

Variation to Crossover Application

1. Applicant details

Name _____

Address _____

Postcode _____

Phone number _____ Mobile number _____

Email address _____

How would you prefer to receive correspondence? ☐ Email ☐ Mail

2. Property owner details (if different to applicant)

Name _____

Postal address _____

Postcode _____

Phone number _____ Mobile number _____

Signature _____ Date _____

3. Property address

Lot number _____

Address _____

Postcode _____

4. Description of proposed works

Note: Please attach copy of the site plan showing the house layout, existing crossover and proposed crossover including distances, measurements, and nearest neighbours' crossover.

Any Telstra pits, stormwater pits, fire hydrants, street light poles, nature strip trees or any other items that may affect crossover approval are also to be included in the site plan.

Signature _____ Date _____

Once complete, submit the application form to: internetenquiries@melton.vic.gov.au for assessment

OFFICE USE ONLY

Inspected by: _____

Type: ☐ Widen ☐ Additional ☐ Relocate

Widen Width New Width..... Remove existing ☐ Yes ☐ No

Obstructions and clearances: ☐ Stormwater pit ☐ Sewer pit ☐ Light pole ☐ Telstra pit ☐ Distance from existing crossover
☐ Fire hydrant ☐ Signs ☐ Intersection ☐ Trees ☐ Legal Point of Discharge

Notes: _____

Guidelines to variation to vehicle crossings

Introduction

Often the need arises to construct an additional crossover or make alterations to the existing single vehicle crossover constructed for each lot. This may be due to the location and/or size of the garage, orientation of the house/building proposed on the lot amongst other reasons. This guide is provided to inform of the procedure, processes and general conditions used in assessing applications for variations to existing vehicle crossovers in Melton Shire Council.

Frequently Asked Questions

What is a crossover?

A vehicle crossover is the portion of the driveway that extends from the property boundary over the nature strip to the road.

Why do I need a crossover?

To facilitate vehicle access to properties adjoining the road safely.

Who needs to apply?

The property owner or the contractor with the property owner's consent.

How do I apply?

Complete Variation to crossover application form (available on <https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Engineering/Engineering-applications>)

When should I apply?

Prior to making any plans that shall entail either changes to the location and/or size of the existing vehicle crossover OR construction of a new crossover to a property.

How long does it take to process an application?

Allow a maximum of 10 working days for assessment of applications.

Obstructions

Minimum clearances as indicated below should be maintained from any assets/obstructions else consent is required from the asset owner or responsible authority. Relocating utility services could be a very expensive option.

Ownership

The crossover is owned by the property owner and is the property owner's responsibility. It is built on the road reserve and requires the responsible road authority's consent prior to making any modifications.

The process

- Complete Variation to Crossover Application Form (available on Council's website at www.melton.vic.gov.au/Services/Building-Planning-Transport/Engineering/Engineering-applications)
- Meet conditions of approval letter met prior to obtaining Consent to Work within Road Reserve (sent by Engineering Services)
- Obtain Consent to Work within Road Reserve Property (available on Council's website at <https://www.melton.vic.gov.au/Services/Building-Planning-Transport/Engineering/Engineering-applications>) by owner's appointed contractor or concreter. A fee applies to obtain consent to construct any vehicle crossover). A single residential crossover is classified as minor works.
- Present certificate of currency of appointed contractors' public liability insurance (minimum \$10,000,000) to work within road reserve.
- Council Construction Supervisor to inspect crossover prior to pouring concrete.
- Construct crossover to current Council specifications.

General Conditions of Approval

Minimum clearances

- Between crossovers: **6 metres at kerb**
- Drainage pits: **1 meter** (within 1 meter – install HD pit lid) (within crossover – modify pit and lid)
- Signs: **1 meter**
- Utility service assets: **1 meter** (else consent from assets owner/ responsible authority required including Telstra, Powercor, Jemena, Western Water and the likes)
- Streetlights: **1 meter** (else consent from assets owner or responsible authority required)
- Intersections: **6 metres** from the end of the tangent curve
- Pram crossings: **2 metres**
- Trees: **3 metres**
- Legal point of discharge: **1 meter** away from the proposed crossover and perpendicular to property boundary.
- Fire hydrant: 1 meter

Documents Required

For approval

- Completed Variation to Crossover Application Form (attach fully dimensioned layout plans showing location of the house and the proposed crossover)

For consent to work within road reserve

- Copy of approval letter.
- Evidence that ALL conditions on approval letter have been met.
- Certificate of currency of contractor's public liability insurance (minimum \$10,000,000)
- Signed letter on contractor's letterhead if the owner is to submit public liability insurance certificate on behalf of contractor.

All costs shall be borne by the property owner.

Any enquiries regarding variations to crossovers should be directed to Engineering Services by calling 9747 7200.