

Councils Policy is ... Public Safety at All times

Installing or Upgrading Your Vehicle Entrance

What do I do?

1. Contact the Asset and Engineering Group at the Grey District Council.
2. Ask for a "Road Works Consent" form and a copy of the entranceway standards.

What is next?

Once you have filled out the "Road Works Consent" as best you can, return it to the Asset & Engineering Group.

Staff will then process the form.

What do the Staff do?

Staff check the information on the form. An inspection of the proposed work site is carried out.

Why do they inspect the site?

The staff look at several things.

1. The present condition of the footpath, road etc
2. What sort of entrance would suit the site and the use of the site (eg private cars, milk tankers etc)
3. The sight distances – this checks the entrance is in a safe position to reduce potential collisions.
4. Drains often run alongside roads and a suitable size pipe must be chosen for it so water can run freely under the entranceway.

Then ?

From all this information the correct driveway can be chosen.

The applicant is then given a copy of the approved "Road Works Consent" with the information on:

- Type of entranceway to be installed;
- Size of drainage pipe under entranceway (if necessary); and
- Any other requirements.

Notification of Construction

Notification is to be given 2 working days prior to starting construction and again once finished.

Give Asset Management & Engineering a call (769 8611) for an inspection before the concrete is poured and again on completion.

Staff check:

- Entrance is built to Council standards;
- Area is reinstated to Council standards.

If there are problems?

Staff will contact the applicant as soon as possible so it can be fixed.

Do I really need to do all this?

The answer to this is YES.

Why? – Under the Local Government Act 1974:

Section 335—Vehicle Crossings

Council can build vehicle crossings and recover the full cost from the owner or occupier of the adjoining land (Section 335—Vehicle Crossings). It has been Council's practice for practical reasons to allow owners or occupiers of adjoining land who need a vehicle crossing to construct or arrange to be constructed the crossing on the public road themselves.

Section 375—Penalties for Damage to Roads

For legal and safety reasons every person who works on a road needs the approval of Council. This can be easily obtained by following the steps outlined in this pamphlet.

Benefits

Properly constructed vehicle entrances look good and can add value to your property if it meets Council Standards.



Recommendations

We recommend if you use a contractor;

- (a) Obtain a minimum of three (3) written quotes;
- (b) You can ask to see examples of their work;
- (c) Go with someone you feel comfortable with;
- d) The lowest or highest price is not always an indication of the quality of work;
- (e) more if it needs to be fixed.

Traffic Management

A Traffic Management Plan may be required to manage both pedestrian and vehicular traffic while construction is going on.

The staff in the Asset Management & Engineering Group will help you write this and determine (if any), what signage or traffic/pedestrian control is required.

Notes

1. If road is being reconstructed by Council— Council will renew or upgrade the vehicle entrance free of charge.
2. The installation or upgrade and maintenance of the vehicle entrance is on the property owner as they are the main user of the entrance.
3. Wood, Pipe or Steel Plates in kerb are not permitted as they can cause traffic hazards, so if extending or upgrading, the new standards apply.
4. As per Council Bylaw NZS 9201: Part 2: 1999. If the crossing becomes unsafe or unusable, Council may by notice in writing, require the owner of the property which the crossing provides access to, to repair, reconstruct, or renew such crossing to the satisfaction of the Council.
5. The owner shall be responsible for any alterations to existing service boxes, poles, telecommunication, power cables, stormwater pipes, tree removal or street furniture. The owner is required to notify the relevant service authority and arrange for any alterations to be carried out.
6. A Resource Consent may be required for parking areas or loading spaces on site.

Phone: 769 8611

Fax 769 8610

E-mail: infrastructure@greycdc.govt.nz

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Vehicle Entrances

Installing or Upgrading your Vehicle Entrance Urban & Rural



This is a Guideline in What to do for Individual Property Owners