



Crossover Application Form

To be completed prior to construction of crossover

Name: _____

Property Address: _____

Postal Address: _____

Contact Telephone Numbers: (H) _____ (W) _____ (M) _____

CROSSOVER DETAILS – SKETCH MUST BE ATTACHED TO THIS APPLICATION

TYPE OF CROSSOVER	(Please ✓ appropriate box)
New/First Crossover	<input type="checkbox"/>
Upgrade Existing Crossover	<input type="checkbox"/>
Widening Existing Crossover	<input type="checkbox"/>
Relocating Existing Crossover	<input type="checkbox"/>
Additional Crossover	<input type="checkbox"/>

CONSTRUCTION CLASS	✓	CONSTRUCTION MATERIALS
Industrial/Commercial	<input type="checkbox"/>	
Residential	<input type="checkbox"/>	
Rural, Rural Small Holding, Rural Residential	<input type="checkbox"/>	

CONSTRUCTION DETAILS

CONTRACTOR	✓	Please Circle
Council (Private Works)	<input type="checkbox"/>	Quote Requested YES NO
Private Contractor Name: Telephone:	<input type="checkbox"/>	

APPROVAL TO PROCEED WITH CROSSOVER CONSTRUCTION

Your application to install a crossover is: -

Approved

Not Approved

subject to the following conditions: -

for the following reason:-

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You must contact the Shire's Manager Works & Services on 08 99 205011 and arrange for inspections at the following hold points prior to proceeding further.

- Subgrade preparation
- Base course compaction
- Prior to pouring concrete or laying pavers (if applicable)
- Finish Crossover including concrete and jointing or laying pavers (if applicable)

Failure to have the works inspected at the hold points indicated above WILL RENDER THE WORKS INELIGIBLE FOR PAYMENT of the subsidy.

The inspector is.....

Telephone (Allow 24 hours notice)

For Shire of Chapman Valley

Date

Note: Any non-compliance will result in a request being made of the owner/occupier to undertake remedial works to ensure crossover is brought up the standards set by the Shire. If the owner/occupier refuses to undertake remedial works as requested the Shire will either remove the crossover and reinstate the land or undertake the remedial works. In both case the full cost of the works undertake will be charged to the owner/occupier at the Shire Private Works Rates and if necessary legal action taken to recover such costs if not paid.

Approval (Office Use Only)

APPLICATION:

APPROVED NOT APPROVED REFUND AS PER SHIRE POLICY

COMMENTS: _____

Approving Officer: _____
Please Print Name *Signature* *Date*

MANAGEMENT PROCEDURE No.	IMP-008
MANAGEMENT PROCEDURE	CROSSOVERS
RESPONSIBLE DIRECTORATE	WORKS & SERVICES
RESPONSIBLE OFFICER	MANAGER WORKS & SERVICES
PREVIOUS POLICY No.	15.10
RELEVANT DELEGATIONS	

OBJECTIVES:

To set conditions and guidelines associated with the installation of crossovers

MANAGEMENT PROCEDURE STATEMENT/S:

INDUSTRIAL AND COMMERCIAL

Industrial and Commercial crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The crossovers shall be a minimum 150mm compacted gravel and bitumen sealed standard off sealed roads and compacted gravel off gravel roads. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 150mm - 25MP test or equivalent.

RESIDENTIAL

Residential crossovers width at property boundaries shall be at a standard of 3 metres for a distance of 2.1 metres from the property boundary, and then tapered to a standard of 6.5 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier with the cost of additional widths, if required up to a maximum of 6.5 metres and/or additional crossovers, being paid in full by the owner/occupier.

The minimum standard crossover shall be a 150mm compacted gravel standard or bitumen sealed standard off sealed roads and compacted gravel off gravel roads with culvert(s) and end-walls installation being to a standard as determined by the Shire. Bitumen sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second. Where concrete is requested and the cost is above the standard, the extra cost shall be borne by the owner and/or occupier. The concrete shall be 100mm - 25MP compression test or equivalent.

RURAL, RURAL SMALLHOLDING AND RURAL RESIDENTIAL CROSSOVER POLICY

Rural, Rural Smallholding and Rural Residential crossover widths at property boundaries shall be at a standard 4 metres for a distance of 2.1 metres from the property boundary, then tapered to a standard width of a maximum of 8 metres. The cost of the first standard crossover only shall be borne one half by the Shire up to a maximum of \$500 and one half by the owner/occupier and the cost of additional widths if required up to a maximum of 11 metres and/or additional crossovers being paid in full by the owner/occupier.

The minimum standard crossovers shall be 150mm compacted gravel off sealed or unsealed roads, with culvert(s) and end-walls installation being to a standard as determined by the Shire.

In the event a property owner requires a bitumen crossover the bitumen shall be sprayed in two applications, total rate of 2.7 litres/square metre. 14mm aggregate to be applied and rolled after first application, and 10mm aggregate applied and rolled after second.

All cost for a crossover type greater than the 125mm compacted gravel minimum standard is to be met in total by the property owner.

DRAINAGE

All draining (e.g. culverts, end walls, etc.) will be at a standard set by the Chief Executive Officer and will take into consideration to specific circumstance of each individual crossover application

CONTRIBUTION

Contractor Installation

- i. An application must be submitted using the Shire's standard form and prior approval must be obtain before any works commence;
- ii. Council Staff will undertake inspections of the proposed work and during installation. The Shire contribution will only be paid if the crossing installation is fully compliant with the standards set by the Shire;
- iii. Any non-compliance will result in a request being made of the owner/occupier to undertake remedial works to ensure crossover is brought up the standards set by the Shire. If the owner/occupier refuses to undertake remedial works as requested the Shire will either remove the crossover and reinstate the land or undertake the remedial works. In both case the cost of the works undertake will be charged to the owner/occupier at the Shire Private Works Rates and if necessary legal action taken to recover such costs if not paid.

Shire Installation

Except in the case of a Government authority or department where a proper work authority shall be sufficient, where the Shire has agreed to undertake the construction work it will require prepayment by the owner/occupier for their 50% contribution as calculated by the Shire. This contribution must be paid in advance by the owner/occupier before any works are to commence.

Where a second crossover is to be installed it is to be so in accordance with the aforementioned standards crossing specifications and the total cost is to be met by the owner/occupier.

MAINTENANCE

Maintenance of all crossovers shall be the responsibility of the owner/occupier.

LEVEL

The general level of crossover at the fence line is to be a minimum of 75mm above the back of the kerb (if existing) to the centre crown of the road.

The maximum level below the centre crown of the road is to be 300mm. However, if the property has a large rise or fall from the roadway and if there is no constructed footpath a level must be obtained from the Shire before proceedings.

If there is a constructed footpath the level is to match the footpath.

KERBING

Where road kerbing is of a non-mountable or semi mountable barrier type the kerbing shall be removed as necessary and neatly joined to the flush kerbing with insitu concrete.

The existing insitu barrier kerbing shall be cut with a concrete cutting saw. The existing precast barrier kerbing shall be removed without damage to pavement or remaining kerbing.

Reinstatement must be made to kerbing, concrete, paving or bitumen road surface damage during the crossing construction.

Where the road kerbing is of mountable extruded concrete type such kerbing is not to be removed and the crossing constructed is to finish level, matching the extruded kerbing.

CROSSOVER LOCATION

Vehicle crossovers, including wings, shall not be constructed closer than 6 metres from the property line intersection point at corner sites. Crossovers must be constructed at right angles to the road. In cul-de-sacs and other mitigating circumstances approval may be given for a variation to this requirement upon landowner application.

OTHER

The area shall be cleaned of debris, bitumen, concrete products, etc on completion of the work.

The public shall be protected by erection of adequate signs, barriers, flashing warning lamps, temporary bridges or any other necessary safety items.

Any requirements placed on the construction or location of a crossover by the Shire must be complied with.

ADDITIONAL EXPLANATORY NOTES:

ADOPTED/REVIEWED/AMENDED (OTHER THAN ANNUAL REVIEW OF ALL PROCEDURES):

Adopted – Council Resolution:	10/01-9
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Reviewed/Amended – Council Resolution:	05/15-23
	06/15-18
	08/15-6