

Vehicle Crossing Policy



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	Signature: 
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1. Purpose

To provide a consistent and transparent framework for the placement, construction, alteration and removal of new and existing vehicle crossings.

This policy aims to establish a balance between a property's access rights to the road network and the availability of kerbside parking while maintaining streetscapes that provide ample provision for trees, street furniture, bus stops and essential utilities.

2. Scope

This policy applies to all vehicle crossings within the municipality of Kingston. The objective of this policy is to:

- Ensure property owners have reasonable access from their property to the road network.
- Ensure that vehicle crossings are well sited, functional, and safe for pedestrians, cyclists and vehicle traffic, while not compromising road reserve assets and infrastructure such as street furniture, street lighting, utility infrastructure and other assets.
- Prevent unnecessary loss of street trees, landscaping or compromise space for future plantings of trees or other vegetation.
- Ensure there is no unnecessary loss of on-street parking spaces.

3. Governance Principles and Council and Wellbeing Plan alignment

3.1 Governance Principles

Principle (a) - Council actions are to be made and actions taken in accordance with the relevant law

Principle (b) - priority is to be given to achieving the best outcomes for the municipal community, including future generations.

Principle (g) - the ongoing financial viability of the Council is to be ensured.

3.2 Council and Wellbeing Plan Alignment

Key Direction: Responsibly Governed – We are a transparent and efficient organisation that is accountable, responsive and cost-effective.

4. Policy Details

4.1 General

The property owner is responsible for the construction and maintenance of the full vehicle crossing between the roadway and the property boundary, including the footpath section. Council is responsible for the maintenance of the footpath section unless it fails within 12 months of construction or there is clear evidence that the damage was caused because of activity on the property.

A vehicle crossing permit is required to create, remove or alter a vehicle crossing on any land adjoining a municipal or arterial road within the municipality of Kingston. The vehicle crossing permit provides consent and/or gives permission for work to be conducted in the road reserve as per the *Road Management Act 2004 (Vic)* (RMA). It also gives Council the opportunity to inspect the construction to ensure it meets the required standards.

Vehicle crossings that are intended for new multi-dwelling residential, commercial, or industrial developments will be assessed as part of the application for a Planning Permit. The location and dimensions of any vehicle crossing shown on plans approved as part of either a Planning or Building Permit are indicative only, and do not guarantee the vehicle crossing permit will be issued for what is shown on those plans.

4.1 Municipal vs arterial roads

Municipal roads refer to roads for which the Council is the coordinating road authority. These are roads as declared under the *Local Government Act 1989 (Vic)*, RMA and any road in respect of which Council has made a decision that it is reasonably required for general public use.

Arterial roads refer to freeways, highways and declared main roads, which are managed by the Victorian Government, through Head, Transport for Victoria (H,TfV) as the coordinating road authority or a private entity such as the Link corporations.

Consent to conduct work in the road reserve is required from the coordinating road authority. For arterial roads, Council is the responsible road authority with oversight on the construction of a vehicle crossing.

4.2 Arterial roads

Any proposal to install a new crossing or alter an existing vehicle crossing on any arterial road where the H,TfV is the coordinating road authority requires a planning permit from Council. Where the crossing is to be replaced or repaired in its existing position without alteration, a Planning Permit is not required and an application for a vehicle crossing permit must be made.

For vehicle crossings requiring a planning permit, refer to Council's Vehicle Crossing Permit webpage and read the *Planning Permit for an Arterial Road Instructions*. The application will be referred by Council to the H,TfV, for assessment under Clause 52.29 of the Victoria Planning Provisions. Once a planning permit has been issued, a vehicle crossing permit from Council needs to be applied for.

4.3 Construction standards

A vehicle crossing must be constructed in accordance with Kingston Vehicle Crossing Standard Drawings, Vehicle Crossing Clearance Drawings, the permit conditions, and the planning permit conditions, as applicable.

4.4 Number of vehicle crossings per property

Only one vehicle crossing is permitted per property post development, irrespective of the number of existing vehicle crossings, frontages or abuttals to local roads. Single dwelling properties undergoing demolition for rebuild will be required to comply with this policy, retaining one vehicle crossing and removing the redundant crossing.

For properties with existing rear lane access, access to the road from the property frontage will only be allowed by exception and only if the minimum depth of parking space on the property is met.

4.5 Width of vehicle crossings

For residential single dwelling and multi-dwelling properties, the minimum width is 3.0 metres measured along the private property boundary.

Single dwelling properties can have a maximum width of 4.6 metres along the private property boundary. Where the internal driveway is wider than 4.6 metres, the vehicle crossing is to be centrally located to the internal driveway and the adjacent footpath to the width of the internal driveway is to be constructed to vehicle crossing strength.

For commercial properties, the minimum width is 3.0 metres measured at the property boundary and maximum width determined by the designed vehicle usage.

4.6 Alignment of vehicle crossings

Vehicle crossings are to align perpendicular to the road or as near as practicable, mindful of curvilinear design of some road alignments.

4.7 Minimum depth of parking space

To avoid the possibility of a parked vehicle on a property overhanging a footpath or other public area, the minimum depth of parking space allowed shall be 5.4 metres from the property line with 6.0 metres preferred.

4.8 On-street parking spaces

Council will try to maintain on street parking between non abutting driveways and any decision made regarding vehicle crossing placement and width will take this into account.

4.10 Abutting driveways

Vehicle crossings are required to be offset a minimum of 500mm from the adjoining property boundary to allow for the installation of a 1.0 metre pedestrian refuge between adjoining vehicle crossings. This is equal to the total width of the standard splays.

4.12 Street trees

A minimum clearance of 3.0 metres from the base of the trunk of a street tree to the edge of a crossing must be provided unless Council's Vegetation Management or Open Space teams provide written advice that allows construction closer than the 3 metres.

Consideration will be given to tree retention, replacement and the opportunity for further tree planting within the nature strip as part of the assessment.

Where removal and / or replacement of a street tree is approved, tree removal is to be performed by Council with all associated costs the responsibility of the property owner.

4.13 Road infrastructure

Vehicle crossings must not be closer than 1.0 metre from any utility infrastructure or street furniture unless the applicant provides written consent from the relevant authority or Council's Team Leader, Roads and Drains or Manager Infrastructure. Common road infrastructure includes, but not limited to:

- Power poles (United Energy)
- Stormwater pits (except where a pit is fully constructed within the crossing), rain gardens, street furniture (Kingston City Council)
- Traffic calming measures such as speed humps (Kingston City Council)
- School crossings (Kingston City Council)
- Traffic signal poles and pedestals (Department of Transport and Planning for arterial roads otherwise Kingston City Council)
- Communications pits, pillars and cabinets (Telstra / NBN Co)
- Sewerage pits, water valves and hydrants, (South East Water)
- Bus stops (Public Transport Victoria)

The property owner is responsible for the costs of any works to modify or move any infrastructure and/or line marking in the road reserve to enable a crossover to be constructed.

4.14 Difficult sites

The standard vehicle crossing designs may not work effectively in some locations due to drainage channels, relative levels of the road and property, and the shape of the road as well as other site constraints such as infrastructure or significant trees. Council will provide advice to applicants on modifications to the standard design as required.

4.15 Redundant vehicle crossings

Properties undergoing redevelopment may be able to retain existing vehicle crossing arrangements, provided they are still required for legitimate property access. Any properties undergoing demolition and rebuild will be required to comply with this policy, retaining one vehicle crossing and removing the redundant crossing.

The Kingston Community Local Law requires redundant vehicle crossings to be removed, and the full reinstatement of the nature strip, kerb and channel area is to be undertaken at the cost of the property owner.

4.16 Internal driveways

Internal driveways and internal pathways are to terminate at the property boundary. New internal driveways must be offset at least 500mm from the side boundary at the front property boundary.

4.17 Requests to be exempt from the policy and standards

All applicable vehicle crossings are to comply with this policy and relevant engineering standards. Council will consider variations to the policy or the standards, however this is

to be subject to specific written application to the Team Leader, Roads and Drains or Manager Infrastructure, providing justification for the requested variation.

Applications to be exempt from the policy and standards will only be considered in the following circumstances:

- Residents with special needs. The requirements may be varied to cater for special access needs.
- Large properties or undivided corner properties with access to two roads may apply for wider or two vehicle crossings.
- Properties with road safety issues such as on main roads, opposite signalised intersections and crests for example, may apply for two vehicle crossings to allow exit from the property in a forward direction.
- Where other infrastructure in the road precludes placement of the vehicle crossing in the preferred location.
- Where a Planning Permit provides for requirements that may be inconsistent with this policy.

4.18 Financial responsibility

The cost of construction and maintenance of vehicle crossings is the responsibility of the property owner.

Council will maintain the footpath section of the vehicle crossing in accordance with the Road Management Plan except where the vehicle crossing was:

- constructed without a Council permit &/or
- constructed without a pre pour inspection &/or
- the footpath section fails within 12 months of construction &/or
- there is clear evidence that the damage to the footpath section of the vehicle crossing was caused because of activity on the property (e.g. heavy equipment accessing the property) or other activity inside the property impacting on the footpath section of the vehicle crossover.

If Council undertakes works which impact on an existing vehicle crossing, including footpath reconstruction, or the maintenance of Council assets cause damage to a vehicle crossing, Council will undertake the appropriate replacement or repair of the vehicle crossing to a level, consistent with the extent of impact on the vehicle crossing or damage incurred. In these circumstances, Council will normally replace the vehicle crossing with the current standard design.

4.19 Notice to construct, repair or remove a vehicle crossing

The Kingston Community Local Law gives Council the authority to issue a notice in writing to the owner or occupier of premises to construct, repair or remove a redundant vehicle crossing. A vehicle crossing permit is still required to carry out the works as per this policy.

4.20 Apply for a permit

An application must be completed at least five (5) days before the proposed work commences.

Complete the online application, include the Planning Permit number if applicable, download and read the *Vehicle Crossing Application Information Pack* and pay the fee.

An email will confirm the application has been received. Kingston standard engineering drawings for vehicle crossings are available on the Council website. The permit with applicable permit conditions will be emailed once it has been assessed and approved.

All formwork for concrete reinstatement works must be inspected by a Council Asset Technical Officer pre-pour. Call 1300 653 356 to request a pre-pour inspection allowing 24 hours' notice, subject to availability. Book earlier to secure your preferred day and time.

5. Key Stakeholders

Infrastructure Department
Legal Department

6. Internal and External Assessments

6.1 Risk Assessment

This policy has been assessed by the relevant department.

6.2 Delegation and Authorisation (Compliance Framework)

Refer to Council's Instruments of Delegations, S7 Instrument of Delegation CEO to Staff, Miscellaneous and Administrative Powers.

6.3 Gender Impact Assessment

A Gender Impact Assessment is not required for this Policy.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Roles and Responsibilities

Role

Responsibility

*Manager Infrastructure / Team Maintain the policy, consider variations to the policy standard.
Leader Roads and Drains*

Asset Technical Officer Issue the permit and inspect the pre pour.

8. Related documents

8.1 Legislation

- Local Government Act 1989 (Vic)
- Planning and Environment Act 1987 (Vic)
- Road Management Act 2004 (Vic)

8.2 Documents and resources

- Kingston Community Local Law
- Kingston City Council Standard Engineering Drawings S201, S202, S203, S204, S205, S206, S207
- Kingston Civil Design Requirements for Developers (Part B: Roadworks & Construction Plans)
- Kingston Vehicle Crossing Clearance Drawings

- Works in Road Reserves
- [Department of Transport and Planning \(DTP\) – Vehicle Crossing](#)
- [Victoria Planning Provisions, Clause 52.29](#)
- [Kingston Planning Permit for an Arterial Road Instructions](#)

9. Definitions

Term	Definition
Council	Kingston City Council
Vehicle crossing	A bridge or crossing constructed to Council specifications, over any footpath or channel next to a road to enable a person using the road to have access to land on the other side of the footpath or channel.