

**APPLICATION TO FORM A VEHICLE CROSSING  
(ENTRANCEWAY)**

Made under Section 335 Local Government Act/Waimakariri District Vehicle Crossings Bylaw 2007

VEHICLE CROSSING No.

**NOTE - Council may not accept a Vehicle Crossing Application until title (224c) has been issued for your property.**

**THE PROPERTY OWNER**

- Owner's name:  
(Company or organisation name if applicable)
- Mailing address:
- Mobile: Landline: Email:

**THE AGENT**

- Agent's name:  
(Company or organisation name if applicable)
- Mailing address:
- Mobile: Landline: Email:

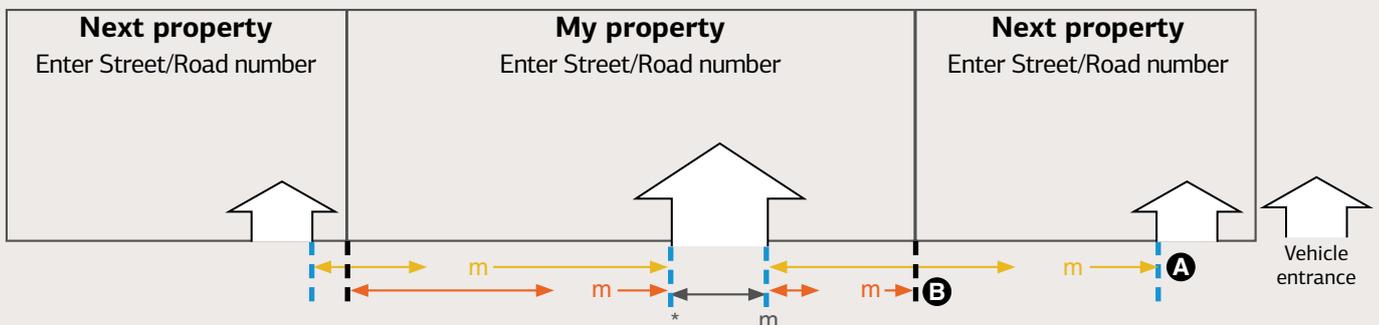
**THE CONTRACTOR**

- Contractor's name:  
(Company or organisation name if applicable)
- Mailing address:
- Mobile: Landline: Email:

**PROPERTY DETAILS OF PROPOSED VEHICLE ENTRANCE**

- Site address:  
(Street/Road/Township)
- Legal description: Lot: DP: Valuation Number:
- Building/Resource Consent Number: BC: RC:
- Location sketch (Please tick type of vehicle crossing): Residential Rural Commercial/industrial

Street/road name: Please provide both **A** and **B** distance figures where possible.



**\* The recorded width of the crossing should only reflect the width of the cut-down portion, and exclude the tapered wings / angled edges on either side. If in doubt, please contact Customer Services.**

Using the sketch above, show the location, width of vehicle crossing and distances to the nearest vehicle crossings on the same side of the road. If more relevant (eg. when adjacent vehicle crossings have yet to be formed), please show the distance to the neighbouring boundaries/nearest intersection if beside a corner. **A** = Distance to neighbouring Vehicle Crossing. **B** = Distance to boundaries.

**Please also describe/show the location of any trees, services or pedestrian cut-downs on the sketch above.**

**NOTE - If a Collector, Strategic or Arterial Road, on-site manoeuvring will need to be provided (District Plan Rule 30.6.1.37) and shown on the Building Consent plans. Email [duty.planner@wmk.govt.nz](mailto:duty.planner@wmk.govt.nz) for further information if required.**

## PAYMENT

14. If sending this application via email, please do not make a payment until you receive an invoice via reply.

Fee of \$225.00 attached

For retrospective applications (where work has commenced before the application is made)  
OR for applications that do not comply with the Vehicle Crossing Bylaw the fee is \$285.00.

## VEHICLE CROSSING INSPECTIONS

- I will confirm the location from my issued permit details prior to excavation and make arrangements with Council for consequent inspections. Excavation, Base Course/Compaction, Final. When the final surface is complete, the grass berm has been reinstated, appropriate services/trees relocated and reinstated.
- Please note a fee of \$112.00 will apply for any failed inspections. To book a Vehicle Crossing Inspection phone 0800 965 468.

## DECLARATION

- I will construct a vehicle crossing (entranceway) that complies with any Resource Consent and meets Council specifications from the formed roadway to my property. Between the initial construction and final surfacing of the vehicle crossing, the crossing will be kept in good condition to allow for the safe passage of pedestrians
- I note that stamped concrete, coloured concrete, cobbles and non standard paving blocks are NOT permitted
- I understand that all costs are the responsibility of the property owner and that a vehicle crossing that does not meet Council specifications will be upgraded at the property owner's cost
- I understand that I will be responsible for the costs associated with any repair work required as a result of settlement or poor workmanship during a 12-month period of maintenance.

## INFORMATION

- Your permit is valid for 12 months with your vehicle entrance to be completed within that period.
- It is the property owner's responsibility to arrange and pay for the construction of a vehicle entrance.
- A vehicle entrance constructed without Council inspections will be deemed as an illegal entrance.
- A vehicle entrance must be formed to top-course stage prior to the commencement of any building work.
- Existing footpaths are to remain whenever practicable. A firm smooth surface without any vertical drops of 6mm or more shall be maintained at all times; if this is not possible, an appropriate detour shall be provided.
- You or your Contractor will need to fill in a Temporary Traffic Management Plan at least 2 working days before construction, you cannot work on the road or footpath until it has been approved. (If there is a need for public notification eg road closure, then additional notice is required).

A Vehicle Crossing Information Pack is available from Waimakariri District Council Service Centres and website:  
<http://www.waimakariri.govt.nz/services/roads-and-transport/driveways-and-vehicle-crossings>  
It contains specifications and additional information as well as plans for typical urban and rural vehicle crossings.

## OWNER AUTHORISATION

**PLEASE NOTE** - By entering your name in the box below you are giving your authority for the application to proceed.

Name:

Date:

I am the  Owner  Agent

### OFFICE USE ONLY

Front counter

Roading

Plan admin

CSO - PIMs

Officer

Date


### INSPECTION TYPE

Yes

No

Date

Comments

Inspected by

Location

Excavation

Base Course

Final Surfacing  
(completed satisfactorily)

Additional inspection  
(completed satisfactorily)

	Yes	No	Date	Comments	Inspected by
Location					
Excavation					
Base Course					
Final Surfacing (completed satisfactorily)					
Additional inspection (completed satisfactorily)					

Date payment processed:

Receipt

Officer:

Fee paid on application

Deposit invoice sent