


Vehicle Crossing Policy

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1 Document Information

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RESPONSIBLE GENERAL MANAGER	General Manager Infrastructure and Open Space
RESPONSIBLE MANAGER (Policy Owner)	Manager Infrastructure
APPROVED BY	Manager Infrastructure
SIGNATURE	
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2 Purpose

The purpose of this policy is to provide a consistent and transparent framework for the placement, construction, alteration and removal of vehicle crossings.

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

3 Definitions

Council	Kingston City Council
DTP	Department of Transport and Planning
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

4 Scope

This policy applies to vehicle crossings to all properties within Kingston City Council. The objective of this policy is to:

- Ensure property owners have reasonable access from their property to a public road.
- 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.

5 Policy Details

5.1 New developments

Vehicle crossings that are intended for new residential, commercial or industrial developments will be assessed as part of the application for a Planning permit. Consideration of the loss of parking resulting from the number / location of vehicle crossings in multi-dwelling developments will contribute to any design response. A Vehicle Crossing Permit is required prior to construction.

5.2 Declared main roads

Any proposal to install a new crossing or alter an existing vehicle crossing on any arterial road where the Department of Transport and Planning (DTP) is the coordinating road authority requires a planning permit from Council. A planning permit is applied for on Council's [website](#), select either single dwelling permit or residential and commercial development permit, as applicable. The application will be referred by Council to the DTP for assessment under Clause 52.29 of the Victoria Planning Provisions. Once a planning permit has been issued, a vehicle crossing permit is required for the work to proceed.

5.3 Construction standards

A vehicle crossing must be constructed in accordance with the Kingston Vehicle Crossing Standard Drawings (S201, S202, S203, S204), Vehicle Crossing Clearance Drawings or the planning permit conditions, as applicable.

5.4 Number of vehicle crossings per property

Only one vehicle crossing is permitted per property post development, irrespective of the number of frontages or abutments to local roads.

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.

5.5 Width of vehicle crossings

For residential properties, the standard width of a vehicle crossing is 3.0 metres measured at the property boundary. Splays, as detailed in Council's standard drawings S201 and S202, shall be used to enhance practical and safe access.

For commercial properties and for multi-dwelling properties, the minimum width is 3.0 metres measured at the property boundary. Splays, as detailed in Council's standard drawing S203, shall be used to enhance practical and safe access.

Consent is required from Council to vary the width of any vehicle crossing from the standard 3.0 metres at the property boundary by applying to the Team Leader, Roads and Drains or Manager Infrastructure in writing.

5.6 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.

5.7 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.

5.8 On-Street Parking Spaces

The minimum parking space or gap between non-abutting driveways shall be 5.4 metres (between outside edges of splays), with 6.0 metres preferred.

5.9 Minimum Property Width

The minimum property width to a road where a standard vehicle crossing is allowed is 10.4 metres to allow for street trees and provision of on-street parking. This does not apply to roads designated as Access Lanes.

5.10 Abutting driveways

Abutting vehicle crossings to adjoining properties is to be encouraged, as a means of optimising kerbside parking and enhancing egress and access to respective properties.

Vehicle crossings at the property line are encouraged to offset a minimum of 1.0 metre from the adjoining property boundary to allow landscaping on the property and the installation of a pedestrian refuge on the footpath. This is equal to the total width of the standard splays.

5.11 Streetscape considerations

Council aims to enhance and maintain streetscapes through careful management of street trees, place design, lighting and to infrastructure. Vehicle crossings are to be constructed of concrete material consistent with the overall appearance of the streetscape and to be of a structural integrity quality and colour detailed in Council's standard drawing No. S201, S202 and S203.

5.12 Street Trees

A minimum clearance of 3.0 metres from the trunk of a street tree to the edge of a crossing must be provided unless Council's Vegetation Management Team allows otherwise. 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, all associated costs are the responsibility of the applicant.

5.13 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 include:

- Power poles (United Energy)
- Stormwater assets, rain gardens, fire hydrants, street furniture, light poles, (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 for arterial roads otherwise Kingston City Council)
- Communications pits, pillars and cabinets (Telstra / NBN Co)
- Sewerage pits, water valves and hydrants, (South East Water)

The permit applicant is responsible for the costs of any works to modify or move any infrastructure in the road reserve to enable a crossover to be constructed.

5.14 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 significant trees. Council will provide advice to applicants on modifications to the standard design as required.

5.15 Transition Provisions and Obsolete Vehicle Crossings

Properties undergoing minor redevelopment will be able to retain existing vehicle crossing arrangements, provided they are still required for legitimate property access. All properties undergoing full redevelopment will be required to comply with this policy or planning permit.

Obsolete vehicle crossings are to be removed and the full reinstatement of kerb and channel and nature strip area is to be undertaken at the cost of the owner.

5.16 Requests to Vary 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 and 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 vary the policy 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 crossovers or two crossovers.
- Properties with road safety issues such as on main roads, opposite signalised intersections and crests for example, may apply for two crossovers to allow exit from the property in a forward direction.
- Narrow properties without alternate access.
- Where other infrastructure in the road precludes placement of the crossover in the preferred location. Where the cost of moving the infrastructure is not in proportion with development.
- Where a Planning Permit is required.

5.17 Financial Responsibility

The cost of construction and maintenance of vehicle crossings is the full responsibility of the property owner. If Council undertakes works which impact on an existing vehicle crossing 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 crossover with the current standard design.

5.18 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 on the Council website.

All formwork for concrete reinstatement works must be inspected by a Council Field Officer pre-pour. Call 1300 653 356 to request a pre-pour inspection allowing one (1) business days' notice, subject to availability. Book earlier to secure your preferred day and time.

6 Delegation Authority and Decision Guidelines

6.1 Delegations/Authorisations

Instrument of Sub-delegation by Chief Executive Officer to Staff – 2 November 2022, Page 158, Miscellaneous Issues.

6.2 Exemptions

Exemptions from this policy must be applied for in writing to the Team Leader, Roads and Drains or Manager Infrastructure before applying for a permit.

6.3 Human Rights Charter

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

7 Related Documents and Resources

Legislation

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

City of Kingston Documents

- Community Local Law (Clauses 129 – 132)
- Kingston City Council Standard Engineering Drawings S201, S202, S203, S204
- Kingston Civil Design Requirements for Developers (Part B: Roadworks & Construction Plans)
- Kingston Vehicle Crossing Clearance Drawings
- Works in Road Reserves

Resources / External Documents

- Department of Transport and Planning (DTP) – Vehicle Crossing
- Victoria Planning Provisions, Clause 52.29