



VEHICLE CROSSING APPLICATION

Please return the completed form to:

Dunedin City Council, Transport Group, PO Box 5045, Dunedin 9054 or transport@dcc.govt.nz

Please allow up to 20 working days to process your application. Work can only begin when you have received written approval from the DCC and a works access permit. If you are submitting a building consent, please include vehicle crossing information as part of this consent and it will be assessed at that time.

Applicant details

Full name:			
Postal address:			
Suburb/city:		Postcode:	
Telephone:		Email:	

Property owner details (if different to above)

Full name:			
Postal address:			
Suburb/city:		Postcode:	
Telephone:		Email:	

Proposed crossing location / construction details

Street address:			
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Are there any associated applications already in place that may assist your application such as a building consent, resource consent or corridor access request, historic or current? (please provide application details)

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Does this property already have a crossing? ☐ Yes ☐ No

Is the existing crossing still needed? ☐ Yes ☐ No

Vehicle crossing required: ☐ New ☐ Extension/upgrade to existing

If existing, crossing width: m If proposed extension/new, crossing width: m

Is the new or extension within 30m of an intersection or level crossing? ☐ Yes ☐ No If yes, how far? m

Length of property frontage (if known): m

Purpose of crossing: ☐ Residential* ☐ Commercial *If residential, how many units?

Proposed DCC approved vehicle crossing contractor (if known):

Further information:

Sketch/site Plan (must be provided)

You must provide a sketch plan or attach an architect's site plan, or similar, that shows the property's boundaries in the box below.

Please show the proposed vehicle crossing location relative to the side boundaries, with dimensions and gradients. Also show the location of other features that may affect the proposed location of the vehicle crossing including trees, power poles, streetlights, transformers, drainage pits and manholes and redundant vehicle crossings.

If the proposed crossing will involve cut batter slopes or retaining in the road corridor, please provide section plans.

Attach any additional pages if needed.

Please see www.dunedin.govt.nz/vehicle-crossings for example measures if required.

Important information

- ☐ I have read the terms and conditions
- ☐ Attached a sketch/site plan ***Must be provided**
- ☐ Attached photographs of the existing or proposed site ***Must be provided**

Signature:

Date:

Office use only

Pathway number:

Network asset supervisor:

Signature:

Date:

☐ Approved ☐ Declined

Comments:

Vehicle crossing conditions

Vehicle crossing applications are assessed under the Local Government Act 1974 (LGA), Dunedin City Council roading bylaws and the Dunedin City District Plan. The DCC requires the following to consider your application:

Along with the completed application form, the applicant must provide photographs, a site plan or sketch showing the position of the proposed vehicle crossing in relation to the property boundaries, existing utility poles, trees, existing vehicle crossings and other relevant features.

In addition to the vehicle entrance approval, contractors who undertake work on road reserve must submit a traffic management plan (TMP) and corridor access request (CAR) to the DCC through www.Submitica.com. Work cannot begin until you have written approval from the DCC and a work access permit (WAP). All applications must be submitted at least 10 working days before beginning work.

Footpaths, vehicle crossings and road frontages must be protected from damage during construction. If damage occurs during construction, it must be immediately reported to the network asset supervisor. The applicant is liable and responsible for contractors undertaking the work, including damage caused to the footpath, vehicle crossing or road frontage during construction. Any existing damage near the construction site should be noted, photographed and reported to the network asset supervisor before construction begins. All damage must be repaired by a DCC approved contractor to the satisfaction of the DCC's transport department.

In some cases, the DCC may need more information or more comprehensive plans to assess the application. This may include (but is not limited to) plans from a suitably qualified person, producer statements or geotechnical reports.

Footpaths, vehicle crossings and road frontages will be inspected by the network asset supervisor. This could be before written approval is given, during construction and after construction following submission of the works completion notice by the contractor.

Vehicle entrances and reinstatement of footpaths must be carried out by a DCC approved contractor registered to construct vehicle entrances. A list of these approved contractors can be found here www.dunedin.govt.nz/vehicle-crossings

In addition to the vehicle entrance approval, contractors who undertake work on road reserve must submit a traffic management plan (TMP) and a corridor access request (CAR), through www.Submitica.com. Work cannot begin until you have written approval from the DCC and a work access permit (WAP).

This application is subject to the district plan (including any earthworks restrictions), building code and any other consent conditions. The applicant is responsible for ensuring that this application complies with any or all the above documents.

The vehicle crossing must be constructed as per the DCC's specifications for the construction of vehicle entrances or as detailed in writing by the network asset supervisor.

Work cannot begin until you have received written approval from the network asset supervisor and the approved contractor has received a works access permit (WAP) from the corridor manager.

Please return your application form to transport@dcc.govt.nz or the Transport Group, Dunedin City Council, PO Box 5045, Dunedin 9054. Please contact us on 03 477 4000 or email transport@dcc.govt.nz if you need further information or would like to discuss your application.