

Policy:	Vehicle Crossings
Department:	Assets - Roading
Approved by:	Policy and Services Committee
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1. Purpose

- 1.1 To ensure a consistent standard of vehicle crossings and associated culverts across the district.

2. Objectives

- 2.1 To specify the positioning, construction standards and maintenance of vehicle crossings including associated stormwater pipes under these crossings.
- 2.2 To specify the requirement for the provision and management of culverts under vehicle crossings and the road reserve.
- 2.3 To specify circumstances under which costs of re-constructed vehicle crossing and culverts will be borne by the property owner;
- 2.4 To clarify who is responsible for the maintenance of vehicle crossings and the culverts under them.

3. Positioning of vehicle crossings

- 3.1 Vehicle crossings are to be constructed and located in accordance with NZS4404:2010-Land Development and Subdivision Infrastructure and subsequent amendments. Factors to be taken into account include but are not limited to:
 - Available visibility to traffic;
 - Posted speed limit and/or traffic operating speed of the road concerned;
 - Proximity to intersections, other vehicle crossings and street furniture, such as trees and street lights;
 - Height of kerb;
 - Length of property frontage.
- 3.2 Waka Kotahi approval will be required for provision and positioning of crossings along State Highways.
- 3.3 In situations where road furniture such as a street light or roadside sump is required to be relocated to accommodate the vehicle crossing, all costs associated with the relocation shall be met by the applicant.

4. Construction Standards for Vehicle Crossings

- 4.1 Any new construction, replacement, upgrade of a vehicle crossing requires Council's approval. Property owners must make a vehicle crossing application, either as a separate application, or as part of a building consent application to the Council, for approval.
- 4.2 Construction shall be carried out in accordance with the conditions set out in the Vehicle Crossing permit, and as per the minimum construction standards for vehicle crossings set out in *NZS4404:2010 – Land Development and Subdivision Infrastructure* and subsequent amendments.

- 4.3 Prior to the construction of a new vehicle crossing, the contractor (engaged by the property owner) must submit a Corridor Access Request (CAR) for permission to work within the road reserve. Included in this request is the provision of a Traffic Management Plan (TMP).
- 4.4 Where Council is undertaking the resurfacing of full-width footpaths, or where a significant length of kerb and channel or concrete footpaths is being replaced, the property owners will be given an opportunity for their vehicle crossing to be re-formed or repaired at 50% of Council contract rates. Once completed the maintenance of the vehicle crossings become the property owner's responsibility.
- 4.5 Concrete Vehicle crossings shall not be coloured. Any coloured concrete must stop at the property boundary.
- 4.6 During the course of construction, Council will undertake inspections at different stages.
- For Concrete Vehicle Crossings, the stages are:
- Setting out
 - Pre-pour/boxing
 - Post-pour
- For Sealed Vehicle Crossings, the stages are:
- Setting out
 - Excavation
 - Pre-seal
 - Post-seal
- 4.7 Council's application and inspection charges are as per the *Fees and Charges* in the Annual Plan (AP) or Long-Term Plan (LTP).
- 4.8 While crossings are being constructed, the property owner is required to maintain site safety. Council will pass on to the property owner, all call-out costs for attendance to safety matters or poor traffic management which Council's maintenance contractor has to rectify.

5. Requirement for Culverts for Vehicle Crossings

- 5.1 Culverts for the conveyance of water under vehicle crossings can be in the form of one of the following:
- A pipe;
 - Sheet plate; or
 - Half round pipe covered with concrete.
- 5.2 The Council determines the requirement for culverts at vehicle crossings, taking into account the following factors:
- The presence (or otherwise) of an existing water table, or roadside drain;
 - The probability of Council forming a water table if one doesn't exist – Council will then advise the applicant the extent, from the carriageway edge, to set the culvert;
 - The vertical alignment of the road. If the crossing is to be positioned on the crest of a vertical curve a culvert is unnecessary;
 - The upstream catchment. A vehicle crossing culvert may not be considered '*warranted*' if there is a road culvert immediately adjacent to the proposed or existing crossing, which is discharging water to the other side of the road; and
 - Whether it is feasible to form a dish within the crossing itself. This is usually only viable where there is sufficient distance between the edge of road and front property boundary, or there is insufficient depth of the water table or roadside drain to install a culvert.

6. Reconstruction of Culverts under the Road Reserve

- 6.1 This section outlines under what circumstances culverts will be reconstructed or replaced and who will be liable for the costs associated with this activity.
- 6.2 The culvert may be replaced if it is:
- Undersized – either less than 375mm diameter or undersized for the rainfall catchment it serves;
 - Constructed of non-standard materials i.e., not Class 4 Reinforced Concrete Rubber Ring Jointed (RCRRJ) or Stormboss pipe;

- In poor condition; and/or
 - Misaligned and Ineffective.
- 6.3 Culverts may be lowered or repositioned to:
- Improve drainage of the adjacent property;
 - Maintain public health and safety; and/or
 - Achieve an acceptable road cover (1 metre)
- 6.4 Where the lowering and/or repositioning of road culverts is *to improve drainage of the adjacent property*, the property owner requesting such work must gain written consent from the property owner on the opposite side of the road **OR** both sides of the road, if the culvert is downstream of the property frontage. These costs will be borne by the property owner requesting the work.
- 6.5 Where lowering and/or repositioning of road culverts is *to maintain public health and safety*, works will be carried out by Council's roading maintenance contractor in accordance with the specification of the contract in force.
- 6.6 Where lowering and/or repositioning is to achieve an acceptable road cover, the Council assess the benefits of this work on the culvert's longevity. Based on this assessment, the Council may bear the cost of works - wholly or partially.
- 6.7 All requests to lower, reposition or replace non-compliant culverts by property owner will be undertaken at cost of the property owner.
- 6.8 If Council deems a culvert to be non-compliant and the property owner does not comply with the request to rectify the non-compliance at an appropriate timeframe, Council may remove and replace the non-compliant culvert at the property owner's expense.
- 6.9 In all other cases where culverts are replaced, the full cost of replacement will be borne by the Council.

7. Maintenance of Vehicle Crossings and Culverts

- 7.1 This is to clarify who is responsible for maintaining vehicle crossings and the culverts under them.
- 7.2 The maintenance of culverts under vehicle crossings is the responsibility of the adjacent property owner. While Council will respond to call-outs concerning blockages, it will notify or pass on associated costs for unblocking culverts to the respective property owner - if the blockage is deemed to have resulted from lack of maintenance of the culvert or vehicle crossing. This will also apply to clippings left on urban frontages following mowing.
- 7.3 Council may instruct private property owners to maintain vehicle crossings that are unsafe to the public. Council may also instruct private property owners to re-construct vehicle crossings that are non-standard.
- 7.4 Future maintenance of all rural vehicle crossings is the responsibility of the property owner, except that the Council will seal up to 1 metre into vehicle crossings that have been constructed to comply with the *NZS4404:2010 – Land Development and Subdivision Infrastructure* manual and subsequent amendments.
- 7.5 Future maintenance of urban vehicle crossings is also the responsibility of the property owner, except that the Council will maintain footpaths passing through vehicle crossings where the footpath is a separable portion. This situation occurs on streets with grass berms and the footpath within the crossing is a separate pour.