

VEHICLE CROSSINGS SITING POLICY

Policy Reference No.	POL/205
File No.	HCC04/843
Strategic Objective	4.2 Create community pride through a well-designed and maintained City
Date of Adoption	February 2002
Re-Adopted	26 April 2021
Date for Review	April 2026
Responsible Officer	Manager Assets
Department	Assets

VEHICLE CROSSINGS SITING POLICY

1 POLICY STATEMENT

- 1.1 The aim of this policy is to document Council's approach to the management of vehicle crossing Permits by Council's authorised officers in the Technical Services Asset Protection unit.
- 1.2 This policy will assist the attainment of the Council Plan commitments and ensure that Council's management of vehicle crossings supports Victoria's law and order system to keep our community safe and orderly.
- 1.3 The Hume City Council Local Law No 1 and the Road Management Act 2004 (the Act), defines the requirements for all property owners to obtain a permit for the construction of vehicle crossings and to obtain a permit for temporary crossings and removal of redundant crossing.
- 1.4 This policy applies to all landowners requiring access from roadway to the boundary of private property and includes:
- 1.4.1 Planning permits for Industrial and Multi dwelling properties
(An additional Permit to Dig in the Road Reserve is still required)
 - 1.4.2 Asset protection permits for Rural and Residential properties
 - 1.4.3 Building permits for Temporary property access
- 1.5 Where discretion must be applied in deciding whether a crossing is satisfactory, Council will take into account this policy and any related policies including the site requirements of Victorian Building Regulations. Such discretion is usually associated with a planning permit application.
- 1.6 The standard of construction for vehicle crossings will be in accordance and align with the Hume Planning Scheme zoning allocation applied to the specific property for which any crossing permit application has been submitted.
- 1.6.1 Generally industrial vehicular crossings will only be approved within industrial or light commercial zoned precincts.
 - 1.6.2 Generally residential properties will only be permitted to construct a standard residential crossing unless a heavy vehicle crossing permit for industrial use has been issued in accordance with General Local Law No. 1, 2013.
 - 1.6.3 Rural crossings are only permitted in urban residential zones if in keeping with the general theme of the original subdivision construction.
 - Industrial Crossing (SD302)
 - Residential Crossing (SD301)
 - Rural Crossing (SD265)

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2 PURPOSE

- 2.1 Council is responsible for the administration and enforcement of the Road Management Act 2004 and the Code of Practice throughout the municipal district.
- 2.2 The Hume Standard Drawings and Specifications provide for the construction, installation, maintenance and operation of vehicle crossings.
- 2.3 The aim of this policy is to provide clear guidance to Council's Road Management Officers when administering, considering and deciding matters pertaining to compliance of vehicle crossings with the requirements of the Road Management Act, General Local Law No 1 and related regulations.

3 SCOPE

- 3.1 This policy applies to all vehicle crossing throughout the municipality. It excludes crossings being constructed on roadways which form part of a subdivision yet to be handed over to Council, freeways, reserves or Department of Transport roadways in rural areas.

4 OBJECTIVE

4.1 GENERAL PROVISIONS

- 4.1.1 Council reserves the right not to grant permission for the construction of any vehicle crossing in accordance with the provisions of this policy.
- 4.1.2 Where only one dwelling exists or is proposed on the property, then generally, no more than one crossing will be approved, if at all. Any exceptions will be in accordance with this policy and or as part of a property development for which a planning permit is required.
- 4.1.3 Applications will be assessed with regard to the following issues.
- The impact on pedestrian safety.
 - The impact of loss of open space and/or vegetation.
 - The pattern and character of the area, including siting of existing vehicular crossings, trees, poles, Telstra pits etc.
 - Whether there is an increase in storm water run-off from the property.
 - The loss of on street parking.
 - The effect on the flow of traffic.
 - Vehicular movements in and out of the property.

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- The impact on bicycle rider safety and the flow of bicycle traffic.
 - The number of existing vehicular crossings.
 - The ability to provide alternative access to the property, for example, off a constructed right of way, having due regard to security and manoeuvrability.
- 4.1.4 Where the location of a proposed crossing requires the alteration or removal of any street tree, street furniture, electricity pole, drainage pit or other Council and/or Public Authority asset, written approval must be obtained from the relevant authority for such removal and/or relocation. Any agreed relocation, alteration or removal will be at the applicants' cost.
- 4.1.5 If a new vehicle crossing impacts on traffic safety and warrants traffic management treatment, any such treatment will be at the applicants' expense.
- 4.1.6 No vehicle crossing shall be located closer to a street corner than 9 metres from the intersection as defined by property boundaries or less than 2 metres from any existing street tree.
- 4.1.7 All vehicle crossings must comply with Council's standard specifications and requirements. Where work has been undertaken which is unsatisfactory, Council reserves the right to have all or the part of the vehicle crossing reconstructed to meet Council standards.
- 4.1.8 Rural culvert crossings which bridge open drains are generally supported in rural areas only or where concrete kerb has not been constructed in an urban area. Taking of levels and a design may be necessary at a prescribed fee, which is likely to include an onsite meeting with Council's Authorised Officer. Where approval for a culvert type crossing is given, the property owner will be responsible for the cleaning of debris associated with such crossing.
- 4.1.9 Removal of any redundant vehicle crossing is required and will include the reinstatement of kerb, channel, footpath and nature strip to Council's satisfaction. This is the property owner's responsibility and must be done at their cost. Such works are to be completed before booking a pre-pour inspection.
- 4.1.10 Applications for new vehicle crossings on any Declared Arterial Road (for which Vic Roads is the Highway Authority) may require planning permit approval before the application for a vehicle crossing can be considered. This planning permit must also include approval from VicRoads.

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4.1.11 For vehicle crossings associated with planning permits the applicant must produce a copy of the planning permit at the time the crossing application is made.

4.1.12 Where a vehicle crossing removes one on-street car parking space and creates just one off-street car parking space, the application may be refused.

4.2 RESIDENTIAL CROSSINGS

4.2.1 Crossing width

4.2.1.1 Minimum of 3 metres, or a maximum of 4 metres.

4.2.1.2 Applications for crossings outside of these widths must be in writing and will be considered on individual merit.

4.2.1.3 Maximum width of crossing for an approved double garage shall be 6 metres.

4.2.2 Guidelines for single vehicle crossing

4.2.2.1 Where the width between the dwelling and side fence is less than 2.5 metres, council will only consider an application if the distance between the front fence and the house is at least 7 metres. Such applications are to be in writing and address the requirements in section 4.

4.2.3 Guidelines for Multiple Vehicle Crossings

4.2.3.1 One Dwelling

4.2.3.1.1 Where only one dwelling exists or is proposed on the property, then generally, no more than one crossing will be approved, if at all.

4.2.3.1.2 The exception may be where the property is:

- a) at a street corner and the objectives outlined in clause 4 can be met, or
- b) abuts a streets at the front and rear or
- c) has a frontage greater than 18 metres;
or

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- d) where an entry/exit driveway is being proposed and the street parking space between the two vehicle crossings will be not less than 6 metres (at the tangent point of the radius to kerb) and the driveway layout will enable a single turning movement

4.3 NON-RESIDENTIAL CROSSINGS

4.3.1 Crossing Width

4.3.1.1 Minimum width 3 metres / Maximum width 6 metres.

4.3.1.2 Applications for crossings less than 3 metres or greater than 6 metres in width will be considered on individual merit.

4.4 RURAL CROSSINGS

4.4.1 Crossing Width

4.4.1.1 Minimum width 3 metres / Maximum width 6 metres.

4.4.1.2 Must be constructed to council standard drawings SD269, SD265 and SD268.

4.4.1.3 Applications for crossings less than 3 metres or greater than 6 metres in width will be considered on individual merit. Such applications may be referred to council for consideration.

4.5 TEMPORARY CROSSINGS

4.5.1 To protect Council's road asset infrastructure and pedestrian safety, temporary crossings associated with building and or construction works shall be provided in accordance with the Local Government Act 1989 and shall be constructed in accordance with Council's standard plan.

4.5.2 A permit must be obtained from Councils Building Department before installation of any temporary crossing.

4.5.3 Such crossings shall be maintained in good order until the building or construction works have been completed.

4.6 INFRINGEMENTS

4.6.1 All infringements will be managed in accordance with the Infringements Policy.

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5 POLICY IMPLEMENTATION

5.1 The Technical Services Unit will implement this policy by ensuring that staff:

- 5.1.1 Are trained and competent to use procedures that support the policy.
- 5.1.2 Have access to this policy and supporting procedures and legislation.

5.2 The Unit will monitor and review the effectiveness of this policy every Five years in consultation with the Finance Department and Risk Management Unit.

6 DEFINITIONS AND ABBREVIATIONS

- 6.1 Coordinator - a member of staff who directly reports to a manager and has the responsibility for staff that have issued a permit or infringement.
- 6.2 Authorised officer - a member of staff who has been nominated by instrument of appointment as an authorised officer by the Chief Executive Officer.
- 6.3 Recovery agency - a company endorsed by Council to collect outstanding monies owed.
- 6.4 Infringement life - state government infringements have a statute life of 12 months and local law infringements have a statute life of 3 years.

7 RELATED DOCUMENTS

- 7.1 Hume City Council's General Local Law 1.
- 7.2 Legislation:
 - 7.2.1 Local Government Act 1989
 - 7.2.2 Road Management Act 2004
 - 7.2.3 Infringements Act 2006

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