



City of  
**KINGSTON**

## Vehicle Crossing Application on an Arterial Road

Where a vehicle crossing is located on a Transport Zone 2 arterial road managed by the Department of Transport and Planning (DTP), the applicant may need a Council Planning Permit which is referred to DTP. Refer online to [Kingston Planning Scheme 52.29](#) to see if the proposed works require a planning permit.

Instructions to apply for the Planning Permit are as follows.

### COLLECT THE REQUIRED INFORMATION

Prepare the planning permit application by collecting the following information:

- You will need a site plan with the proposed vehicle crossing location at the property boundary including dimensions – refer Kingston City Council vehicle crossing standard drawings.
- Full copy of title which can be applied for from [LANDATA](#) or Kingston [website](#).
- Value of vehicle crossing works.

### COMPLETE THE APPLICATION

- Go to the Kingston website and search “Apply for a Planning Permit” - [Apply for a planning permit - City of Kingston](#).
- Scroll down the page and apply as a single dwelling permit application.

#### Single dwelling

Use this application type for the construction of a single dwelling per lot or alterations and additions to a single dwelling per lot.

**Apply and pay for a single dwelling permit**

- Enter the address of the property and click “Search”.
- Select the property address by clicking the radial button and click “Next”.
- Enter the Applicant Details and click “Next”. This is a mandatory field.
- Select “I agree” to the Privacy Statement and click “Next”.
- Enter a description of the land use i.e. Residential property / industrial property / medical centre.
- Upload a site plan and click “Next”.
- The Proposal description is the description of the vehicle crossing required. Choose from the following:
  - Construction of new crossing;
  - Repair / replace existing crossing;
  - Widen existing crossing;
  - Relocation of existing crossing;
  - Construction of additional crossing.Click “Next”.
- Upload the Site Plans to “Copy of Plans”. Answer the rest of the questions on the page, if applicable, and click “Next”.
- Upload the Full copy of Title and answer the breach question. Click “Next”.
- Enter the value of the **vehicle crossing** works. Upload the Metropolitan Planning certificate (if applicable).
- Answer the Additional Information page and click “Next”.
- Enter the Payer Name / Address and accept the Declaration. Click “Next”.
- Pay the permit fee.

Planning permits can take up to 28 days to complete. When the Planning Permit has been issued to you, submit a copy of the permit with your Vehicle Crossing permit application.