

VEHICLE CROSSING APPLICATION FACT SHEET

VEHICLE CROSSING BASICS

A vehicle crossing is the part of a driveway between the property boundary and road carriageway e.g. from the kerb or seal edge.

Under New Zealand law (the Local Government Act 1974) the construction and maintenance of vehicle crossings is the property owner's responsibility.

All new vehicle crossings must be constructed to the current standards set out in the District Plan and the Engineering Code of Practice that accompanies it.

Existing crossings may also need to be upgraded to the current standards in response to subdivision and/or land development. This requirement will usually be imposed by way of resource consent conditions, however, in some instances a building consent application may also trigger an upgrade request.

Such upgrade requests will normally occur where an existing crossing may be presenting safety hazards to road users due to factors such as discharging water and debris to the road, steep grades, poor alignments, ineffective drainage and sight distance problems. Section 335 of the Local Government Act 1974 supports action to require crossing upgrades in such situations.

Note that Section 335 refers to standards being set in the council's bylaws reflecting the fact that formal engineering codes of practice only came into being with the Resource Management Act in the 1990s.

The current HDC Consolidated Bylaw (Clause 2.19.1) reinforces the Local Government Act provisions and adds the requirement to obtain approval to construct or alter a vehicle crossing.

Finally, vehicle crossings are not governed by the Building Act therefore any plans approved under the Act do not apply to crossings regardless of details that may be shown on building consent site plans.

APPROVED VEHICLE CROSSING CONTRACTORS

To maintain consistent construction standards and to ensure safe work operations in the road corridor the Hastings District Council (HDC) maintains a register of contractors with pre-qualification to construct and upgrade vehicle crossings. Only approved contractors may construct or upgrade vehicle crossings on HDC roads.

The current list of approved vehicle crossing contractors is included on second page of this document.

TEMPORARY TRAFFIC MANAGEMENT FOR VEHICLE CROSSINGS

To ensure public and traffic safety during construction a CAR (Corridor Access Request) approval is required for each vehicle crossing project.

CAR management is a separate regulatory function of council that controls work by utility operators and other parties needing to work in the road corridor. It is the approved contractor's responsibility to obtain the CAR approval and to abide by its conditions.

VEHICLE CROSSINGS ON STATE HIGHWAYS

On state highways vehicle access is managed by the New Zealand Transport Agency (NZTA or Waka Kotahi).

The highway vehicle crossing standards are similar to those used by HDC and first contact should be made via the agency's highway planner based in Palmerston North.

Waka Kotahi may recognise HDC approvals for crossings on kerbed urban highways, e.g. SH51 through Clive, but will still issue and monitor the temporary traffic management (CAR) approval itself.

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APPLICATIONS FOR VEHICLE CROSSING APPROVALS

Applications for vehicle crossing approvals are made using the Vehicle Crossing Application Form. Hard copies are available at the Council's Customer Services centre or the form can be downloaded from the Council's website.

An administration fee of \$175 (GST inclusive) is charged for vehicle crossings that are not associated with building or resource consents.

The technical details requested on the form are particularly important for standalone crossings i.e. where the crossing requirements are not already specified in other documents.

VEHICLE CROSSING APPROVALS

A vehicle crossing approval should be obtained before negotiating with approved contractors as the approval will define the work that needs to be undertaken.

Simple crossing approvals will refer to the standard design requirements, however, some approvals, including those for most rural crossings, will have one or more additional conditions modifying, extending or clarifying the standard requirements.

Approvals for special crossings, whether due to scale or complexity, will usually make reference to an agreed engineering plan submitted by the applicant.

VEHICLE CROSSING INSPECTIONS

Council inspects all crossings prior to surfacing to ensure that the layout is in conformance with the approval and that the foundation is satisfactory.

A minimum of two days' notice is requested for all vehicle crossing inspections.

In addition, site safety in accordance with the CAR approval may be monitored at any time.

RURAL VEHICLE CROSSINGS

In rural areas vehicle crossings are controlled to ensure safe sight distances, safe manoeuvring, effective drainage, and to avoid hazards such as the migration of debris onto the road.

The minimum distances from intersections and from other crossings are shown on Drawing C22¹.

The technical standards for most rural vehicle crossings are shown on Drawing C24² 2011 with further constraints described in the Engineering Code of Practice 2020³. Key requirements are:

- Sight distances must be in accordance with RTS 6 Guidelines for Visibility at Driveways⁴ (refer to pages 8 and 9)
- Crossings are to be square (90 degrees) to the road for a minimum of 8 metres (a minimum angle of 70 degrees may be approved where 90 degrees is unachievable)
- Grades are limited to plus or minus 3% to the road boundary (with due allowance for non-standard boundaries)
- Culverts, where required, must have a minimum diameter of 300mm and fitted with suitable headwalls. Culverts under chip seal and asphalt crossings must be concrete
- To reduce roadside hazards all culverts should be as close to the property boundary as practical
- Depending on the speed and volume of traffic mountable-type culvert end units may be required
- The radius of the tapers (splays) can be reduced from 9 metres to 6 metres for residential crossings
- Surfacing may be chip seal, asphalt or concrete

Note that chip seals have relatively short service lives (around ten years) unless they are second coat sealed within a few years of construction. Developers on older rural subdivisions will usually be asked to resurface the crossing if the original surfacing has begun to deteriorate.

URBAN VEHICLE CROSSINGS

In urban areas the number and width of vehicle crossings are controlled to minimise conflicts with pedestrians and to conserve on-street parking.

Urban crossings are specified with a plain concrete finish to produce a coherent street environment and to not impose unreasonable costs utility operators and others that may need to reinstate the crossing at some time in the future. In all residential zones the District Plan limits individual properties to one vehicle crossing.

Urban vehicle crossings must be a minimum of 15 metres from road intersections and clear of any traffic control devices, e.g. raised medians, pedestrian crossings etc. On corner sites the vehicle crossing should be on the road with the lower ranking.

The current technical standards for urban vehicle crossings are shown on Drawing C19⁵. For the avoidance of doubt the maximum width of crossings where a double garage faces the road a vehicle length from the boundary is 4.8 metres. For all other residential crossings the maximum width is 3.5 metres.

Drawing C19A⁶ has some additional details for crossings at mountable kerb and channel and limits for break-over angles (to avoid vehicle grounding problems). For situations where high kerbs and/or high road crowns make bridge-type crossings necessary, the Napier City Council's chequer plate detail⁷ is an acceptable solution.

Drawing WS 106⁸ covers bubble up sumps which sometimes need to be installed in new vehicle crossings.

VEHICLE CROSSINGS ON UNSEALED ROADS

Vehicle crossings on unsealed roads have the same layout and drainage requirements as crossings on sealed rural roads but they do not generally require a pre-surfacing inspection. Unsealed crossings are still subject to a final inspection to ensure that the location and layout conditions have been complied with.

OTHER TYPES OF VEHICLE CROSSING

Hybrid (part urban, part rural) crossing standards are appropriate in some semi-urban areas such as East Clive where the road layout is rural but the speed environment is urban.

Unsealed seasonal and temporary use vehicle crossings may be approved for some horticultural and other rural land uses (e.g. logging) where access is only for harvesting or other periodic field operations. As with the hybrid crossings seasonal and temporary use crossings are approved on a case by case basis.

REFERENCES:

Drawings can be found within the HDC Engineering Code of Practice 2020 which can be found on HDC website or by following link [here](#):

¹ C22 Private Rural Access Separation Distances - Diagram B

² C24 Private Rural Access Low Use - Diagram C

⁵ C19 Minimum Standards for Vehicle Crossings onto Urban Roads

⁶ C19A Minimum Standards for Vehicle Crossings – Typical Sections

⁸ WS106 Domestic property Discharge Bubble up Sump

External links:

⁴ The RTS 6 Guidelines for Sight Distance at Driveways can be found on NZTA website or by following the link [here](#)

⁷ Napier City Council Drawing M2.10 “VC6 Chequer Plate Crossing” can be found in the NCC Code of Practice for Subdivision & Land Development 2019, on NCC's website or by following this link [here](#)

KEY POINTS:

- Vehicle crossing approvals are required for all new crossings and crossing upgrades
- Only council approved contractors may construct and upgrade vehicle crossings on Hastings District Council (HDC) roads
- Temporary traffic management, including the obtaining of CAR approvals, is the approved contractor's responsibility
- All vehicle crossings are inspected by council prior to surfacing