VEHICLE CROSSING INFORMATION PACK

Included in this Pack:

- Specific Conditions
- Standard Drawings
- Application to Form a Vehicle Crossing

Additional information that can be obtained from the Selwyn District Council:

- Standard Specifications
- District Plan

Fee: (as at 1 November 2017)

- $150 (incl GST) – will be invoiced upon receipt of the application
- $200 (incl GST) – retrospective applications (work commenced before application made)

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

SPECIFIC CONDITIONS FOR VEHICLE CROSSING CONSTRUCTION

1. GENERAL INFORMATION

- The property owner is responsible for arranging with a contractor the construction of a vehicle entranceway from the edge of the kerb or sealed road edge to the property boundary.
- All vehicle crossings shall be constructed in accordance to the relevant sections of SDC Engineering Code of Practice – Part 8, and Council District Plan – Part E Appendix 13. If there is ambiguity between the Code of Practice, the Council District Plan and the information in this document, the Code of Practice and District Plan will take precedence.
- 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, applicant may view the full documents at Council Service Centres or on the Council Website).
- Applications for a Vehicle Crossing Permit must be approved prior to work starting on the dwelling. The Vehicle Crossing Application form must be used.
- The vehicle crossing must be formed to top course stage prior to the commencement of any building work.
- A Corridor Access Request (CAR) must be made for the construction of the crossing. This is to be done through Before U Dig (link on Council website) which will be the source of underground services and lodge the CAR. The Road Opening Notice (RON) issued will include the conditions below. If there is ambiguity between the RON and the information in this document, the RON will take precedence.

2. TYPE OF CROSSING

Vehicle Crossings 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 shape of the existing road verge and to ensure adequate drainage.
    - A culvert is required when crossing a swale channel or a soak hole is to be constructed at the upstream end of the crossing.
    - A culvert with headwalls is required when crossing an open drain or stock water race. The size of the culvert is to be confirmed with the Water Services Staff at Council.

  All crossings shall comply with the relevant drawing in section 12.

- **Commercial Crossings:**
  - All commercial crossings shall comply with the relevant drawing in section 12.

3. LOCATION

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

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

Posted (Legal) Speed Limit (km/h)	State Highways and Arterials Required Sight Distances (m)	Collector and local roads	
		Living Zones Sight Distances (m)	Business Zones Sight Distances (m)
50	113	45	113
60	140	65	140
70	170	85	170
80	203	115	203
90	240	140	240
100	282	250	282

(Selwyn District Plan Township Volume Part E – Appendix 13 Table E13.6)

- **Distance from intersections shall comply with the table below:**

		Intersecting Road Type Distances in Metres			
Vehicle Crossing Joins to	**Posted speed Km/hr**	**State Highway**	**Arterial**	**Collector**	**Local**
Strategic State Highway	>50	100	100	100	100
	≤50	30	30	30	30
Arterial	>50	100	100	100	100
	≤50	30	30	30	30
Collector	>50	75	75	60	60
	≤50	30	30	30	25
Local	>50	75	75	60	60
	≤50	25	25	25	10

(Selwyn District Plan Township Volume Part E – Appendix 13 Table E13.5)

- **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 and telecommunication installations (Refer 6. Below).

- Crossings to be clear of trees by **2m** and clear of power poles and light poles by **1m**.

4. 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 Selwyn District Plan, Part E – Appendix 13.

Zone	Distance Between Crossings on Same Side of Road	Width	
		Minimum	Maximum
Living Zones	Vehicle crossing to a shared accessway greater than 7.0m; All other vehicle crossings less than 1.0m or greater than 7.0m	Residential activities **3.5m** Non-residential activities **4.0m**	Residential activities **6.0m** Non-residential activities **7.0m**
All Business zones except the B2A Zone (Izone)	Less than 1.0m or greater than 7.0m	**5.0m**	**7.0m or 8.0m** for shared crossings
B2A Zone (Izone)	Less than 1.0m or greater than 7.0m	**5.0m**	**12.0m**

(Selwyn District Plan Township Volume Part E – Appendix 13 Table E13.7)

5. MATERIALS

The vehicle crossing shall be constructed using the following material:

- Urban Areas: Asphaltic Concrete from kerb to boundary.

  Where there is no kerb and channel - chip seal or asphaltic concrete to match the carriageway
- Rural Areas. Access off sealed roads – Chip seal or Asphaltic Concrete
  Access off unsealed roads - Metal

The vehicle crossing must not be constructed using any other material such as:

Concrete, stamped concrete, coloured concrete, cobbles and pavers.

If the vehicle crossing is constructed using surfacing material other than those specified above you will be required to remove the surface and replace it with the approved material.

6. 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 are 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 Land drainage Water races	Selwyn District Council.	– Call the Council's **Surface Water Operations Engineer** to discuss options. – Stormwater laterals to be sited **1m** from the vehicle crossing.
Water toby	Selwyn District Council.	– Call the Council's **Water Services Staff** to discuss options.
Street Tree & Street Garden, Irrigation Line	Selwyn District Council.	– Call the Council's **Reserves Staff** to discuss options. – Tree to be sited **2m** from the vehicle crossing.
Power pole	Owner of the network - Orion.	– Call the service owner. Telephone number can be found in your telephone directory.
Streetlight pole	Selwyn District Council	– Call the Council's **Roading Team** to discuss options.
Telephone Manhole tops	Owner of the telephone service, e.g., Spark, Chorus, etc.	– Call the service owner. Telephone number can be found in your telephone directory.
Other Street furniture (Sign, Post, Street name, etc.)	Selwyn District Council.	– Call the Council's **Roading Team** to discuss options.

7. CONSTRUCTION

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

- Saw cut the kerb (standard kerb and channel for the cutdown) and footpath at the excavation limits.
- Excavate the vehicle crossing to the depths as shown on the construction drawing.
- Note: Prior to the backfill being placed the Council need to inspect the excavated area.
- Backfill the excavation with sub-base as per the drawing.
- Prior to laying the Asphaltic Concrete, the foundations must meet the following standard: The Cleg Impact Value (CIV) shall not be less than **25** for Residential crossings, and **35** for commercial vehicle crossings.

8. INSPECTIONS

- The applicant must allow the Council the opportunity to inspect the vehicle crossing at the following stages:
  - When the Crossing is excavated and before back filling starts.
  - When the Basecourse has been completed (compacted) before placing Asphaltic Concrete; and
  - When the final surfacing has been completed.
- It is necessary to notify the Council at least 2 working days so that arrangements can be made for the inspections
- 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 non-conforming.

Telephone numbers: Rolleston (03) 347 2800, Darfield direct line (03) 318 8338.

9. 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.

10. SAFETY

- A Temporary Traffic Management Plan must be lodged at least **2** days prior to the planned commencement of any construction work.
- Approval must be gained prior to the commencement of any construction work.
- 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.

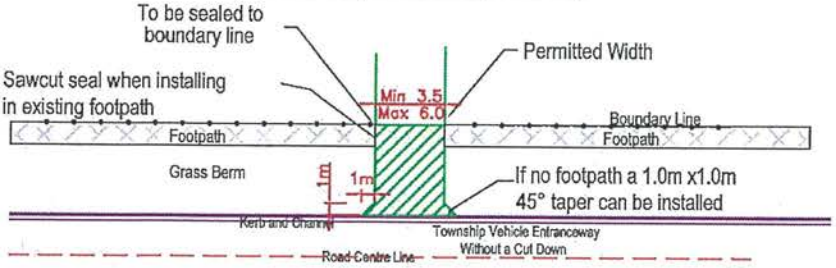
11. MAINTENANCE

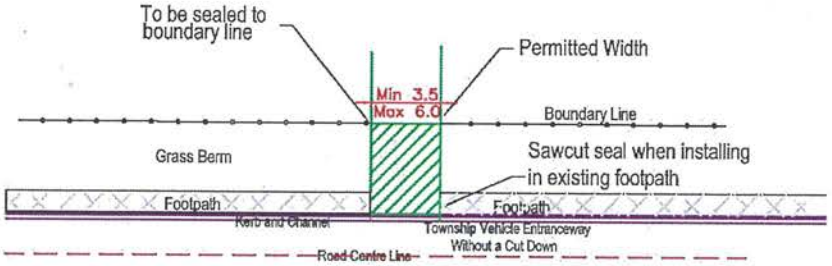
It is essential that the applicant notify the Council when the final surfacing (Seal) is completed. Then the maintenance period shall be 24 months after the final surfacing is completed. The applicant is responsible for all costs associated with any repair work required as a result of poor workmanship or materials during the maintenance period.

12. DRAWINGS

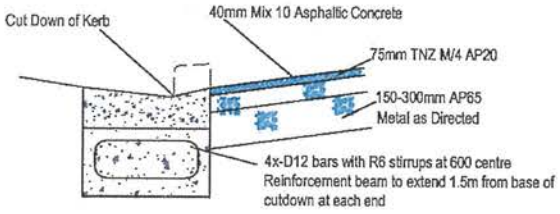
- Standard Kerb and Channel
- Low Profile Kerb and Channel
- Township Vehicle Entranceway Without Cut Down
- Township Vehicle Entranceway With Cut Down
- Township Vehicle Entranceway Local Road with no Kerb and Channel
- Rural Vehicle Entranceway for Local Roads
- Rural Vehicle Entranceway for Arterial and Collector Roads

Township Vehicle Entranceway with Footpath at boundary line



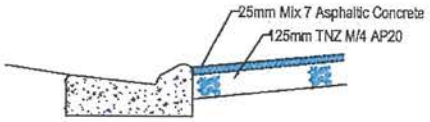


Township Vehicle Entranceway with Footpath at Kerb line

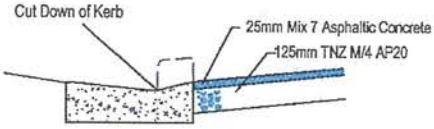


Heavy Duty Kerb and Channel

With Cut Down



Low Profile Kerb and Channel



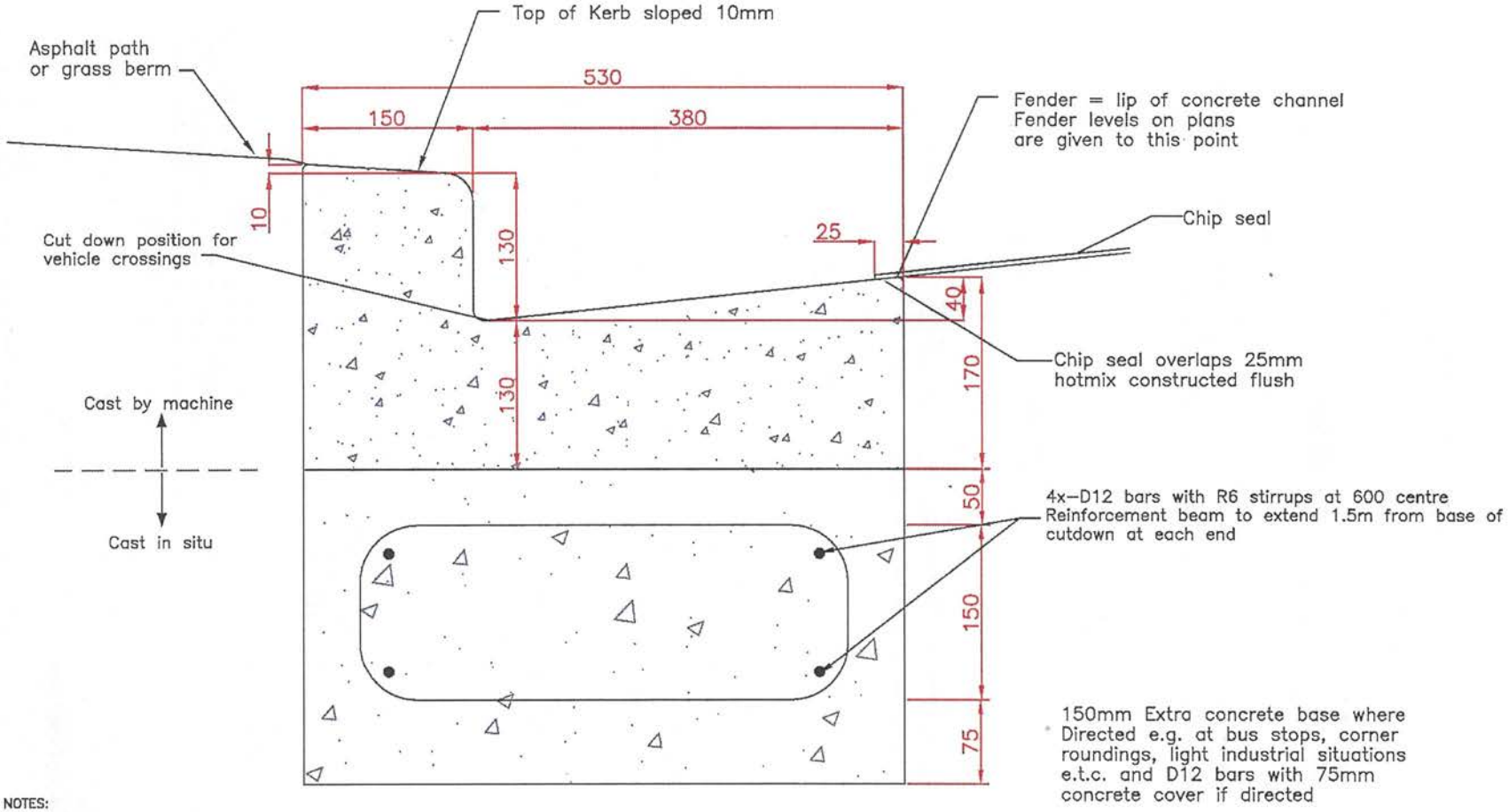
Standard Kerb and Channel

Notes:

- Depth of basecourse is the minimum.
- Extra depth may be needed depending on the subgrade to achieve the compacted strength
- Crossfall to be nominally 3% (min1% max 4.5%) or as shown on plans
- Battens not required where metalcourse contained by concrete kerbs or concrete foundations
- All existing sealed paths(footpaths) and drives to be sawcut at limit of new paths
- No cutdown of kerb on low profile kerbs

Selwyn DISTRICT COUNCIL	Township Vehicle Entranceway Standard	STANDARD NO RD 4.5
		SCALE NTS Nov 2013 AST-04-02-07-05

ORIGINAL SHEET SIZE A4



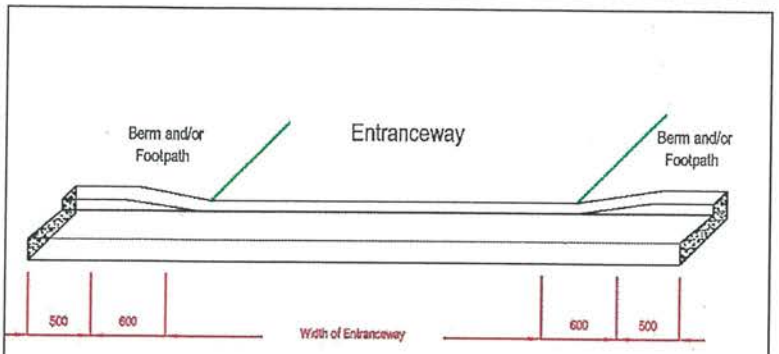
NOTES:

1) Concrete to comply with NZS 3109 : 1997
2) Concrete to have a compressive strength of 25 MPA at 28 days.

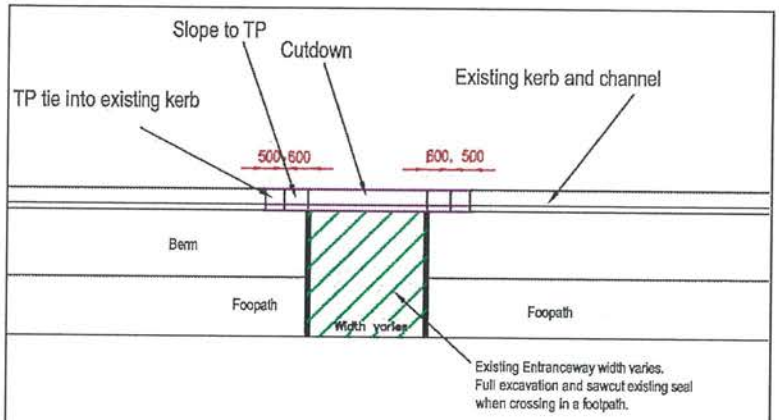
Selwyn DISTRICT COUNCIL

Detail of Standard Kerb and Channel
with Expansion for Heavy Duty Crossing

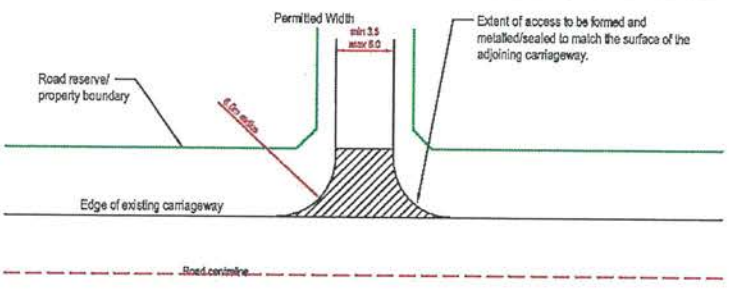
STANDARD NO RD 1.0A
DATE 19 July 2016
SCALE 1:5



Kerb and Channel with Cut Down



Kerb and Channel with Cut Down



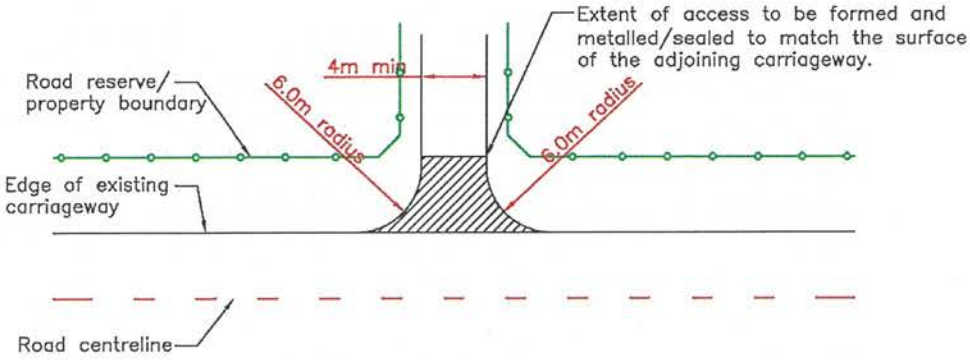
TYPE C1

Township Vehicle Entranceway
Local Road
With no kerb and Channel

Selwyn DISTRICT COUNCIL	Township Vehicle Entranceway Entranceway with Kerb and Channel and Cutdown Entranceway with no kerb and Channel	STANDARD NO	RD 4.5 RD 7.0 RD 3.2A
		SCALE NTS	May 2015 AST-04-02-07-05

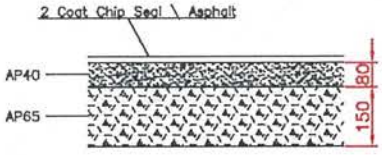
ORIGINAL SHEET SIZE A4

RURAL – VEHICLE ENTRANCEWAY FOR LOCAL ROADS



TYPE C1

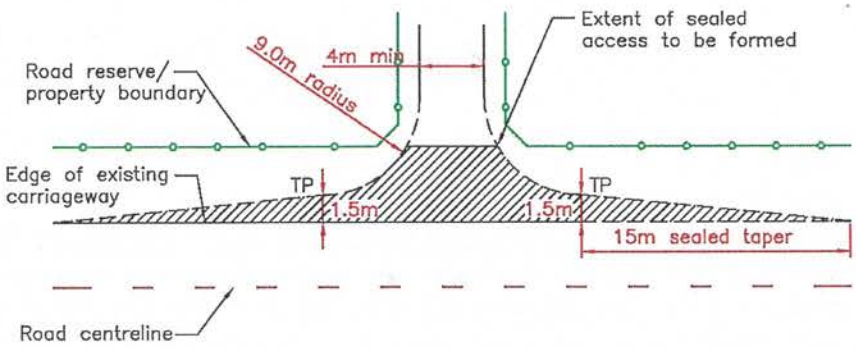
NOTE: All dimensions in metres
Diagram not to scale



Detail for new foundation

If the road is not sealed, the entranceway back to the boundary shall be excavated and formed with at least 150mm of AP65 and topped with a minimum of 80mm of AP40 basecourse.

RURAL – VEHICLE ENTRANCEWAY STANDARD FOR STRATEGIC, ARTERIAL AND COLLECTOR ROADS



TYPE C2

Selwyn DISTRICT COUNCIL

Rural Vehicle Entranceway Standard

STANDARD

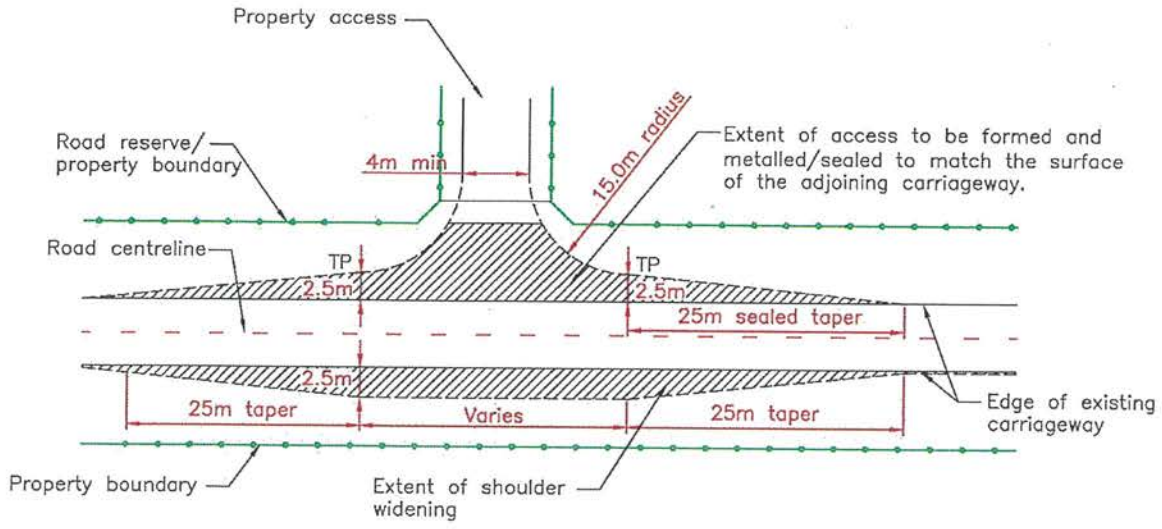
SCALE: NTS

AST-D4\02\7\SDC Drawing Standards\Roading

Date printed: Aug2015

ORIGINAL SHEET SIZE A4

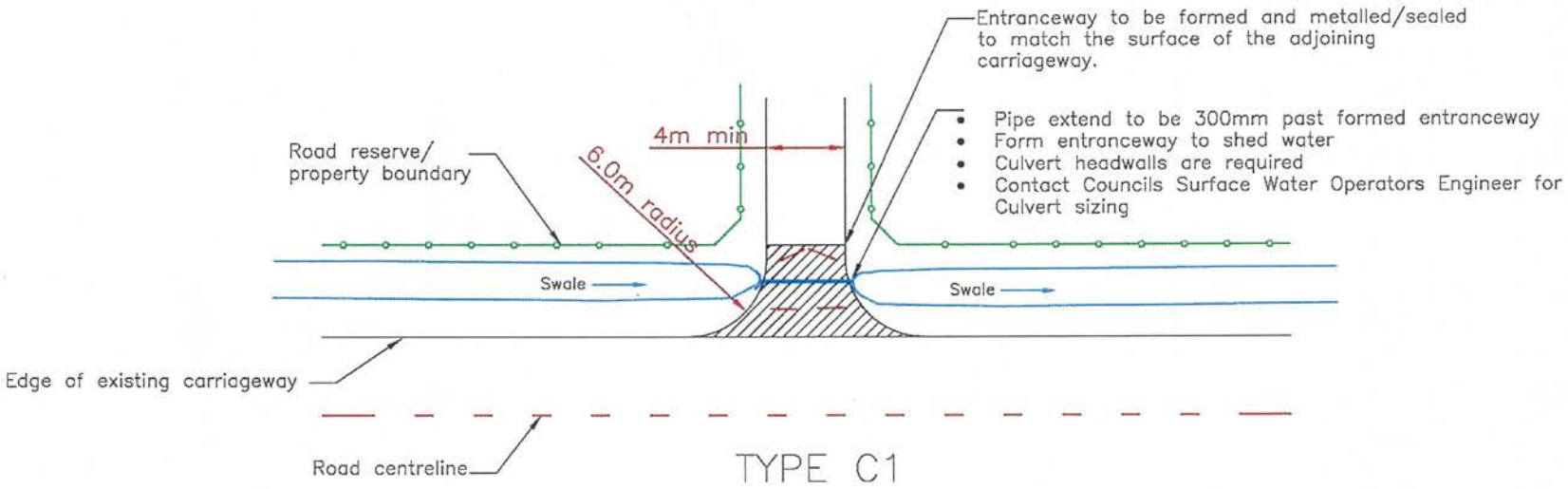
COMMERCIAL AND HEAVY VEHICLE ENTRANCEWAY STANDARD FOR ALL ROADS



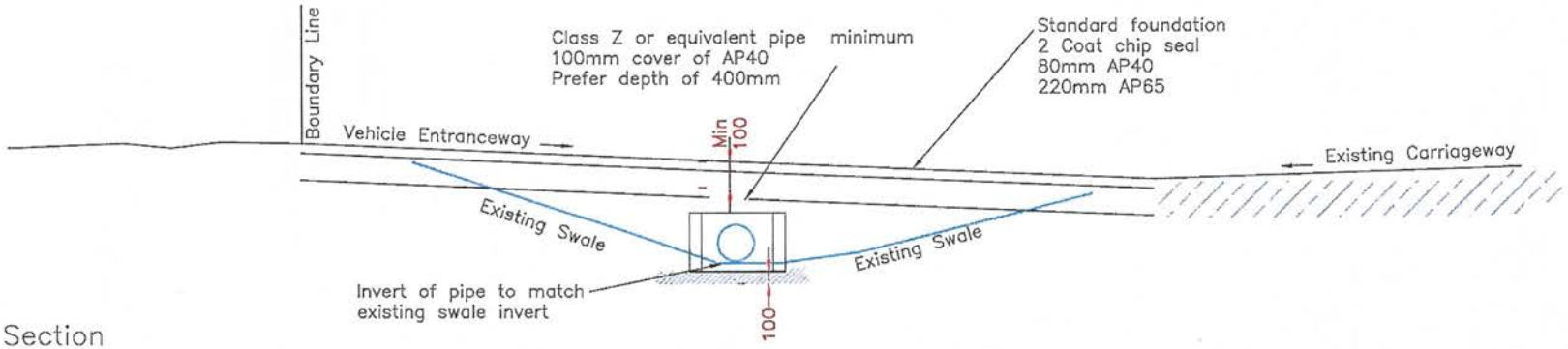
TYPE D

NOTE: All dimensions in metres
Diagram not to scale

Selwyn District Council		Rural Vehicle Entranceway Standard	STANDARD



Plan



Cross Section

Selwyn DISTRICT COUNCIL

Vehicle Entranceway with Culvert Standard
For Local Roads

STANDARD NO RD 3.2D

SCALE NTS

Dec 2015
AST-04-02-07-05

ORIGINAL SHEET SIZE A4

Permit No. _____

Resource Consent No. _____ Building Consent No. _____ Valuation No. _____

Selwyn DISTRICT COUNCIL

APPLICATION TO FORM A VEHICLE CROSSING (ENTRANCEWAY)

Made under Section 335 Local Government Act.

Please read the Specific Conditions of the Vehicle Crossing Information Pack before making the application.
Please provide as much information as possible.
Your permit is valid for 12 months with your vehicle crossing to be completed within that period.
It is the property owner's responsibility to arrange and pay for the construction of a vehicle crossing.
The vehicle crossing must be formed to top course stage prior to the commencement of any building work.

Fee: (as at 1 November 2017) $150.00 (incl. GST) **Invoice will be emailed upon receipt of application**
Retrospective applications - $200.00 (incl. GST)

1) PROPERTY OWNER	2) CONTRACTOR
Name:_____	Contact Name:_____
Postal Address:_____	Postal Address: _____
_____	_____
Phone No:_____	Phone No:_____
Email:_____	Email: _____

3) BILLING EMAIL ADDRESS (this maybe an agent eg. building company)

Billing email address (mandatory field):_____

4) ADDRESS OF PROPOSED VEHICLE CROSSING

Street:_____

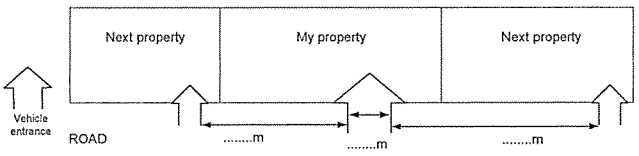
Town/area:_____

Legal Description/Valuation Number:_____

5) LOCATION SKETCH

Please ✓ type of vehicle crossing: Residential ☐ Rural ☐ Commercial/Industrial ☐

Please ✓ if the entranceway crosses a swale or water race ☐

Please sketch above the location, width of vehicle crossing and distances to the nearest vehicle crossings on the same side of the road. If more relevant (eg when adjacent vehicle crossings have yet to be formed) please show distance to neighbouring boundaries or nearest intersection if by corner.	

6) VEHICLE CROSSING INSPECTIONS

- I will notify the Council two working days prior to excavation to confirm location and make arrangements for consequent inspections as per section 8 of the Vehicle Crossing Information Pack.
- Telephone numbers: Rolleston (03) 3472800, Darfield direct line (03) 3188338

7) DECLARATION

- I will construct a vehicle crossing (entranceway) that complies with any Resource Consent and meets Council specifications from the formed roadway to my property. 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 accept that stamped concrete, coloured concrete, cobbles and non-standard paving blocks are **NOT** permitted. If used Council will request that it be removed and replaced in approved material. There are no exceptions.
- 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 24-month period of maintenance.
- An invoice will be emailed upon receipt of this application.

Owner's Signature (this maybe an agent)

Signature: _____ Name:_____ Date: ____/____/____

Postal: Selwyn District Council, PO Box 90, Rolleston 7643
Telephone: (03) 3472800
Email: transportation@selwyn.govt.nz