



## **Information Sheet Residential Crossovers**

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## Introduction

A crossover is the extension of a driveway from the edge of the property boundary to the edge of the road. Its primary function is to provide access for vehicles across the verge which forms part of the road reserve.

The purpose of these Guidelines is to provide information to residents in relation to the design and construction of a crossover. These guidelines have been developed by the Shire to ensure that each crossover:

- Is of a uniform standard;
- Ensures a safe entrance and exit to the property;
- Reduces the flow of storm-water entering private property;
- Provides a safe and even surface for pedestrians;
- Reduces any negative impact on other infrastructure in the road reserve or surrounding area;
- Maintains and/or improves the streetscape.

## Overview

This document is designed to assist property owners and contractors in the construction a crossover that complies with Shire of Capel specifications.

All crossovers require competition and submission of an application from, by or on behalf of the current property owner.

No crossover is to be commenced until Shire approval (with or without conditions) is granted.

The location and size of the crossover must comply with the specifications provided in this document.

Subdivision and Commercial crossovers do not require an application form, these will be reviewed through the development/subdivision application process. They may require engineering drawing. An upgrade of an existing commercial crossover will require a written approval by the Technical Engineering Department.

## Procedure

1. Read the following statement and specifications
2. Complete the application form including a sketch/drawing and submit to Council
3. Council will respond with their decision.
4. Construction of crossover may commence only after approval has been granted.
5. Inform Council upon completion of your approved crossover.
6. Council will register the completed crossover on the property record. Payment of contribution may be approved in eligible cases.

## Design (Planning)

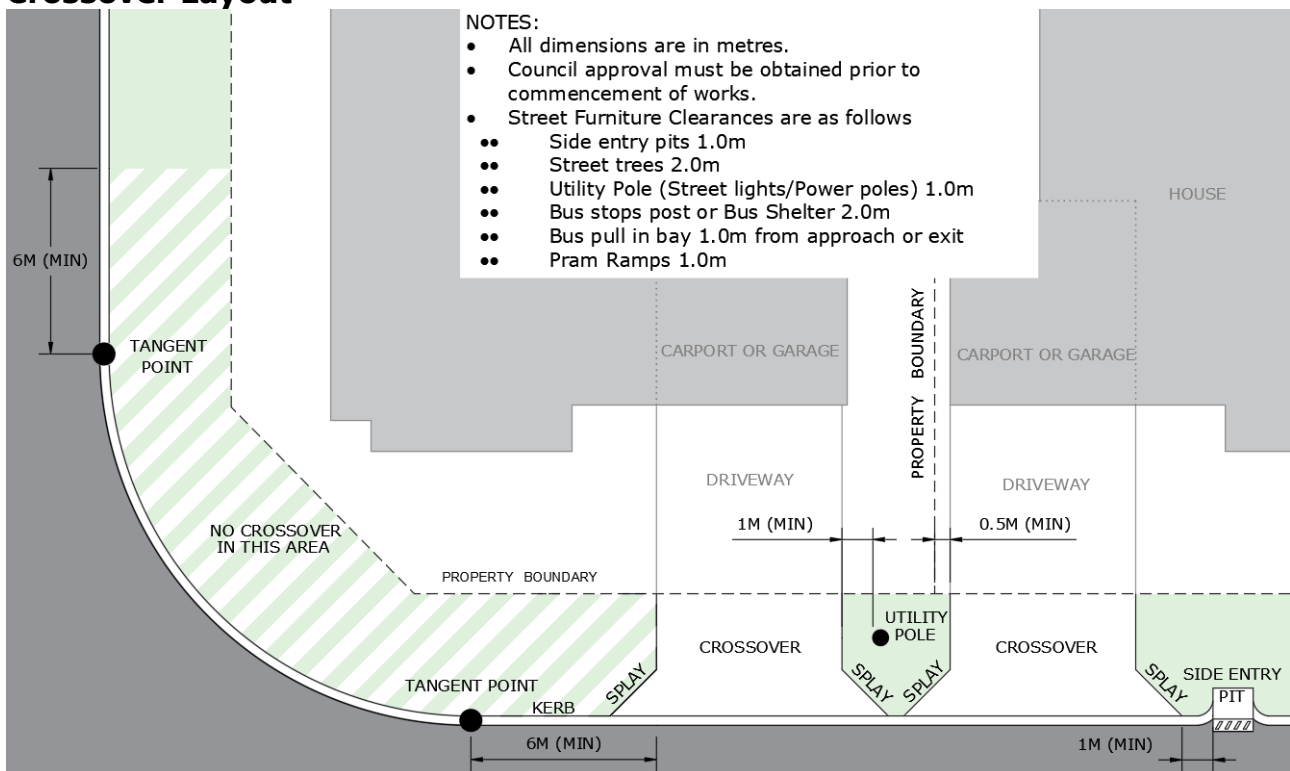
As driveways and crossovers are connected, both are subject to the requirements of the Residential Design Codes of Western Australia (R-Codes) and Residential Development Local Planning Policy.

Where a driveway and associated crossover does not comply with these requirements, a Development Application is required.

### Width of Crossover

- minimum of 3.0m
- maximum width of 6.0m for residential lots (as per R-Codes)
- Multiple crossovers in total no greater than 9m for any one property.
  - See Multiple Crossover for further details
- Road fronting highways will have to comply with Main Roads Standards and approvals.
- Rural property may be permitted to have a wider crossover for commercial use.
  - See Non-standard Crossovers (Variations) for further details

### Crossover Layout



### Visual Truncation (Sight Lines)

Except with the approval of Council, no building, wall, fence or other form of visual obstruction greater than 0.75m in height, measured from the natural ground level at the boundary is permitted, within a 3m by 1.5m truncation of a vehicular access way, as per the Town Planning Scheme.

### Multiple Crossovers

Except with the approval of Council, multiple crossovers for residential properties will only be approved where the R-coding is less than R30, and the crossovers would not cover more than 40% of the verge frontage of the property. The total aggregate width of multiple crossovers is to be no greater than 9m.

### **Storage of Caravans, Boats or Trailers**

Ancillary vehicles such as caravans, boats & trailers shall be located entirely within private property.

### **Non-standard Crossovers (Variations)**

Any non-standard crossover requires Shire approval and applications will be assessed on site specific criteria such as the existence of paths, sightlines, topography, road activity, amount of adjoining verge already paved, and impact on public amenity.

Where a driveway and associated crossover does not comply with state planning requirements, a Development Application is required. Development Application fees may apply.

### **Crossover Maintenance**

The ongoing maintenance and upkeep of crossovers is the financial and practical responsibility of the property owner. Council does not accept any costs associated with any repairs, unless the repairs are required as a direct result of action by Council or its contractors.

### **References and Guidelines**

This document provides a standard for crossover design that references Statutory and best-practice Guidance documentation including the following:

- Austroads Guide to Road Design
- Australian Standards AS2890.1:Off-street parking (2004)
- IPWEA Guidelines for Driveway Crossovers
- Main Roads Standard Drawings for Driveways
- Planning WA Liveable Neighbourhoods
- State Planning Policy 7.3 - Residential Design Codes (R-Codes)
- WALGA Crossover Guidelines

## Appendix 1 - Technical Specifications

### *Important information for your contractor*

During construction the contractor shall ensure no damage is caused to the Shire of Capel's roads, footpaths (footpath not to be removed unless replacing broken panels), drainage infrastructure, kerbs, pram ramps and verges. Damage may result in the repairs being carried out by the Shire of Capel at the property owner's expense.

### **Footpaths**

During the construction of the crossover, if a footpath exists, it should be kept open to pedestrians in a safe manner and adequate signage or barricades placed to ensure pedestrian safety.

### **Levels**

The crossover should be constructed to tie into existing verge levels, including existing footpaths. A cross-fall of 2% is desirable but up to 5% is acceptable. If unsure please contact Shire of Capel to obtain correct levels. No existing footpath shall be removed without written approval from Council.

### **Splays**

Crossover splays are to be 1.5m wide x 1.5m long. Alternatively a radius of 1.5m for residential can be used. On request and approval splays can be reduced to an absolute minimum of 1.0m wide x 1.0m long.

### **Construction**

Crossovers must be constructed by suitably qualified contractors to the specifications below.

The crossover must be constructed from new materials.

### **Base Preparation**

The base material should be thoroughly moistened and compacted to 95% MMDD (Maximum Modified Dry Density), 7 blows / 300mm (per sand penetrometer).

Acceptable solutions for crossover materials in built-up areas:

### **Rural areas**

In rural areas where the road is not kerbed it is recommended that asphalt seal crossovers be installed, but concrete may be approved. The concrete crossover must stop 1m away from the edge of seal and the gap between the crossover and the road must be filled with a 25mm thick asphalt strip.

### **Gravel Driveways in Rural Areas**

Gravel driveways and crossovers are permitted in rural areas and are to be constructed to standard of the adjoining road surface and conditions as a minimum. Liaise with the Shire of Capel to ensure the correct formation is nominated for each particular site situation.

### **Open drains**

All crossovers over an open drainage swale must have a 375mm Class 2 reinforced concrete pipe culvert and headwall installed. The property owner shall ensure the pipe culvert is maintained and kept clear of grass and debris where possible.

### **Kerbing**

Mountable kerb need not be removed. Barrier and semi-mountable kerb can be removed at the owners cost. New kerbing is to be of equal width of the existing kerb with a 20mm water channel (lip) along the kerb line.

### **Stormwater**

Stormwater falling on a driveway within private property shall be retained within that lot by means of soaking and/or storage with a capacity of 1m<sup>3</sup> per 100m<sup>2</sup> of impervious surface area. Residents within the townsites of Boyanup and Capel with poorly draining soils may allow the water to flow to the road.

### **Street trees**

Crossover are to be located so as to avoid street trees, or, where this is unavoidable, the street trees replaced at the applicant's expense or re-planting arrangements to be approved by the decision-maker/Shire of Capel.

Driveways must be 2m from existing street trees.

## Appendix 2 – Schedule of requirements

### Important information for your contractor

Shire of Capel Crossovers Residential	
Minimum width	3.0m
Maximum width	6.0m
Second Driveway or Driveway Widening	9.0m width in total including the first crossover, or 40% of the width of the lot frontage; whichever is less
Concrete	
Thickness	100mm
Steel Reinforcement	SL62 mesh
Concrete strength capacity at 28 days	25 Mpa / 80mm slump
Brick paving – Kerbed Roads Only	
Paver Thickness	60mm
Sand Bedding	25mm
Limestone Sub-Base OR	150mm
Rock/gravel	100mm
Asphalt	
Asphalt Thickness	25mm
Limestone Sub-Base OR	150mm
Rock/gravel	100mm
Gravel – Rural/Special Rural Zones only	
Limestone Sub-Base or compacted Rock/gravel	150mm
Culvert – Open drain sites only	
Culvert Diameter	375mm with precast concrete headwall
Depth of top of pipe	300mm (Min)
Compacted fill	Limestone Sub-Base or compacted Rock/gravel to be compacted 150mm around the culvert
<ul style="list-style-type: none"> <li>• Liaise with the Shire of Capel to ensure the correct alignment of culvert is achieved</li> </ul>	



## Application to Construct a Crossover

Crossover Property Details	
Lot Number	_____ House Number _____
Street	_____

Applicant Details	
Applicant Name	_____
Postal Address	_____
Phone	_____ Email _____

Crossover Details	
Material Type	<input type="checkbox"/> Concrete <input type="checkbox"/> Brick Paving <input type="checkbox"/> Asphalt <input type="checkbox"/> Gravel (rural only)
Is there an open drain on the verge?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this the first crossover to be constructed on this lot?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this property subject to any current building/development approvals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide relevant numbers	_____
Proposed Crossover Width	_____ (m)
Constructed by	_____
Estimated Construction Date	_____

Crossover Site Diagram
Please provide a plan showing the site, noting existing street trees, footpath, public utilities, signage, location and dimensions of the crossover.

Crossover Requirements
<ul style="list-style-type: none"> <li>• It is a legal requirement that approval for all crossover is obtained from the Shire of Capel before they are constructed.</li> <li>• Crossover are to be constructed in accordance with the Shires Information Sheet Residential Crossovers (available on the Shire website <a href="http://www.capel.wa.gov.au">www.capel.wa.gov.au</a>).</li> <li>• No works are to commence prior to issue of approval</li> <li>• Building &amp; planning approvals do not cover crossover construction</li> <li>• It is the responsibility of the owner to engage the services of a competent contractor</li> <li>• Crossover works carried out without approval will be deemed unauthorised</li> <li>• Subsidies only apply to the first ever crossover installed to access the property or an upgrade from bitumen to concrete.</li> </ul>

Declaration
I acknowledge the accompanying documentation and understand the Shire's requirement for this application. I acknowledge failure to complete requirements may result in legal actions from the Shire.
Signature _____ Date _____ / _____ / _____

## Application for Crossover Subsidy

### Conditions of Subsidy

- Crossover subsidies only apply to the first crossing installed to access the land and/or an upgrade from a bituminous to concrete or brick paved crossover.
- Crossover subsidies can only be applied for after construction of crossover.
- Tax invoices will not be accepted as supporting documentation.
- Crossover subsidies are a fixed sum of
  - \$375.00 for the first approved crossover to a property without a culvert; or
  - \$575.00 for the first approved crossover to a property with a culvert.
- Crossover construction must be approved. Crossover must conform to Shire of Capel Information Sheet Residential Crossovers (available on the Shire website [www.capel.wa.gov.au](http://www.capel.wa.gov.au)).. Nonconforming and/or unapproved crossovers are not eligible for a subsidy.
- Building & planning approvals do not cover crossover construction.
- Only the property owner may apply for Crossover Subsidies. Crossover Subsidies are only payable to the property owner.

Crossover Property Details	
Lot Number _____	House Number _____
Street _____	

Applicant Details	
Applicant Name _____	
Postal Address _____	
Phone _____	Email _____

Declaration	
I acknowledge the accompanying documentation and understand the Shire’s requirement for this application.	
I acknowledge that council contribution is only eligible for the first crossover constructed this lot.	
I accept the amount of money contributed by Council is based on Shire of Capel Policy 7.2.	
Signature _____	Date ____ / ____ / ____

Payment Details	
<i>I would like to be paid by</i>	
<input type="checkbox"/> EFT	<input type="checkbox"/> Cheque
Account Name _____	
BSB _____	Acct No _____
<i>Payment Approved (Office Use Only)</i>	
\$ _____	Date ____ / ____ / ____

Office use only	
Inspected by _____	
Inspection Date ____ / ____ / ____	
Inspection Comments _____	
<b>Records</b>	