



Complete this form with the assistance of the vehicle crossing guide - numbers in this form relate to explanatory notes in the guide. This form must be submitted with a completed application cover page form.



Are you undertaking a new building project, e.g. a garage or dwelling, and you require a new or upgraded vehicle crossing? You must not start work on a vehicle crossing until Council approval is confirmed. We strongly recommend that you submit your application and get approval on your proposed location for a vehicle crossing before finalising your building plans. We also recommend you arrange for installation of a vehicle crossing after the building work is completed in order to not damage the vehicle crossing during construction.

### 1. Applicant details

1a. I am the  Property owner Proceed to 2.  Lessee Provide details below  Agent authorised by owner/lessee Provide details below

1b. Full name    
First name(s) Surname

1c. Postal address (include postcode and rural delivery details)

1d. Contact details     
Work Home Mobile

1e. Email address (this information must be provided as all communications will be emailed)

### 2. Crossing details

2a. Is this application for a new vehicle crossing or an upgrade to an existing vehicle crossing?  
 New  Upgrade

2b. Crossing use  Residential  Commercial/Light industrial/Multi-residential  
 Heavy industrial  Rural

2c. Crossing type - refer to the illustrations on page four of the vehicle crossing guide.  
 Type A (Residential, Multi-residential, Commercial and Industrial)  Type D (Plate vehicle crossing)  
 Type E (Slot vehicle crossing)  Rural

2d. Width of crossing at boundary  m<sup>2</sup>

2e. Approximate construction timeframe  As soon as possible  Date to be advised  
 No later than (Date)

### 3. Council-approved contractor details

3a. Please provide the name and contact details of the contractor undertaking the work. Refer to the list of Council-approved contractors provided with the vehicle crossing guide.

Please turn over

#### OFFICE USE ONLY

IG Officer approved  Date approved

Notes

#### OFFICE USE ONLY

Date received  Document #  Application #

Time received  Property ID  Receipt #

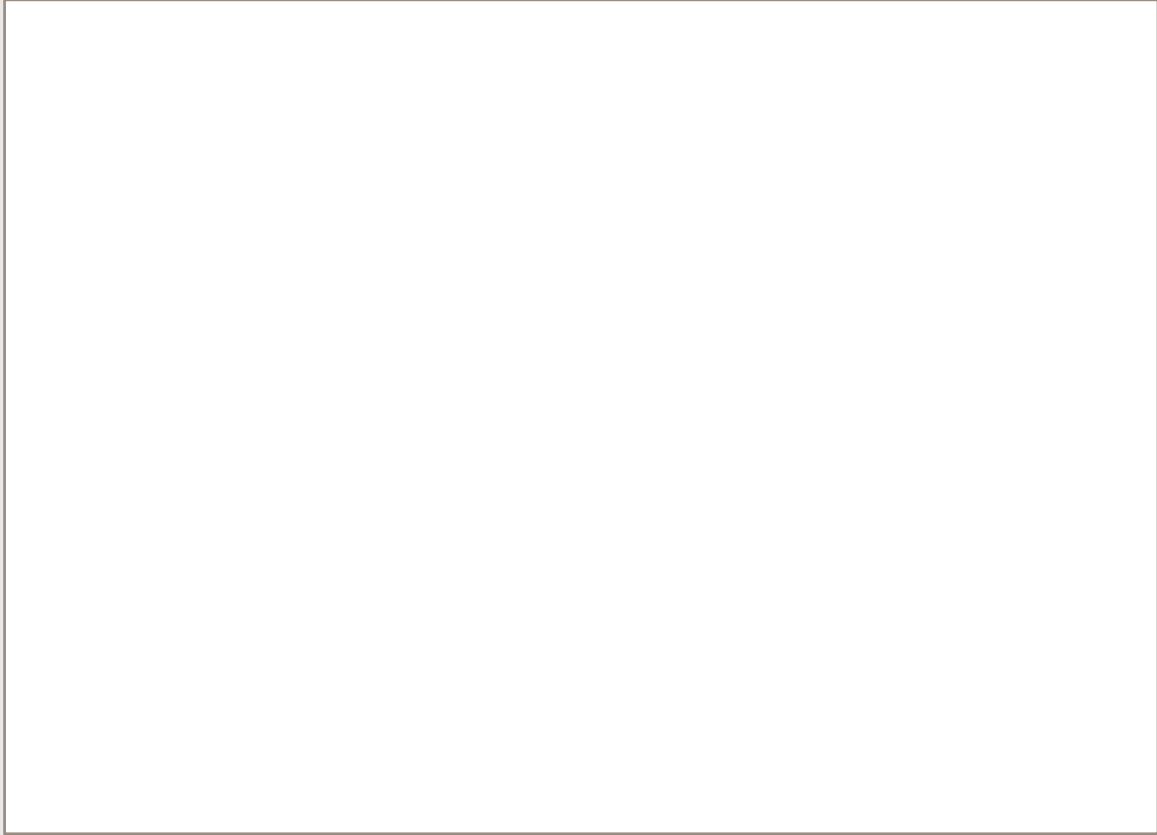
Received by  Legal ID  Amount paid  \$

#### 4. Plan for proposed vehicle crossing location

Attach a detailed plan to this application or provide a sketch in the space below to show the location of the proposed vehicle crossing. If applicable, also show the location of the water toby, trees, streetlights or poles, stormwater sump, other services, street furniture, bus stops, signs, etc.

Copy of detailed plan attached.

Sketch below showing location of proposed crossing and other relevant details.



#### 5. Applicant's declaration

**PRIVACY STATEMENT:**

Information on this form is required to process your application and may also be made available to other units of the Council and Council-approved contractors. The personal information supplied by you in this form will be used only for purposes directly related to this matter and will be held in accordance with the provisions of the Privacy Act 1993 and the Local Government Official Information and Meetings Act 1987. Your personal information will be kept confidential to the Council so far as permitted by law. You have the right to access and request changes to your personal information at any time.

I confirm that I have read and understood the privacy statement above and that the information provided on the application form is true and correct. I also understand that the Council will send all invoices and refunds for fees to me (the applicant) and I will be responsible for, and indemnify the Council in respect of, the payment of all fees in connection with this application. I further understand that all correspondence related to the application will be sent to me.

Signature of applicant

Date



Explanations in this guide are intended to assist you to complete the application for a vehicle crossing form. Numbers on the form relate to the explanatory notes in this guide.

### When is a vehicle crossing application required?

A vehicle crossing is the formed section of driveway from the front of the property boundary to the roadway.

It is possible to widen or relocate your existing vehicle crossing, and an application is required to ensure that the Council's standards are met.

A new vehicle crossing must comply with the requirements of the Council's specifications. Compliance depends on a number of factors such as set-backs from intersections and the type of road frontage.

Although the road reserve is owned by the Council, the Council's bylaws require the property owner or occupier to pay for the cost of construction or upgrading the vehicle crossing.

The physical work cannot be done by yourself. Please refer to the list of Council-approved contractors that accompanies this guide.

Work on a vehicle crossing can start only after approval is confirmed. Any work undertaken without approval will be considered as damage.

Please submit your vehicle crossing application to the Council.



*Is your vehicle crossing application part of a new building project?*

If you are undertaking a new building project, e.g. a garage or dwelling, and you require a new or upgraded vehicle crossing, you must not start work on a vehicle crossing until Council approval is confirmed.

We strongly recommend that you:

- Submit your application and get approval on your proposed location for a vehicle crossing before you finalise your building plans.
- Arrange the installation of a vehicle crossing after the building work is completed in order to not damage the vehicle crossing during construction.

### Relocation of services

If any services are going to be affected by the construction of your vehicle crossing, you will need to arrange for them to be relocated before you submit your vehicle crossing application.

Relocation of any Council owned services and street furniture will be charged separately to the vehicle crossing application fee.

Example of services that may be located on your proposed vehicle crossing location are:

- Water toby.
- Stormwater.
- Power pole.
- Gas line.
- Telephone line.
- Street light pole.
- Parking sensor.

### Parking bays and parking systems

Some vehicle crossings may require alterations to marked parking bays or to 'no parking' spaces.

Provide clear details of the location of any road marking, parking sensors or parking bay stations on the plan attached to your application form (or sketch at 4.).

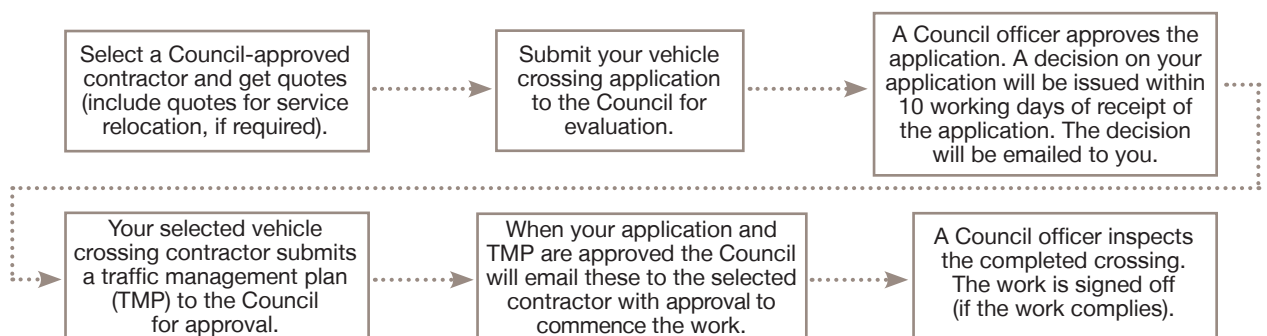
Changes to parking may require endorsement by the Council, which requires a report to be presented to NPDC. Due to Council scheduled meetings it normally takes two to three months to approve changes to parking.

Once the parking changes are approved, the parking can be re-marked at the applicant's cost.

Relocation of parking sensors and parking pay stations needs to be done by the Council's contractor. This will be arranged by the Council once the parking changes are approved.

It is recommended that you do not start construction of the vehicle crossing until the Council has approved the parking changes.

### Application process



Binding interpretation of the Acts, regulations and bylaws can only be issued by the courts. Indications and guidelines issued by the Council are provided with the intention of helping people to understand the legislation. They are however offered on a 'no liability' basis and in any particular case those concerned should consult their own legal adviser.

## Application fee

The fee for a vehicle crossing application covers the cost of processing the application.

## Guidance notes

### 1. Applicant details

#### 1a. I am the

- Indicate whether you are the property owner, lessee or agent authorised by the owner or lessee.

#### Property owner

Select this option if you are the property owner as stated on the certificate of title. Your details will have been provided on the application cover page form and you do not need to repeat them. Proceed to 2.

#### Lessee

Select this option if you have a lease agreement with the registered owner of the property and the agreement is still in force.

- Write your name and contact details.

#### Agent

Select this option if you are submitting this application as the authorised representative of the property owner or lessee.

- Write your name and contact details.

#### 1b. Name

- Write your name and contact details.

#### 1c. Postal address

- Write your postal address. Include postcode and any rural delivery details.

#### 1d. Phone contact details

- Write your name and contact details.

#### 1e. Email address

- Write your email address. All communications will be emailed to you.

### 2. Crossing details

#### 2a. New crossing or upgrade?

- Indicate whether the application is for a new vehicle crossing or an upgrade.

#### 2b. Crossing use

- Tick the circle that corresponds to the intended use of the vehicle crossing.

#### Residential

Select this option if the crossing is to be used for one residence only.

#### Commercial/Light industrial/Multi-residential

Select this option if the crossing is to be used for two or more residences or for commercial or light industrial purposes.

#### Heavy industrial

Select this option if the crossing is to be used by vehicles for heavy industrial purposes.

#### Rural

Select this option if the crossing is to be used in a rural area where there is no kerb and channel.

#### 2c. Crossing type

If you wish to install a permanent crossing, refer to the illustration of the Council-approved crossing types provided on page four of this guide.

- Tick the circle that corresponds to the type of crossing you intend to install.

#### 2d. Width of crossing at boundary

- Write your proposed crossing width.

The minimum crossing width allowed at the boundary is 3m for urban crossings and 3.6m for rural crossings.

#### 2e. Approximate construction timeframe

- Write the date when you wish to start the construction of your vehicle crossing.

The Council requires 10 working days to issue a decision on your application.

### 3. Council-approved contractor details

Refer to the list of Council-approved contractors that accompanies this guide.

- Write the name of the contractor who will construct the crossing for you.

Your application will not be accepted if you have nominated a contractor that is not approved by the Council.

### 4. Plan for proposed vehicle crossing location

Attach a detailed plan to your application or provide a sketch in the space provided to show the location of the proposed vehicle crossing.

- Attach a detailed plan to the application form.
- If not attaching a plan, use the space provided on the application form to indicate the proposed location of your vehicle crossing.

Your sketch must show the following:

- The proposed location of your vehicle crossing.
- If applicable, the location of the water toby, trees, streetlights or poles, stormwater sump, other services, street furniture, bus stops, signs, etc.

### 5. Applicant's declaration

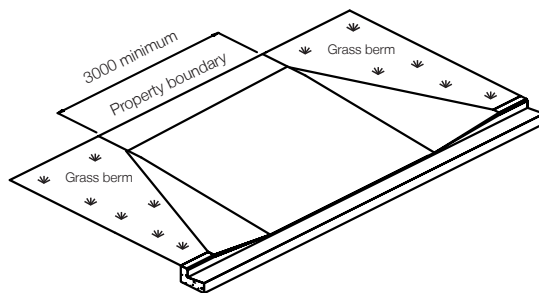
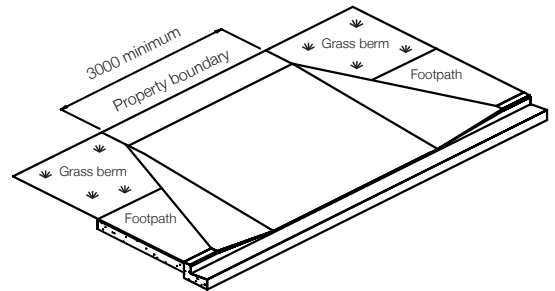
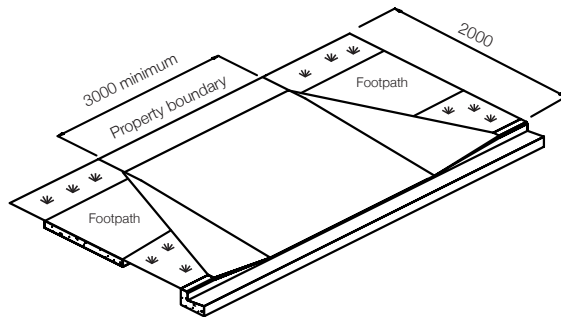
A decision or information provided to you as a result of your application is limited to the extent and accuracy of the information you have provided in your application.

- Sign and date your application.

## Types of urban vehicle crossing

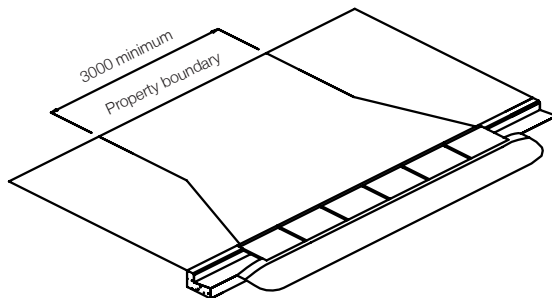
You must choose type A, unless the road channel beside the kerb is unusually deep or the road shape would mean the bottom of your vehicle would 'scrape' the road, or you are applying for a rural crossing.

### Type A: Residential, Multi-residential, Commercial and Industrial



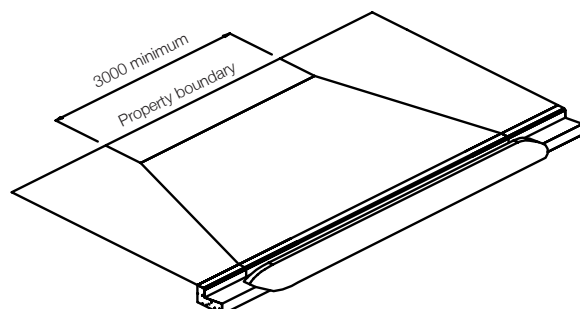
### Type D: Plate vehicle crossing

For properties that are kerbed where Type A is not suitable.



### Type E: Slot vehicle crossing

For properties that have excessive crossfalls or kerbs where type A is not suitable.



### REMINDER

Installation of vehicle crossings can only be undertaken by Council-approved contractors.

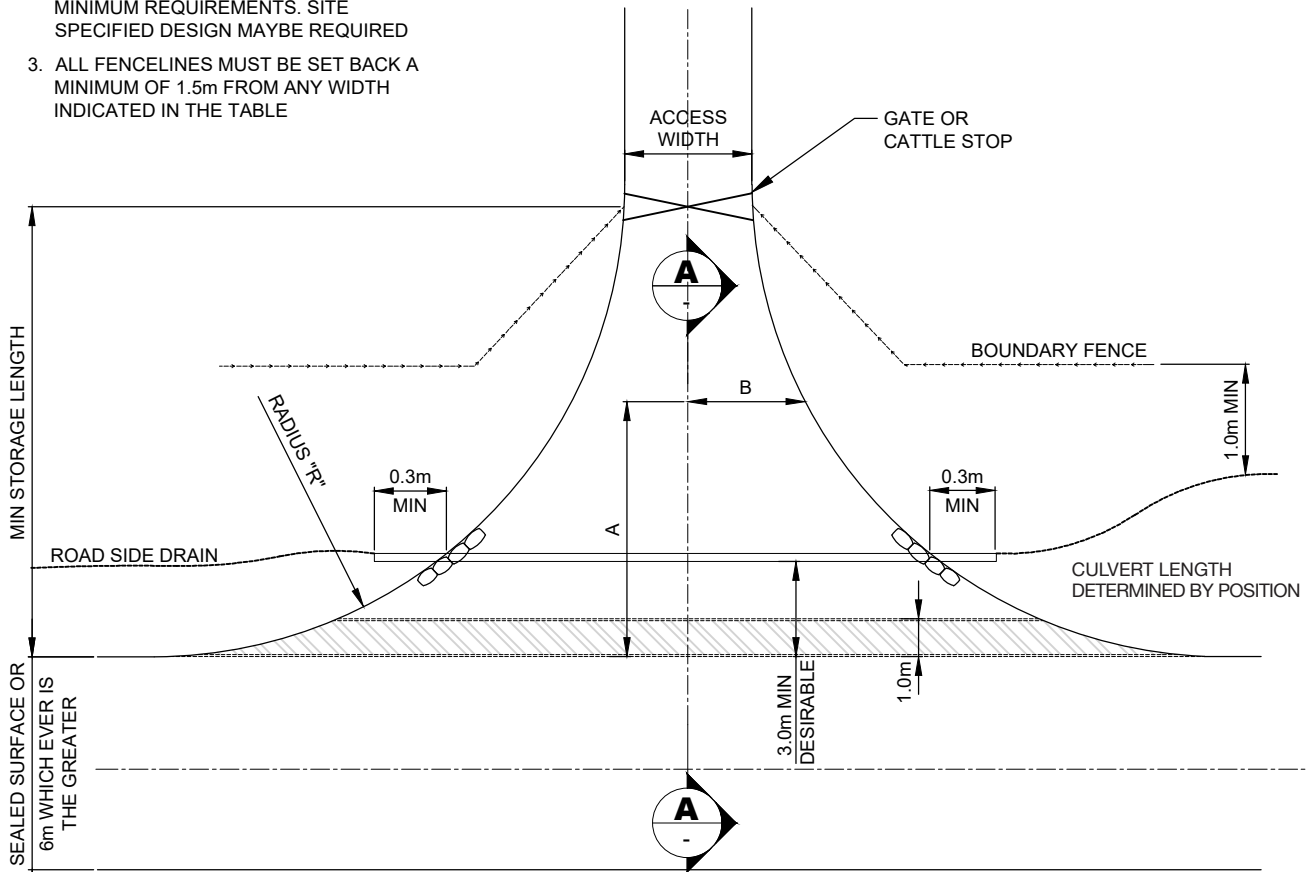
Refer to the list of Council-approved contractors provided with this guide.

All crossings must be constructed with 20MPa concrete and in accordance with the Council's Code of Practice.

For more information visit the Civic Centre on Liardet Street, New Plymouth or the Council website [www.newplymouthnz.com](http://www.newplymouthnz.com).

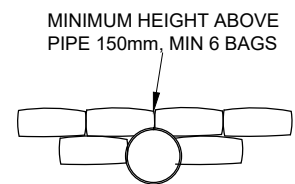
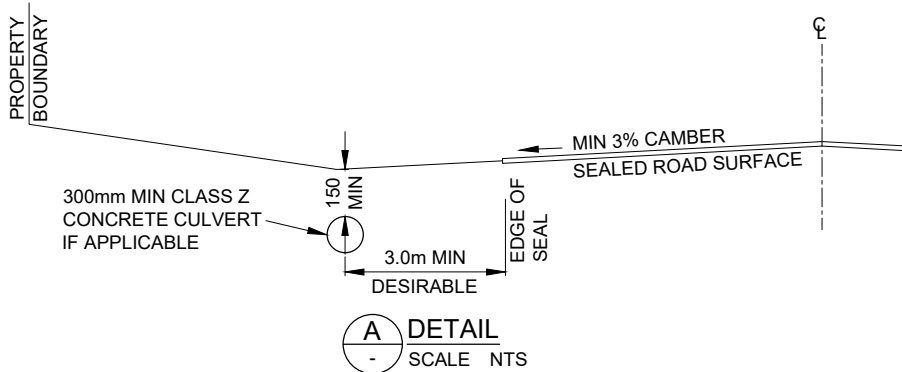
# Rural vehicle crossing

1. CULVERT ENDS TO BE PROTECTED BY A HEAD WALL OR CONCRETE FILLED BAGS SPLAYED TO MATCH THE RADUIS AND DEPTH AS SHOWN IN END ELEVATION
2. SHADED AREA TO BE CONSTRUCTED WITH 200mm (MIN DEPTH) BASECOURSE REMAINDER OF ENTRANCE TO BE CONSTRUCTED WITH 150mm (MIN. DEPTH) BASECOURSE. THE ENTIRE CROSSING SHALL BE SEALED WITH A TWO COAT CHIPSEAL, THESE ARE MINIMUM REQUIREMENTS. SITE SPECIFIED DESIGN MAYBE REQUIRED
3. ALL FENCELINES MUST BE SET BACK A MINIMUM OF 1.5m FROM ANY WIDTH INDICATED IN THE TABLE



**DIMENSIONS AND SETOUT TABLE**

	TYPE F		TYPE G		TYPE H	
	URBAN RESIDENTIAL OR RURAL FIELD CROSSING		RURAL RESIDENTIAL OR MEDIUM SERVICE		TANKER OR HEAVY SERVICE	
ACCESS WIDTH (MIN)	3.0m		3.6m		4.0m	
STORAGE LENGTH OF GATE SETBACK (MIN)	6.0m		6.0m		15.0m	
RADIUS R (MIN)	4.0m		6.0m		15.0m	
CURVE SETTING OUT DETAIL (MIN)	A	B	A	B	A	B
	0.00	5.50	0.00	7.80	0.00	17.00
	2.00	2.04	2.00	3.33	5.00	5.82
	4.00	1.50	4.00	2.14	10.00	2.86
			6.00	1.80	15.00	2.00



**END ELEVATION**

## RURAL VEHICLE CROSSING



### Do you need a vehicle crossing?

The following is a list of registered contractors approved by New Plymouth District Council to undertake vehicle crossing work.

If you need a vehicle crossing then select a contractor from the list, and agree on:

- The best possible location and appropriate crossing type for your need.
- The contract amount and when the crossing work should start or be completed.
- Who will submit the application and coordinate with the Council.

You will need to complete an application for a vehicle crossing form together with an application cover page form. Refer also to the vehicle crossing guide.

You will need to provide details of your nominated contractor in the application form.

### New Plymouth District Council approved contractors

Company name	Contact name	Telephone	Mobile
A+ Driveways Ltd	Dale Fox	06-758 9815	027 540 1435
Betts & Bishop	Allan Rasmussen	06-767 9970	027 445 4834
Coastal Concrete	Deanna Beard	06-756 6255	027 274 1303
Elers Concrete	Kamrin Elers	06-754 6820	027 840 4040
Fulton Hogan Ltd	Trent Foley	06-755 9697	027 809 8903
Graham Harris 2000 Ltd	Peter Brewster	06-758 1931	027 284 8752
Graham Prouse Ltd	Graham Prouse	06-756 7975	027 448 1849
K & A Roebuck Construction Ltd	Anthony Roebuck	06-757 4899	027 484 6992
Park City Concrete	Greg Barley	06-751 2616	027 448 4306
Paul O'Keefe Concrete	Paul O'Keefe	06-753 6154	027 366 6713
Precision Kerbing Ltd	Russell Hamilton	06-756 8242	027 448 9116
Presco Group	Oliver Prestidge	06-278 0712	021 228 4932
TSK Construction Ltd	Thomas Korff	06-754 8365	027 294 8444
Turn Key Civil Ltd (TKC Ltd)	Brian Rose	06-753 5309	021 331 313

### Application fee

The application fee for a vehicle crossing covers the cost of processing your application. It does not include payment for installation or construction of the crossing itself. You will need to discuss the cost of installation with your nominated contractor.



**1. Property details**

1a. Site address  
 (Specify unit/level number, location of building within site/block number, building name and street name)

1b. Current lawfully established use

1c. Legal description

1d. Rapid number

**2. Property owner details**

2a. Owner name

2b. Name of additional owner(s)/company/trust

2c. Contact person (if different from above)

2d. Postal address (include postcode)

2e. Contact details

2f. Email

**3. Payer details**

3a. Required for invoice

3b. Name in full

3c. Postal address

**4. Description of project**

4a. Detailed description of the development/project







4b. Will business activities take place when building is completed?

Please turn over



## 5. Council applications for this project

OFFICE USE ONLY

	Application attached	Have applied already (write the application number if known)	Information provided
<b>5a. Common applications</b>			
 Project information memorandum .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Building consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Vehicle crossing .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Encroachment licence .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Land use resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Subdivision resource consent .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Sewer connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Stormwater connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
 Water connection/disconnection .....	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
<b>5b. Non-residential applications</b>			
 Discharge of trade waste consent .....			<input type="checkbox"/>
 Alcohol licensing .....			<input type="checkbox"/>
 Food premises registration .....			<input type="checkbox"/>
 Health Act registration .....			<input type="checkbox"/>
(Hairdressing, camping ground, funeral parlour, offensive trade)			
 Beauty registration .....			<input type="checkbox"/>
<b>5c. Other project authorisations</b>			
 Swimming pool registration .....			<input type="checkbox"/>
 Temporary obstruction on road reserve .....			<input type="checkbox"/>
 Temporary road closure .....			<input type="checkbox"/>
 Easements through Council-owned reserve land .....			<input type="checkbox"/>
<b>5d. Other project requirements</b>			
 Rapid number request .....			<input type="checkbox"/>
 Contractors parking space reservation .....			<input type="checkbox"/>
 Existing street damage declaration .....			<input type="checkbox"/>



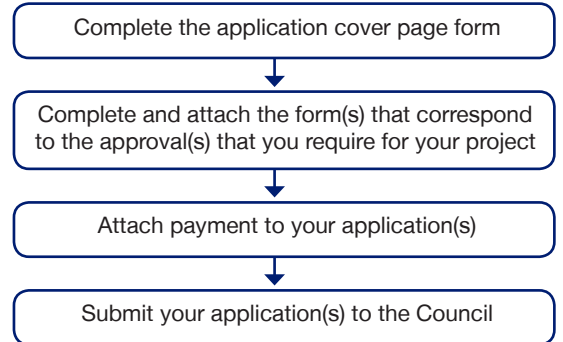
Explanations in this guide are intended to assist you to complete the application cover page form - numbers on the form relate to the explanatory notes in this guide.

### How to use the application cover page form

The Council administers a number of Acts on behalf of central Government. Each Act sets out specific requirements on what type of activities or projects need to be approved under that legislation.

This application form is designed to offer you an integrated way to apply for multiple approvals or Council services and achieve compliance for your project.

You only need to submit one application cover page form if you are applying for multiple approvals at one time.



### Guidance notes to assist completion of your application cover page form

#### 1. Property details

##### 1a. Site address

Write the physical address where the project will take place.

If the building has a name, please include it in the site address. PO Box addresses are not acceptable.

Example:

- Unit 4, 3rd Floor, XYZ Building, 123 Devon Street West, New Plymouth.
- PO Box 456, New Plymouth.
- 3rd Floor, XYZ Building, 123 Devon Street.

For properties that are undergoing subdivision, use the address indicated on the Land Transfer Plan with section 223 certificate endorsed.

##### 1b. Current, lawfully established use

Write the lawfully established use of the building.

If you do not know this, please describe to the best of your knowledge. For example: single residential dwelling; shop; takeaway bar; warehouse.

##### 1c. Legal description

Every property has a unique legal description assigned to it. This information is given on your rates instalments invoice or certificate or title.

Write the legal description of the property.

Example:

- Lot 1 DP 2345
- S PT SEC 678 DP 901

##### 1d. Rapid Number

If the project is in a rural area and you have purchased a rapid number, write this number in the space provided.

#### **DISCLAIMER: BUILDING CONSENT APPLICATIONS ACCEPTED FOR LAND UNDERGOING SUBDIVISION**

The owner/applicant accepts that the issue of a building consent as requested in an application does not provide any assurance or representation by New Plymouth District Council that legal title to the land is now or will ever become available and the owner/applicant should take legal advice before commencing construction work.

#### 2. Property owner details

Write the name and contact details for all owners. Include any company or trust name.

If the property is owned by a company, partnership or trust, write the name of the person representing the organisation.

#### **WATER BILLING**

If you are applying for a water connection and it needs to be metered, water billing will be sent to this address.

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### 3. Payer details

- Indicate who will receive the invoice.

### 4. Description of project

#### 4a. Detailed description of the development/project

- Describe the nature and scope of all parts of the project.

For example:

- New one-storey single residential dwelling.
- Three stand-alone two-storey dwellings, each with their own vehicle access and attached carport.
- Replace bath with shower.
- Install woodfire to replace existing open fireplace.
- Repile existing building and improve drainage.
- Excavating soil for a farm track within 50m of a sand dune.
- Boundary adjustment to increase the size of Lot 2 DP 3456 and decrease the size of Lot 3 DP 3456.

- New café, with the intention to use a portion of the footpath and the space above it for additional seating capacity.

#### 4b. Will business activities take place when building is completed?

- Tick yes if the building is to be used for business activities after it is completed, e.g. operating business from home, take-away shop, production of chemical products, factory, orchard and shop, etc.
- Tick no if the building is to be used purely for residential purposes.

### 5. Council applications for this project

- Tick to indicate all applications that the application cover page form relates to.

Using this form for multiple applications saves you writing the same information more than once.

- Where an application has already been lodged for this project, write the application, licence or consent number.

This will help the Council to assist you in managing your whole project.

#### Examples of projects requiring multiple Council applications

If you are building a new house with a swimming pool in an urban area, and the site is such that you need to build over Council pipes, you may need to complete all of the following applications:

- Application cover page form
- PIM &/or building consent form
- Vehicle crossing form
- Water connection form
- Sewer connection form
- Stormwater connection form
- Swimming pool registration form
- Existing street damage declaration
- Temporary road closure
- Application for easements through Council-owned reserve land

If you are building a garage on the boundary and installing a vehicle crossing, complete:

- Application cover page form
- PIM &/or building consent form
- Vehicle crossing form
- Land use resource consent form

If you are operating a restaurant/café/bar, with tables on the footpath, complete:

- Application cover page form
- Food premises registration form
- Alcohol licensing form
- Encroachment licence form

If you are converting your residential garage into a hairdressing salon, complete:

- Application cover page form
- PIM &/or building consent form
- Health Act registration form
- Land use resource consent form

#### Not sure what approvals you need?

Refer to the appropriate checklist for your application.

If you still have questions, visit the Civic Centre in Liardet Street, New Plymouth and discuss your project with a Council officer, or phone the Council on 06-759 6060.