



ENGINEERING SERVICES

VARIATION TO CROSSOVER APPLICATION FORM

EMAIL APPLICATION TO records@melton.vic.gov.au

Applicant's Details

Name: _____

Address: _____

Telephone Home/Mobile: _____ Email _____

Preferred Correspondence: (Pick One) Email Post

Property Owner/s Consent *(if different from applicant)*

Name: _____

Postal Address: _____

Telephone: Home _____ Mobile: _____

SIGNATURE: _____ Dated: _____

Address of the Property

Lot No: _____ Street No: _____

Street: _____ Suburb: _____

DESCRIPTION OF PROPOSED WORKS

Note: Please attach copy of the site plan showing the following:
Site plan must indicate house layout, existing crossover and proposed crossover including distances and measurements and nearest neighbours crossovers.
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 noted.

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APPLICANT'S SIGNATURE: _____ DATE: _____

OFFICE USE ONLY INSPECTED BY: _____

Type: Widen Additional Relocate

Widen Width New Width..... Remove Existing Y N

Obstructions & 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/crossing is the portion of the your driveway that extends from the property boundary over the nature strip to the road.

Why do I need a crossover?

It is provided 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" (also available on www.melton.vic.gov.au and follow the links)

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 ten 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/ 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 thus requires the responsible road authority's consent prior to making any modifications.

The Process

- Complete "Variation to Crossover Application Form" (available on www.melton.vic.gov.au – Engineering – Engineering Applications)
- Approval letter with conditions to be met **prior** to obtaining Consent to Work within Road Reserve (sent by Engineering Services)
- Property owner appointed Contractor/ Concreter to obtain Consent to Work within Road Reserve available on www.melton.vic.gov.au – Services – Building, Planning and Transport – Roads – Works within Road Reserve (a fee applies to obtain consent to construct any vehicle crossover) A single residential crossover is classified as minor works.
- Certificate of currency of appointed contractors public liability insurance (minimum \$10,000,000) is required with Work within Road Reserve.
- Inspection of crossover by Council Construction Supervisor prior to pouring concrete.
- Construction of crossover to current Council specifications.

General Conditions of Approval

Minimum clearances

- Between crossovers - 6.0 metres at kerb
- Drainage Pits - 0.75 metres (within 0.75m – install HD pit lid)
(within pit – modify pit & lid)
- Signs – 1.0 metre
- Utility Service Assets 1.0 metre (else consent from assets owner/ responsible authority required i.e. Telstra (Tel: 9700 3823), Powercor/ Jemena, Western Water/City West Water, etc)
- Street Lights 1.0 metre (else consent from assets owner/ responsible authority required)
- Intersections 9 metres from property boundary line.
- Pram Crossings 2.0 metres
- Trees 3.0 metres desirable
- Legal Point of Discharge 1.0 metre away from the proposed crossover and perpendicular to property boundary.
- Fire hydrant 1.0 metre

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 contractors public liability insurance (minimum \$10,000,000)
 - Signed letter on Contractors 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 Tel: 9747 7200