



**GREAT LAKE TAUPŌ**  
Taupō District Council

# INFORMATION PACK

ACCESS BETWEEN A PROPERTY AND A PUBLIC ROAD

APPLICATION FOR A VEHICLE CROSSING PERMIT



# APPLICATION FOR A VEHICLE CROSSING PERMIT

Anyone wishing to construct a new access way between a property and a public road, or to replace an existing one, is to apply using the attached form. This is usually referred to as a "Vehicle Crossing", which covers crossing the area between the edge of the formed road carriageway and the property boundary.

## 1. Background

The Taupo District Council (Council) is charged with managing the community's roading infrastructure through its staff, in the best interests of the community.

This involves protecting and maintaining Council assets and ensuring that any new infrastructure added within the Road (sometimes known as the Road Reserve or Road Corridor) complies with agreed standards. These have been established to ensure that what gets built is fit for purpose and consistent with community requirements as recorded in Council's District Plan and Code of Practice for Development Standards (the Code). Copies of these documents are available on our website.

Council is also required to ensure that what gets built, and how it gets built, does not add any undue hazards, to the detriment of all road users. For example sight distances can be an important issue, to make sure that there is sufficient time for vehicles to safely enter or leave the access way in the face of approaching traffic. Item 6.5 in the District plan specifies conditions to consider and which the Engineering Officer will evaluate the application against.

All this requires that Council is in the position of being able to manage where and how vehicle crossings are built – hence the need for this application form.

## 2. Making the application

The application form should be filled in and submitted to Council with a detailed description (usually best in the form of a drawing) of where the proposed vehicle crossing is to be installed and its details.

Please note that if what is proposed clashes with a water supply valve box (toby) or other service either the crossing or service will very likely have to be moved – discuss with the appropriate service provider and confirm any arrangements made and advise what these are with your application. It is important to check for existing underground services where excavating, in particular electricity, telephone, water and wastewater, and to make sure that they are not damaged. Cutting an electricity cable or gas main is particularly hazardous and all repairs can be expensive.

## 3. Fees and Charges

Currently there is **no** bond required for vehicle crossings, but provision is made in the Annual Plan which can be viewed on council's website. (These fees and charges, may be varied from time to time by Council)

In the event of the applicant failing to complete works by the agreed date or to fix a problem within a reasonable time (usually between a few hours for urgent life-threatening situations to six weeks for non-urgent matters), Council may choose to do the work and charge reasonable costs (including admin charges) from the customer.

Note that, where a vehicle crossing is associated with a *Resource Consent Application* to Council, no 224(c) certificate will be issued until the vehicle crossing is approved.

## 4. Working in the Road

Working within the roadway requires measures to be taken to protect both the workers constructing the vehicle crossing, and general motoring and pedestrian public. These will vary according to the speed limits of the passing traffic and local conditions. The applicant or their contractor carrying out the work on a *Council administered Road* will need to prepare a *Traffic Management Plan* for the works, a copy of which shall be provided with the application, for review by Council staff.

## 5. State Highways

Where the proposed vehicle crossing is onto a State Highway, separate application will need to be made to NZTA. This can be made through WSP Consultants, who currently administer the local State Highways on behalf of NZTA.

## 6. Processing of the Application

The application will be reviewed by a suitably qualified Council staff member to make sure that what is proposed is right for the situation and consistent with the Code. This often includes a visit to the site.

Where what is proposed is considered deficient by Council, the applicant will be advised, in which case they will be required to amend and re-submit their application. Council will advise what is wrong and may recommend changes, but the responsibility lies with the applicant to produce an appropriate arrangement which complies with the Code, and to seek professional advice as necessary.

When a complete and appropriate application has been made the applicant will receive a permit that authorises them to carry out the work, generally with the assistance of appropriately qualified and experienced contractors. Substandard workmanship will be rejected.

The permit will include the need to advise a particular officer in Council for:

- I. *Intermediate Inspection*, when the excavation and site preparation work is complete (just before surfacing the vehicle crossing) to provide the opportunity to check ground conditions and that preparatory works are done properly. Note that a minimum of 1 working day's notice is required for this inspection.
- II. *Final Inspection* when all aspects of the work are completed, so that it can be checked for compliance with permit requirements. All shortcomings identified by Council shall be made good.

## 7. Installing the Vehicle Crossing

The applicant shall start work on site only after receiving the permit. Unauthorised work on the Road is likely to carry financial penalties. It is important to note the importance of complying with the Traffic Management Plan as penalties as a result of an accident without one, or where not complied with, can be severe under ACC legislation.

Council may charge the cost of what it takes to confirm site conditions if not given the opportunity to carry out inspections where required. This might call for testing that triggers an external professional testing service

## 8. Expiry Date

Note that this permit will expire 24 months after issue, or after change in environment due to other developments, after which a new application shall be made.

## 9. Appendices

1. Application for Vehicle Crossing Permit
2. Permit to Construct Vehicle Crossing
3. Extract from Code of Practice for the Development of Land (2009) showing vehicle crossing requirements for



**APPENDIX 1**

**APPLICATION FORM FOR VEHICLE CROSSING PERMIT**

I....., owner / representative of owner, (*delete one*) hereby apply for a permit to install a Vehicle Crossing at .....(*street address*) ..... (*Lot number*) in accordance with the **attached plans and specifications**.

The work will be carried out by: ..... (*contractor*)

Expected Completion Date.....

Postal address (*if different from above*): .....  
.....

Daytime Contact telephone number: .....

I have read and understood the Taupo District Council document "*Access between a Property and a Public Road – Application for a Vehicle Crossing Permit*" and am authorised to arrange the installation of the Vehicle Crossing on behalf of the owner of the property concerned.

Signed: .....

Date: .....

**COUNCIL USE Processing Instructions for Eng. Officer:** Arrange for the signed document to be copied to Objective under the street/road address as an "APPLICATION (type Vehicle Crossing) with the title "Vehicle Crossing".



**APPENDIX 2**

**Document No.:** .....

**PERMIT TO CONSTRUCT VEHICLE CROSSING**

To: .....

Postal Address: .....  
.....  
.....

You are hereby authorised to install a Vehicle Crossing / Rural Access at  
..... (street/road address)  
..... (Lot number),

in accordance with Taupo District Council’s Code of Practice for Development of Land and the following conditions:

1. Location .....
2. Type : **Urban Residential/ Commercial**  
**Rural Residential/Farming Access** (*delete as appropriate*)
3. An intermediate inspection is required (after preparation of site-prior to installation of new crossing) (*Note-1 working day notice minimum*) YES / NO
4. Work shall be carried out by.....in strict compliance with the submitted and approved Traffic Management Plan.
5. Additional site specific conditions:
  
6. When the work is completed and the site tidied, you should notify the undersigned.

Signed: .....

Name: ..... Date of issue:.....  
(Council Rooding Officer)

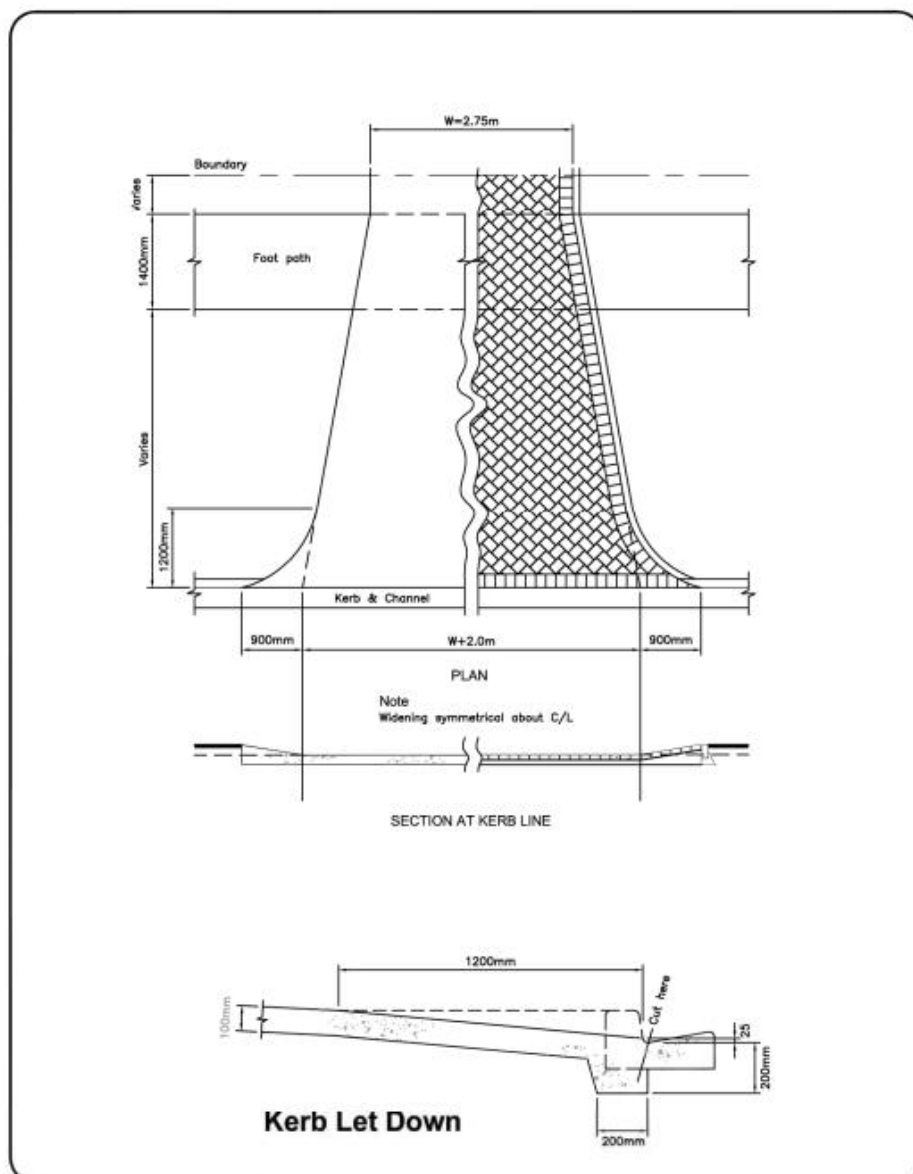
**COUNCIL USE Processing Instructions for Eng. Officer:** Arrange for the signed document to be *copied to Objective under the street/road address as a CONSENT/PERMIT type "Vehicle Crossing" and sent to the applicant*



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### APPENDIX 3

**EXTRACT FROM 'CODE OF PRACTICE FOR THE DEVELOPMENT OF LAND (2009)' SHOWING A RESIDENTIAL VEHICLE CROSSING (Commercial/Industrial and Rural can also be found in said document)**



Taupo  
District Council

REQUIREMENTS FOR  
PROPERTY ACCESS  
RESIDENTIAL

July 2009

**Plan 8**

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