

# INFRASTRUCTURE OPERATIONS VEHICLE CROSSING APPLICATION

## APPLICANT (Please print all information)

Street address: \_\_\_\_\_

Number: \_\_\_\_\_ Lot: \_\_\_\_\_ DPS: \_\_\_\_\_

Applicant name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email address: \_\_\_\_\_

## CROSSING INFORMATION

Proposed crossing: ☐ Alteration ☐ New

Crossing type: ☐ Residential ☐ Commercial ☐ Industrial

Proposed crossing width: \_\_\_\_\_

Existing footpath type: ☐ Seal ☐ Concrete ☐ Interlocking paving Other: \_\_\_\_\_

Steep driveway? (slope exceeding 1:12): ☐ Yes ☐ No

Type of construction to be used: \_\_\_\_\_

## CONTRACTOR INFORMATION

Contractor to be used: \_\_\_\_\_

Contractor contact name: \_\_\_\_\_

Contact number: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Contractor's public liability insurance company name: \_\_\_\_\_

Contractor's public liability policy number and excess: \_\_\_\_\_

## WORKING IN THE ROAD RESERVE

Corridor Access Request Number: \_\_\_\_\_

- for Hamilton City Council vehicle crossings you must complete a Corridor Access Request through [beforeyoudig.co.nz](http://beforeyoudig.co.nz).
- if the vehicle crossing is entering into a State Highway please notify Fulton Hogan: 0800 776 2007 or [west.waikato@fultonhogan.com](mailto:west.waikato@fultonhogan.com) - NOTE: you will still need to complete the CAR process.

All service authorities contacted and clearances given (gas/water & wastewater/electricity/etc): ☐ Yes ☐ No

## CUSTOMER SERVICES

If you require any assistance in completing this form, please contact our friendly Customer Services team.

Email: [info@hcc.govt.nz](mailto:info@hcc.govt.nz) Phone: 07 838 6699

**DEBTOR INFORMATION** (Please print all information)

Debtor name: \_\_\_\_\_

Debtor address: \_\_\_\_\_

Debtor email: \_\_\_\_\_ Debtor phone number: \_\_\_\_\_

**POSITION OF VEHICLE CROSSING**

**CUSTOMER SERVICES**

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## PERMIT CONDITIONS

- A Corridor Access Request (CAR) must be obtained and approved prior to commencement of any works - see [beforeyoudig.co.nz](http://beforeyoudig.co.nz). On your application please annotate "Driveway" at the end of your user reference.
- A Traffic Management Plan (TMP) must be attached to your CAR for approval and implemented with the site works. You can do this by clicking CAR history, view, upload a new document, select traffic management plan.
- Crossing shall be constructed as per the Regional infrastructure technical specification, [waikatolass.co.nz/shared-services/regional-infrastructure-technical-specifications/documents-2/3](http://waikatolass.co.nz/shared-services/regional-infrastructure-technical-specifications/documents-2/3) Transportation, under vehicle crossing set out in 3.3.19.
- Prior to work commencing approval will need to be obtained from Planning after an initial onsite meeting.
- A crossing inspection will need to take place before pavement construction. We will endeavor to contact you to book this, otherwise, please telephone (07) 838 6699 for this inspection.
- A final inspection of works is required; please give 48 hours notice, telephone (07) 838 6699 to book this inspection.
- Existing footpath levels not to be altered and the crossing levels and cross fall must be in accordance with Regional infrastructure technical specifications (Vehicle Crossing Setout).
- The area affected by the construction of the vehicle crossing is to be kept in a safe condition at all times in accordance with the traffic management plan submitted and the work must be completed within 10 working days.
- Any damage to public or private property to be reinstated to original condition on completion of the work, or earlier as required by a Council delegated officer.
- This permit lapses if the work is not completed within 6 months of issue.
- For all crossings, the existing footpath must be removed and reconstructed in the same material.
- The "Hamilton City Council" Vehicle Crossing Standard is to extend to the legal boundary of the road reserve and adjacent property.
- Contact local utilities for service locations and service plans.

## RESIDENTIAL

1. 3m minimum width 5.5m maximum width (width of property boundary).
2. If corner site or existing crossing already servicing property please indicate location and size on site plan.
3. Crossing material must match existing footpath.

## COMMERCIAL/INDUSTRIAL

1. 5m minimum width 7.5m maximum width (width at property boundary).
2. Crossing material must match existing footpath.

## APPLICATION FEE

1. When submitting this application an application fee must be paid.
2. The application fee covers the processing of this application, pre-pour inspection, and final inspection. It may also include any other inspections as required by the Infrastructure Connections Coordinator.
3. Should any re-inspections be required due to a failed inspection, Hamilton City Council may charge a re-inspection fee.
4. All fees and charges are outline on our website - [hamilton.govt.nz/our-services/Pages/Transportation.aspx](http://hamilton.govt.nz/our-services/Pages/Transportation.aspx)

The Council reserves the right to take action at any time to make safe any hazard arising from the work or to protect public or other property. Costs for such actions will be sought from the applicant.

Please email the completed application to [VehicleCrossings@hcc.govt.nz](mailto:VehicleCrossings@hcc.govt.nz)

## SIGNATURE OF APPLICANT

I hereby undertake to abide by the above conditions

Signature of applicant/agent: \_\_\_\_\_ Date: \_\_\_\_\_

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