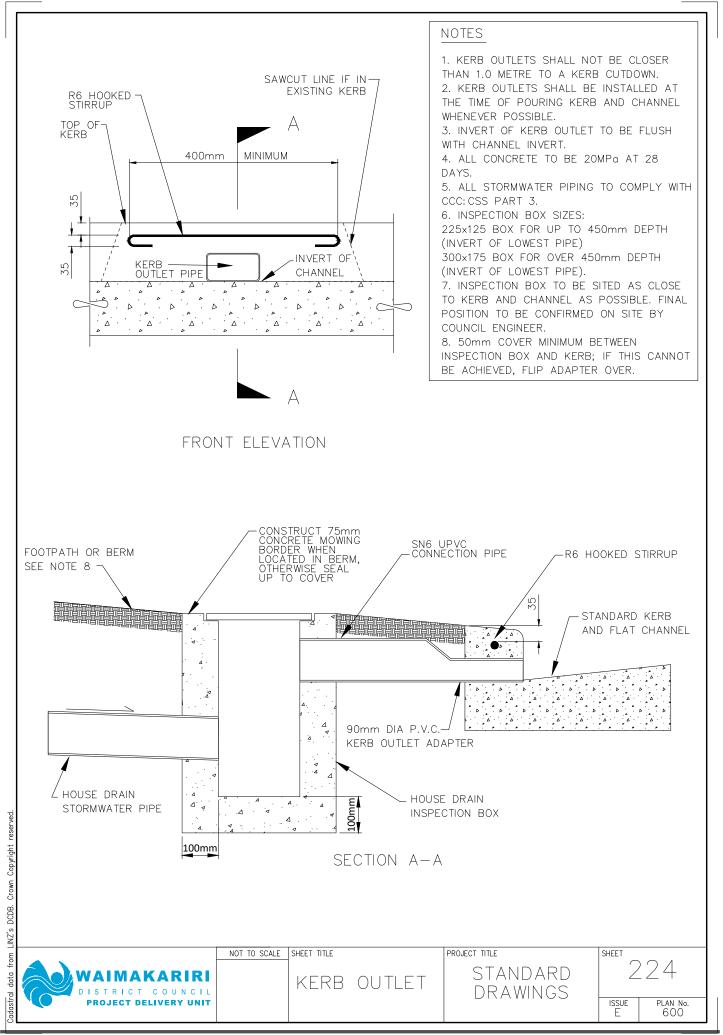














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