



VEHICLE CROSSING GUIDELINES

A vehicle crossing is the vehicular access way between a premise, property or Lot and the carriageway as defined in the Infrastructure Bylaw 2015.

Vehicle crossings must be approved by Council. Approval is by means of a Vehicle Crossing Permit and an application form can be obtained from Council's Customer Service centre.

Obstructions to proposed crossings such as trees, manholes, drains, power poles, water pipes have to be relocated at the property owners expense.

Vehicles crossings may only be installed, modified or repaired by an Approved Vehicle Crossing Installer in accordance with an approved Vehicle Crossing Permit. The Approved Vehicle Crossings Installer will be required to obtain and comply with, notices issued under the (Corridor Access Request), Temporary Traffic Management Plans and utility network authority requirements.

Construction Standards for vehicle crossings are set out in the Whanganui District Council Companion Document.

Prior to approving a Vehicle Crossing Consent, Council will consider:

- Compliance with the Whanganui District Council Companion Document
- Compliance with the Whanganui District Plan
- Traffic safety including pedestrians, current and future
- Efficient traffic and network management both current and future
- Stormwater run off from, to and past the proposed crossing
- Actual width of buildings, parking facilities etc to be accessed
- Ongoing maintenance costs to utility network providers
- Any other relevant matters

The list of Approved Installers is available from Customer Services. The list of Approved Vehicle Crossing Installers is maintained by the Senior Roading Engineer.

As a minimum, Approved Vehicle Crossing Installers must continuously demonstrate the following competencies:

- Producing and implementing TMP's, including the availability of TC and STMS qualified individuals
- The ability to apply for and comply with notices (Corridor Access Request) by electronic submission.
- Sustainable ongoing workload
- Physical works skill for the required activities
- Management of the crossing site and construction related activities
- Knowledge of and compliance with relevant standards and specifications
- The ability to work collaboratively with other contractors, utility network operators and Council officers

- Required insurance cover

The list of Approved Vehicle Crossing Installers will be reviewed from time to time by the Senior Roading Engineer.

GENERAL INFORMATION FOR PRIVATELY COMMISSIONED VEHICLE CROSSINGS

A vehicle crossing is the area allowed for access between the edge of the road carriageway and the boundary. The vehicle crossing lies within the road reserve which is owned and administered by Council. Section 335 of The Local Government Act and the WDC Street Infrastructure Bylaw 2015 provide the legal basis for the approval and installation of vehicle crossings including the appointment of Approved Installers. Although the road reserve is owned by the Council, vehicle crossings are installed and maintained at the property owner's expense. The installation of a vehicle crossing is subject to Council's approval.

The physical work of installing a vehicle crossing must be undertaken by a Council approved Vehicle Crossing Installer. Approved Installers are aware of Council's construction standards and Traffic Management requirements. They must comply with Health & Safety Legislation, liaise with gas, water, telecommunication and electricity networks as required, and obtain and comply with the required Corridor Access Request. An Approved Installer is usually the most competent party to complete the application.

Rather than require additional detail for every vehicle crossing application, additional information will be sought for some specific sites (e.g. long section for steep access).

Council may decline a vehicle crossing application or approve it subject to conditions.

If obstructions to the proposed crossing such as manholes, trees, stormwater drains, power poles and water connections have to be removed or relocated this is at the property owner's expense. Cost and complexity can be reduced by avoiding obstructions.

Property owners should consider the sequencing of related activities. Council will require the replacement of damaged vehicle crossings, footpath and kerbs. Considerable savings can be achieved by:

- Identifying the approved vehicle crossing position
- Using only this area as vehicle access during the construction phase
- Where possible install utility connections immediately adjacent to (but not beneath) the proposed vehicle crossing (i.e. water, stormwater).
- Install the crossing after all heavy vehicle movements are complete.
- Keep heavy vehicles off the new crossing for one month after construction.

Documentation relating to Vehicle Crossings is listed below.

Documents marked * are attached.

No alteration may be made to the contents without approval of the Senior Roading Engineer.

| <u>Title</u> | <u>Type</u> | <u>Approved By</u> |
|--|-----------------------------|-------------------------|
| Local Government Act 1974 (s) 335 | Act | Parliament |
| WDC Street Infrastructure Bylaw 2015 | Bylaw | Council |
| * General Information for Privately Commissioned Vehicle Crossings | Advisory | Senior Roading Engineer |
| * Requirements for privately commissioned vehicle crossings | Policy | Senior Roading Engineer |
| * Requirements of Approved Vehicle Crossing Installer | Policy | Senior Roading Engineer |
| * WDC Vehicle Crossings: Standards for Construction | Specifications and drawings | Senior Roading Engineer |
| * Requirements for Replacement Vehicle Crossings – subject to Council Contracted Works | Information sheet | Senior Roading Engineer |
| * Approved Installer Application | Application form | Senior Roading Engineer |

REQUIREMENTS FOR PRIVATELY COMMISSIONED VEHICLE CROSSINGS

Approved Vehicle Crossing Installers

Only Installers approved by Council are permitted to construct vehicle crossings. A list of approved installers is maintained by Council. All Approved Installers are required to meet current standards for, construction, health and safety, traffic management, insurance and the requirements of network operators (electricity, gas, telecommunications, water etc). The list of approved installers may be adjusted and reviewed to reflect performance and changes in required standards.

The Application

A vehicle crossing application must be lodged and approval given prior to physical works commencing on site. An application fee will be charged. The fee will be a standard cost determined from time to time by Whanganui District Council.

Where access is required from a State Highway the applicant is required to obtain NZ Transport Agency's written approval prior to making application to Council. A copy of NZ Transport Agency's approval and any associated conditions must be attached to the application.

Processing the Application.

In processing the Application, Council will consider the requirements outlined below and may impose conditions upon or decline an application accordingly. Should the applicant provide insufficient information to enable competent consideration a request for further information may be made, or the application may be declined.

The following shall be considered in processing a Vehicle Crossing Application

- The type (standard construction requirement) of access required shall be determined by Council and will relate to the land use being undertaken at that time.
- The nature of adjacent berm areas, road reserve and crossings may also be considered in determining the required construction standard.
- Any planned upgrade of adjacent berm areas and /or road may also be considered in determining the required construction standard.
- Council will take all factors including visibility, location, road category and anticipated vehicle usage of the crossing etc into account when considering vehicle crossing applications.
- Vehicular access to commercial properties within the central, outer and neighbourhood commercial area shall generally be via rear entry or service lanes as per District Plan requirements.
- Where a property fronts two roads of differing category vehicular access shall in general be provided from the lesser category road.

- On site manoeuvring shall be provided to enable egress and ingress in a forward direction for all new residential properties and all new and modified commercial properties accessing the following road categories; National Routes, Primary/ Regional Arterials Secondary/ District Arterials, and Collector Routes. (refer District Plan for current road categories).
- Vehicle crossings shall be constructed in a manner that maintains the flow capacity of the kerb and channel or water course, and ensures that surface water from that flow path does not flow onto private property, nor on to the carriageway in a manner likely to impede traffic safety or cause damage to the road. Vehicle crossings may not be used to discharge surface water from the driveway on to the road or berm.
- In general crossings shall be constructed at right angles to the edge of the carriageway
- Where there is no specific requirement in the District Plan vehicle crossings shall generally comply with the safe stopping distances set out in RTS 6 Guidelines for Visibility at Driveways.
- As per NZS 4404 vehicle crossings shall be designed to enable the 90th percentile car to use them without grounding any part of the vehicle (refer 3.3.19 and figure 3.9 of NZS 4404 2004 and 3.3.19.1 of WDC Companion Document).
- The requirements of NZS 4404 and Wanganui District Council Companion Document shall generally apply.
- Relevant industry recognised standards for design and construction including Traffic Management.
- Maximum crossing widths are set in the District Plan. Greater width may be desirable for particular commercial sites. To obtain approval for greater width a resource consent is required.

Specific compliance with requirements described as “general, generally” etc shall be determined by Council on a case by case basis. For any Application where the general requirement is set aside the reason should be noted with the application on the property file.

REQUIREMENTS OF APPROVED VEHICLE CROSSING INSTALLER:

The Approved Vehicle Crossing Installer shall:

- Liaise with the property owner to prepare the vehicle crossing application
- Liaise with the Road Opening Inspector to facilitate timely completion and resolve any compliance issues prior to construction
- Comply with the requirements of Corridor Access Request and Whanganui District Council Special Conditions.
- Apply for, and obtain a Corridor Access Request, via Submitica before commencing physical works.
- Apply for and receive an approved Traffic Management Plan before commencing physical works.
- Not commence physical works until the Vehicle Crossing Application has been approved, and a Works Access Permit received.
- Construct the crossing in accordance with the relevant Council standards and approved Vehicle Crossing Consent.
- Ensure that utility services are located prior to commencing physical works.
- Complete and manage all works in a timely, responsible and professional manner.
- Ensure that completed crossings maintain the flow capacity of the kerb and channel or water course. At the same time, ensure that surface water from the road/ berm/ footpath does not flow onto private property via the crossing, or onto the road carriageway in manner likely to impede traffic safety or cause damage to the road.
- Make good any non-conforming work
- Provide completion documentation, Works Completion Notice via Submitica.
- Maintain the crossing for 24 months from the date of completion.
- Maintain insurance as per Approved Vehicle Crossing Installer Application
- The Approved Vehicle Crossing Installer shall maintain on an ongoing basis all requirements of the Approved Vehicle Crossing Installer Application and notify Council immediately of any circumstances which may adversely affect their ability to do so, such as:
 - Resignation of nominated individual
 - Changes to insurance arrangements

The Approved Installer shall at the specific or general request of the Road Opening Inspector, make the site available for audit/inspection. A reasonable timeframe shall be allowed (typically 1 clear working day) prior to the Road Opening Inspectors attendance.

The Road Opening Inspector may require audit/inspection at any (and potentially all) stage(s) of works

Supplier certificates confirming concrete strength test results shall be provided upon request.

Approved Contractor status may be revoked by Council at any time for reasons including, but not limited to:

- Serious misconduct, e.g. failure to comply with Stop Work Notice, failure to comply with instruction to make the site safe, providing a false, misleading or inaccurate Works Completion Notice.
- Repeated or continuing non-compliance with respect to physical works and/or management of related activities.
- Failure to maintain the requirements of Approved Vehicle Crossing Installer Application on an on-going and continuous basis.

Public Liability Insurance

The principal provider, or any contractor shall hold a current Public Liability Insurance policy, which includes a local authority extension clause. This policy shall allow for sufficient cover to mitigate risk, and shall indemnify the RCA against any claims of loss, damage or injury to persons or property that may arise out of, or in consequence of, the construction or maintenance (or lack thereof) of the work. The period of cover shall be for a minimum period of one year from the date of completion of the works.

The policy shall be extended to cover all insurable risks normally applicable to roadwork including vibration and removal of support.

VEHICLE CROSSINGS : STANDARDS FOR CONSTRUCTION

Construction standards for the installation of vehicle crossings are governed by the following documentation listed in descending order of precedence:

- Whanganui District Council Street Infrastructure Bylaw 2015
- This Standard (Vehicle Crossings : Standards for Construction)
- Whanganui District Council Companion Document to NZS 4404 (including standard drawings) 2014
- NZS 4404 Land Development and Subdivision Engineering
- Relevant Industry recognised Standards

Vehicle crossings shall be constructed in accordance with Wanganui District Council Standard Drawings:

- | | |
|---------------------------------------|----------------|
| • Urban Residential Vehicle Crossings | RD-WDC-001-002 |
| • Right of Way Crossing | RD-WDC-003-006 |
| • Commercial Vehicle Crossing | RD-WDC-007-008 |
| • Maximum change of Grade | RD-WDC-009 |
| • Maximum break-over angles | RD-WDC-010 |
| • Rural Heavy Vehicle Crossing | RD-WDC-011 |
| • Rural Residential Vehicle Crossing | RD-WDC-012 |

Which shall be read in conjunction with the Whanganui District Council Companion Documents to NZS 4404 (in particular Section 11).

In addition to any/ all works described in above documentation, the adjacent berm, footpath and any affected street ware shall be made good, including the reinstatement of sealed footpaths up to the edge of the new concrete crossing.

It is the Approved Installer's responsibility to ensure that utility services are located to the satisfaction of the network operator, prior to physical works commencing on-site.

A copy of the Approved Application for vehicle crossing installation shall be held on-site.

Certificates confirming concrete strength test results shall be provided upon request.

The Roading Compliance Officer may require audit/ inspection at any (and potentially all) stage(s) of works including:

- Prior to physical works
- Prior to physical works, but after marking of services
- Immediately after topsoil stripping/ dig out
- At completion of boxing and tying of reinforcement
- At finishing of concrete/ pavement
- Upon stripping of boxing
- Upon completion of reinstatement

REQUIREMENTS FOR REPLACEMENT VEHICLE CROSSINGS
- SUBJECT TO COUNCIL CONTRACTED WORKS

A significant number of replacement vehicle crossings are installed by Council in conjunction with the reinstatement of other contract works.

Application to replace existing vehicle crossings shall be made via the required Works Access Permit (or similar).

Approval of the application and any associated conditions applied shall be notified by the Corridor Access Request approval process.

The construction standard shall be:

- Vehicle Crossings : Standards for Construction

Crossings shall be installed under the supervision of the appropriate Council Officer and/ or Consulting Engineer. In awarding the works, consideration shall be given to the contractor and/ or sub contractor competency with respect to crossing installation. Upon award, the contractor/ sub contractor shall be deemed an "Approved Contractor" for the subject works only.

VEHICLE CROSSING INSTALLERS PROCEDURE

- 1)** Property owner needs to have either a new vehicle crossing installed or an existing crossing replaced
- 2)** Owner selects a WDC Approved Vehicle Crossing Installer from list
- 3)** Owner engages installer
- 4)** Approved installer prepares Vehicle Crossing application, to include:
 - Scale site plan drawing indicating property frontage, kerb and channel, all 'street furniture', trees etc.
 - Dimensions indicating proposed size and location
 - Reference to type of crossing as per WDC Standard Crossings
- 5)** Vehicle Crossing Consent application made to WDC
- 6)** Consent approved
- 7)** Corridor Access Request applied for with Traffic Management Plan via Submitica
- 8)** Installer constructs crossing in accordance with approved plans
- 9)** Installer forwards a copy of the completed Works Completion Notice to WDC via Submitica and maintenance period begins