



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) complies with agreed standards. These have been established to ensure that what gets built is fit for purpose and consistent with community requirements, which are recorded in Council's District Plan and Code of Practice for Development Standards (the Code). Copies of the relevant sections are available on request from your nearest Council office. Charges may apply. There are different vehicle crossings for rural and urban locations, as well as for light and heavy vehicles use.

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.

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. How well this is presented is likely to have an impact on the speed (and cost) of processing the application. If you have any queries Council's Customer Services should be able to help or direct you to someone who can.

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

Current fees and charges, which may be varied from time to time by Council, are listed in the Annual Plan which can be viewed on Council's website. Fees and charges shall be *submitted with the application*.

The *Fee* is to cover processing of the application and any on-site checks to ensure the work is done correctly.

A *Bond* is to protect existing Council assets, and to help discourage a lengthy and possibly messy construction period. When the work is completed to the satisfaction of Council, the bond will be refunded. A bond is usually linked with a commitment to carry out the whole project within a certain time, but it may be called at any time if a hazardous or otherwise unsatisfactory situation is allowed to develop.

In the event of the applicant failing to complete the 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 deduct reasonable costs (including admin charges) from the bond. If the bond amount is not sufficient, Council will charge for the outstanding balance.

Note that, where a vehicle crossing is associated with a *Resource Consent Application* to Council, a bond will not normally be required, but 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 Transit NZ. This can be made through OPUS Consultants, who currently administer the local State Highways on behalf of Transit.

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. Note that the bond will not be released without Council being advised that the work is complete and only after Council staff have inspected and approved the completed works. Please note: Bond will only be refunded (returned) by Direct Credit into your bank account.

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.

Note the inspections required in the permit and the need to apply for final inspection and release of the bond on the form supplied. Council may deduct from the bond the cost of what it takes to confirm site conditions if not given the opportunity to carry out the Intermediate Inspection, where required.

8. Expiry Date

Note that this permit will expire 24 months after issue, after which a new application shall be made.

9. Appendices

1. Application for Vehicle Crossing Permit
2. Permit to Construct Vehicle Crossing
3. Advice of Completion of Vehicle Crossing and Application for Release of Bond
4. Internal Memo: Refund of Vehicle Crossing Bond
5. Extract from Code of Practice for the Development of Land (2001) showing vehicle crossing requirements (Separate Document A291727)



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:.....(for release of Bond)

***BANK ACCOUNT NUMBER MUST BE SUPPLIED FOR REFUND TO BE ISSUED.**

Account Number for Direct Credit refund of Bond:

		XX					XX								XX			
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I enclose payment (cheque / eftpos / other –*credit card not accepted*) for the amount of:

Bond – (\$280 urban, \$500 rural or industrial) TOTAL (enclosed) \$280 or 500 (*delete one*)
\$_____

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 ONLY

Debtor No: **WK**_____

Receipt No. _____

Receipt Date: _____

Processing Instructions- Customer Services:

- 1. Create Debtor No. starting with WK and receipt to Debtor No.**
- 2. Create invoice or send copy of form to Admin. Officer Transportation to create invoice (charged to debtor no., bond: 600821032; admin/inspect fee TK/MP: 4801380 or TT: 4811380)**
- 3. Save application in Objective under the road address as an "APPLICATION (type Vehicle Crossing) with the title "Vehicle Crossing" and for e-mail reference to be forwarded immediately to the Senior Engineering Officer Transportation Operations.**



APPENDIX 2

Permit 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 and apply for a refund of any Bond amount using the attached form.

Signed:

Name:
(Council Roading Officer)

Date of issue:.....

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*



APPENDIX 3

Permit No.:

ADVICE OF COMPLETION OF VEHICLE CROSSING AND APPLICATION FOR RELEASE OF BOND

TO: Taupo District Council
PO Box 2005
Taupo 3352

Attention: (Council Rooding Officer - from permit)

I hereby confirm that the vehicle crossing at
is now complete in all respects. I hereby request final inspection and release of the Bond amount,
where lodged. ***BANK ACCOUNT NUMBER MUST BE SUPPLIED FOR REFUND TO BE ISSUED.**

Account Number for Direct Credit refund of Bond:

		XX					XX								XX			
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Signed:

Name:

Date:

Reply: Outstanding Matters (for Council use as necessary)

Dear

The following matters need attention before the bond can be released:-

Please complete the necessary works and return this form to Council for site re-inspection and release of bond when satisfactory.

Signed:

Name:

Date:

(Council Rooding Officer)

I have inspected the new vehicle crossing, and consider it acceptable to Council.,

Signed:
(Council Rooding Officer)

Date:
File in Property File

Signed:
(Financial Accountant or Revenue Supervisor)

Date:

Council Use – Processing Instructions for Eng Officer:- When process is completed, sign document and arrange for it to be filed with Appendix 4 (as appropriate) in Objective under the street/road address as a CONSENT/PERMIT - type "Vehicle Crossing"- and entitled "Completion Certificate", and an e-mail link forwarded to TDC Creditors email account for refund of any bond.

APPENDIX 4

MEMO



TO: FINANCE DEPARTMENT

ATTN: FINANCE OFFICER, ACCOUNTS PAYABLE

FROM:

DATE:

FILE REF:

SUBJECT: REFUND OF VEHICLE CROSSING BOND, PERMIT NO.:

Attached is a copy of a submitted **ADVICE OF COMPLETION OF VEHICLE CROSSING AND APPLICATION FOR RELEASE OF BOND**. The work is now complete.

Please refund of the amount of \$ from account no: **600821032** to the Applicant. Direct credit account code where supplied is on attached document. (Appendix 3)

- 1) Where this amount is less than the full amount of bond held, the deductions made with reasons are listed below plus appropriate general ledger codes to which the balance of the bond should be credited to cover completion of the work. Please arrange transfer(s).

Amount	Income Code	Reason
.....
.....
.....
.....

- 2) Additional claims in excess of the Bond amount are also attached, where necessary. In this case, please invoice the applicant above, as appropriate crediting the following amounts to the associated income codes (*associated with expenditure code used to do the work*)

Amount	Income Code	Reason
.....
.....

Signed:

Name: Date:.....
(Council Roding officer)

(**Council use:** Filed and sent to Finance Officer- Accounts Payable with Appendix 3)