



Crossover Policy

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Responsible officer	Manager Engineering Services
Policy owner	Design & Traffic Coordinator

1. Purpose

To provide a basis upon which Council will consider applications for the construction or variation of vehicle crossovers and to define what is an illegal Crossover and the process for correcting illegal works.

These procedures have been prepared to assist Council Staff in applying consistent standards.

Council will seek to provide a workable outcome for the resident whilst still ensuring all standards and minimum clearances are adhered to. Road safety is the most critical consideration in approving crossovers. Council will seek to ensure crossovers do not compromise road safety for the resident using the crossover and other road users.

2. Scope

This Policy applies to all crossover applications and illegal crossovers.

3. Definitions

Word/Term	Definition
Crossover	Is the portion of your driveway that extends from the property boundary over the nature strip to the road including the kerb/layback. The crossover (excluding the footpath section) is the property owner's asset and is to be maintained by them.
Vehicle Crossing	Opening or artificial surface which allows or facilitates access from a Road to land which abuts the road.
Illegal Crossover	A crossover that has not been constructed to Council Standards or has been constructed without Council approval.
Crossover Variation	An application process where residents can apply to construct a new crossover for their property or modify an existing crossover.
Consent for works in the road reserve.	A consent required under the Road Management Act to conduct the works.

4. Legislative Power

Council have the power to approve or require the construction of vehicle crossings under *the Local Government Act 1989 (schedule 10, clause 12)* and according to Melton City Council General Local Law 2015, Clause 25.

5. Policy

5.1 Crossover Variation Approval

A new crossover or the modification of a crossover requires written approval from Council. The crossover approval and construction process is documented in the crossover variation flowchart attachment A.

There are two exceptions where a crossover variation approval is not required but consent to work within the road reserve is still required.

1. Where the property owner or occupier is constructing the first original standard crossover in the location shown on the approved engineering road and drainage plan.
2. Where a planning permit, is issued that shows the location of the new crossovers. These crossovers are checked to ensure they conform to Council standards through the planning permit process.

5.2 Planning Requirements

Under *the Road Management Act 2004* a planning permit may also be required to construct a vehicle crossing on State or arterial roads. Planning permit approval may also be required when the proposed crossover and associated works require a planning permit due to zoning or overlay regulations or other more particular provisions in the Scheme e.g., a two-lot subdivision where a new crossover is to be constructed or land next to a Road Zone or Heritage Overlay. For more information search “do I need a planning permit” on Council’s website.

Some developments have a Housing Design Guideline endorsed under the planning scheme. The housing design guideline sets out the requirements for the construction of the dwellings and will likely include conditions on the crossovers such as width. All crossover approvals must comply with all conditions of the Housing Design Guideline.

It is the property owners responsibility to ensure they meet all of the planning obligations.

5.3 Design (geometry and material)

Crossovers must be designed in accordance with Council Standard Drawings. The crossover should also be generally consistent with neighbourhood character and match the material and colour of existing crossovers. Where an existing footpath is present or likely to be constructed in the future crossovers must be plain concrete or matching the existing footpath.

5.3.1. Minimum permissible pervious area

In accordance with the Melton Planning Scheme Clause 55.03-9 the width of accesways should not exceed:

- 33 per cent of the street frontage, or
- If the width of the street frontage is less than 20 metres, 40 percent of the street frontage.

5.3.2. Minimum clearances

Minimum clearances as indicated below should be maintained from any assets/obstructions otherwise consent is required from the asset owner/responsible authority. Relocating utility services to enable the desired location of the crossover to be achieved is possible in some cases and must be organised by the property owner with the relevant authority at the property owner’s cost. Minimum clearances are measured from the edge of the crossover to the closest edge of the asset perpendicular to the kerb.

5.3.3. Minimum Clearances (Table 1.0)

Between two crossovers on the one property	6.0m at the kerb
Drainage Pits	0.75m Less than 0.75m install fibreglass pit lid as per MSC 408 Pit enclosed within crossover – modify pit & lid as per MSC 404
Signs	1.0m
Utility Service Assets	1.0m else consent from asset owner/responsible authority required i.e. Telstra, Powercor/Jemena, Western Water/City West Water etc
Street Lights	1.0m
Intersections	6.0m from tangent point (See diagram attachment B)
Pram Crossings	2.0m
Electricity Pole	1.0m
Water tap ins	Seek water authority approval
Trees	2.5m (Dependant on size of tree) See Council's tree planting and removal policy for further detail
Back of kerb Legal Point of Discharge	1.0m
Fire Hydrant	1.0m

Crossover variation approvals that impact on indented car parks is contingent on whether the indented car park adjacent to the crossover can be varied in accordance to council standards drawings whilst maintaining the same clearances listed above. The applicant has to organise construction works for modifying the indented car park and pay all costs incurred.

5.4 Crossover Construction

Crossovers must be constructed in accordance with Council's engineering design standards and specifications available on Councils website.

A Consent for works in the road reserve is required prior to commencing any works. To obtain consent, the designated contractor must supply a certificate of currency of their public liability insurance (minimum \$10,000,000 cover) and the crossover letter of approval.

Information on how to obtain consent can be found on Councils website.

Once form work and reinforcements are in place and prior to concrete being poured, the crossover must be inspected by the designated construction supervisor. When an application includes relocating crossovers saw cutting of existing crossover must be observed during inspection. If no issues arise at inspections, crossover construction can be completed. The contractor must ensure any damaged naturestrip is reinstated to Council's satisfaction. This may include topsoil and seeding if required.

Any costs associated with the crossover variation shall be borne by the property owner.

5.5 5.5 Illegal Crossovers

If a crossover is constructed without abiding by this policy the crossover could be deemed as an illegal crossover.

The following also are not Council approved:

- Crossovers not constructed with the materials specified in Councils Standard Drawings such as crushed rock and sand.
- Non formalised crossovers with vehicles driving over nature strips to access the property.

Illegal Crossovers are a breach of Councils Local Law 25. Council can enforce this law and have illegal crossovers removed or modified at the property owners expense.

Illegal crossovers that are causing damage to Councils property or potentially creating road safety issues must be rectified by the property owner to protect Councils “duty of care” responsibilities.

It’s Councils protocol to contact the property owner with the illegal crossover granting them 90 days to rectify the crossover by applying to Council via Councils Variation to Crossover process. If the property owner still has not rectified the illegal crossover Council grants a further 30 days and informs the resident that if the illegal crossover is not constructed to Council Standards Council will arrange construction and will bill the property owner for the works including 16.5% administration fees. These charges will be charged against the property.

5.6 Dispute Resolution

If a property owner is not satisfied with the response of Council in relation to a variation of crossover or illegal crossover a written dispute can be submitted to Council.

The notice must be submitted to the Engineering Services Manager and will be responded to within 10 working days. The panel will consist of the Manager of Engineering Services, The Manger of Planning Service and the General Manager of Planning and development.

The decision of the Dispute Resolution Panel is final.

6. Responsibility /Accountability

6.1 Graduate Engineer	<ul style="list-style-type: none"> • Responsible for assessing crossover variation applications
6.2 Development Engineer	<ul style="list-style-type: none"> • Responsible for assessing crossovers on planning permit applications
6.3 Design & Traffic Coordinator	<ul style="list-style-type: none"> • Responsible for resolving technical issues and providing guidance to the graduate and development engineer
6.4 Manager Engineering Services	<ul style="list-style-type: none"> • Responsible for chairing the dispute resolution panel.

7. References and links to legislation and other documents

Name	Location
Variation to Crossover Application Form	Melton City Council Website
Melton Planning Scheme	Melton City Council Website
Local Government Act 1989	http://www.austlii.edu.au/
Council Standard Drawings	Melton City Council Website
Road Management Strategy 2011	Melton City Council Website
Council Local Law 2015	Melton City Council Website
Australian Standard 2890	http://www.standards.org.au

8. Appendices

Appendix A – Crossover approval process flow chart

