

Asset Services Information Sheet 16

Crossovers

Introduction

The portion of land between a property boundary and the carriageway or road is referred to as the verge. A **crossover** is defined as the crossing between the road carriageway and the front boundary of a private allotment by which vehicles enter or leave a private property.

To ensure that street trees are suitably protected during a crossover development the owner/contractor shall ensure that the information requested below is included in the detailed drawings and specifications submitted and that all sub-contractors are aware of their obligations to protect the street trees.

Non-compliance with the provision of the requested crossover and street tree information in the detailed drawings, specifications or provision of the survey drawings shall result in a refusal of the application until such time as the information has been provided.

New Crossovers

Crossovers shall be constructed to the Town's Crossover specifications in order to comply with the Disability Discrimination Act, the Australian Standards AS1428-4 Design for Access and Mobility, Part 4 - Orientation of People with Vision Impairment, Austroads 13 Publication: Guide to Traffic Engineering Practice – clause 5.3 which states that pedestrian priority shall be enforced, that paths should continue across driveways.

It should be noted that the Residential Design Codes requires that all stormwater must be contained within the site; therefore driveways shall be designed to capture and retain this stormwater.

Alterations to the verge, path, or crossover that encroach on to a neighbouring property shall be carried out at the expense of the applicant. The property owner of the neighbouring property is to be notified of the details of the alterations prior to the application being made. A written response from the neighbouring property owner is to be provided with the application.

Construction of a Crossover – Private Contractor

Where a developer/owner chooses to use a private contractor to construct a crossover a supervision fee will be charged in accordance with the rate published in the Schedule of Fees and Charges.

The possession of a building licence for works on a property adjacent to the road reserve does not constitute a permit to work in the road reserve.

Boundary Levels

The Town will set the level of the crossover at the property boundary line to ensure that the crossover does not interfere with existing or proposed footpaths, and to assist with drainage so that stormwater does not flow from the road to the property or vice-versa. Requests for crossover levels shall be made no less than 24 hours prior to construction.

Upgrading of Existing Bitumen Crossovers

Property owners are strongly encouraged to upgrade old bitumen crossovers to concrete. This is promoted through the conditions of development approval, and when property owners make requests for bitumen crossovers to be repaired or maintained by the Town.

To comply with the Disability Discrimination Act, the Australian Standards AS1428-4 Design for Access and Mobility, Part 4 - Orientation of People with Vision Impairment, when upgrading an existing bitumen crossover, the concrete footpath is to ensure a clear, continuous and accessible path of travel. Austroads 13 Publication: Guide to Traffic Engineering Practice – clause 5.3 Pedestrians, states that pedestrian priority shall be enforced, that paths should continue across driveways, preferably by continuing the path surfacing to provide a contrast with the driveway surface.

Redundant Crossovers

In instances where vehicle access is available from a secondary street or rear laneway, the Town will seek to rationalise access points to a property by the removal of existing crossovers and reinstatement of the verge in the primary street. Vehicle crossovers that are no longer required, or no longer connect with an internal driveway or parking area shall be removed.

Financial Considerations

Council will make a contribution for the construction of one standard crossover per residential lot to a maximum of that set in Council's Schedule of Fees and Charges. The contribution will only be made following the actual construction of the crossover and providing that it is constructed in accordance with the Town's specifications.

The cost of a standard crossover constructed by the Town or by a private contractor shall be determined by the Town. Where lots are strata-titled, more than one contribution may be made at the discretion of the Town, if more than one crossover is constructed.

Where a property is serviced by one of more bitumen crossovers, one subsidy will be paid when the crossover is upgraded to concrete.

The owner of the property to which the crossover is being constructed shall bear the cost of any public utility service adjustments that are required as a result of the construction of the crossover.

Redundant crossovers shall be removed at the property owner's expense.

Maintenance of Crossovers

Once constructed the maintenance and upkeep of crossovers to a safe standard is the responsibility of the property owner.

The Town will repair minor potholes to existing bitumen crossovers on request. A minor pothole is defined as being no bigger than 30cm in diameter. If, in the opinion of the Town,

the crossover is deemed to be past its serviceable life the owner will be encouraged to upgrade it to concrete. The Town will contribute to the cost of upgrading the crossover to a maximum of that set in Council's Schedule of Fees and Charges for a new crossover.

Damage to Crossovers

The Town will repair crossovers where they are damaged by street tree roots, drainage, or by contractors acting on behalf of the Town (in this case the Town will recover the costs from the Contractor).

Important Information:

- Please find below the "Application for Crossover Permit" form which must be submitted to the Town of Bassendean.

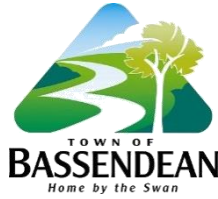
Please refer to the Town's "Crossover Specifications" for construction details:
www.bassendean.wa.gov.au search in Documents and Publications

- For related topics, please refer to the **Verge Treatment**, **Street Tree Protection** and **Significant Tree** information sheets which are available for viewing on the Town of Bassendean web page at: www.bassendean.wa.gov.au

Please note that all street trees are protected. The removal or pruning of any street tree without the written approval of the Town of Bassendean will be considered an offence. Any damage occurring to the tree, wilful or otherwise will be subject to prosecution under the Local Government Act 1995.

WARNING: Before the owner/occupier of a lot abutting a verge, (or their contractor), starts to dig, plough, excavate or undertake any sub-surface activity, contact "**Dial Before You Dig**" by phone on '1100' or at <http://1100.com.au>. This service allows you to access indicative plans/information on underground pipes and/or cables within 4-5 days.

Failure to take steps to avoid damage may leave you liable for costs incurred in the event of infrastructure damage.



APPLICATION FOR CROSSOVER PERMIT

Date: _____

Property Details:

Property Address: Lot _____ House No. _____

Street: _____ Suburb: _____

Crossover width Proposed: _____

Applicant: _____

Applicant's Email: _____

Applicant's Address: _____

Applicant's Phone/Mobile: _____

Owner: _____

Owner's Email: _____

Owner's Postal Address: _____

Owner's Phone/Mobile: _____

All applicable fees to be paid to Customer Service 9377 8000 in conjunction with the appropriate application, refer: www.bassendean.wa.gov.au and a copy of the receipt of applicable fees scanned in with this form.

Should you have any queries, please contact Asset Services on 9377 9000, between 9am and 4pm on working days.

Application for Crossover Permit:

The applicant is required to complete and sign this "Application for Crossover Permit" form, attach the relevant detailed drawings, provide a copy of the applicable for crossover fee receipt paid to Customer Service, refer to link above - and return to Asset Services via mail@bassendean.wa.gov.au

Requirements: It is essential to supply and return relevant detailed drawings and specification information to Asset Services (where applicable, *irrespective of previously supplied drawings to planning or building department*).

In order for the crossover application to be assessed, the applicant is required to provide the following detailed drawings and specification information. If not submitted with application, the Town will have no option but to reject the crossover application until relevant information is provided.

Website: www.bassendean.gov.au **Email:** mail@bassendean.wa.gov.au **Tel:** (08) 9377 8000

A site plan that indicates the proposed location, dimensions, offsets from boundaries, and construction material. All new crossovers shall comply with the Town's Crossover Specifications located in documents and publications at www.bassendean.wa.gov.au

Please (✓) tick to indicate if street tree(s) are located on verge adjacent to the proposed crossover

YES NO

If no street tree (s) located on verge adjacent to proposed crossover, ensure that the detailed survey drawing and proposed crossover site plans have statement to that effect

If a street tree(s) is located on verge, please (✓) tick to indicate the crossover application provides the following information in the detailed survey drawing and the crossover site drawings:

- Global Positioning System (GPS) coordinates of all existing trees on the verge adjacent to the proposed development.
- Species of all existing trees on the verge adjacent to the proposed development.
- Height and width of all existing trees on the verge adjacent to the proposed development.
- Girth (circumference) of tree trunk at height 1.0 metres above natural ground surface.
- Photographic record of all existing trees on the verge adjacent to the proposed development cross reference to the Global Positioning System (GPS) coordinates
- Driveways and/or crossovers should be located a minimum of 1.0 metre away from the street tree(s).
- Detailed Drawings and Specifications includes the Street Tree Protection requirements as outlined above.
- That all contractors/ sub-contractors shall protect the street trees (s) root zone area and canopy mass from damage.
- Temporary barricade fence shall be in place in accordance to Regulation 3.75 of the Occupational Health & Safety Regulations 1996 prior to building permit being granted.

Please note that all street trees are protected. The removal or pruning of any street tree without the written approval of the Town of Bassendean will be considered an offence. Any damage occurring to the tree, willful or otherwise will be subject to prosecution under the Local Government Act 1995.

All reticulation and landscape works within the verge area requires a separate application to be submitted using the permissible verge treatment application form attached located in forms at www.bassendean.wa.gov.au

I have read and acknowledge the requirements of Council's Crossover specification and agree to protect the existing street trees in accordance to the approved crossover /building permit. It is acknowledged that any inaccuracy of the plans shall not be considered justification for removal of the Town's street trees in the event that their positions are incorrectly shown. As the applicant, I will protect the street tree (s) prior to and during construction in accordance with Australian Standards AS 4970-2009 Protection of Trees on Development Sites.

Applicant (s) Name:
Applicant/s Signature:
Date:

OFFICE USE ONLY

- Required Crossover documentation and plans submitted** Yes No
- Street Tree survey data included in crossover drawings** Yes No N/A
- Street Tree Protection & Management Practices applied** Yes No N/A
- Acceptable materials utilised** Yes No
- Uniform adjacent verge levels** Yes No
- Driveway stormwater managed on site** Yes No
- Footpath continuous means of universal access** Yes No
- Future Street Tree considered** Yes No

Application Approved Refused

Comments:
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Officer Title : Date: Applicant advised? Yes