



**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:

**THE AGENT**

4. Agent's name:  
(Company or organisation name if applicable)
5. Mailing address:
6. Contact number Email:

**THE CONTRACTOR**

7. Contractor's name:  
(Company or organisation name if applicable)
8. Mailing address:
9. Contact number: Email:

**PROPERTY DETAILS OF PROPOSED 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 Rural Commercial/industrial
14. Street/road name:
15. Type of vehicle crossing application:  
New vehicle crossing Installing 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.

<b>To confirm separation distance requirements are met</b>				
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		
<b>To confirm maximum width of crossing is met</b>				
Number of residential units (existing and proposed) on the site?	1-3	4-8	9-15	>15
<b>To confirm maximum number of crossings are met</b>				
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:

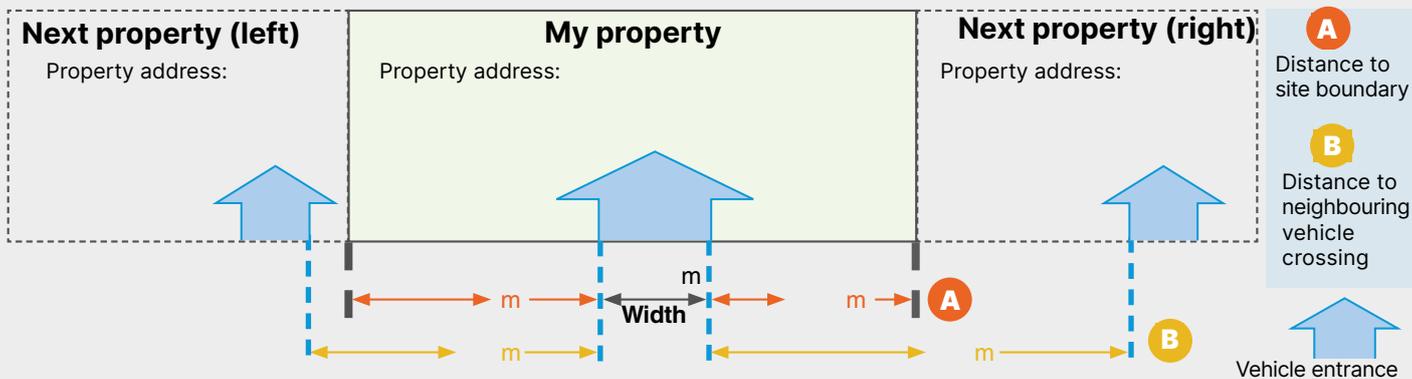
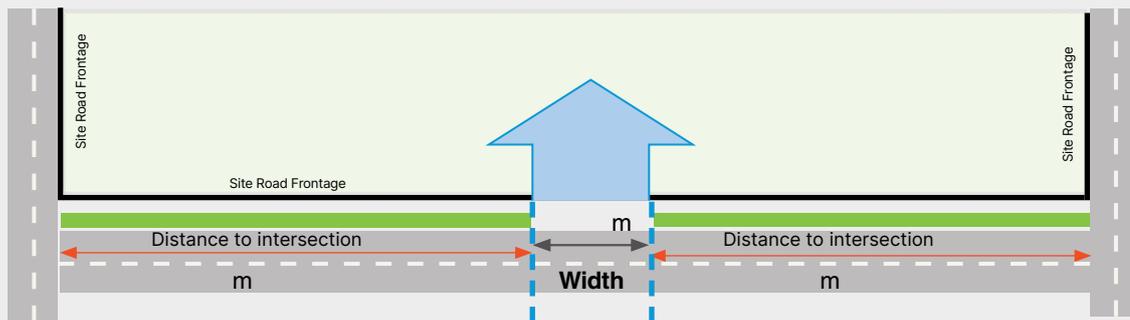


Diagram 2: Corner sites only



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](mailto:duty.planner@wmk.govt.nz) for further information if required.

## 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

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.

## 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](http://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