

# Vehicle Crossing Permit Application Form

 Permit number: ..... Date: .....  
 Comments: .....  
 .....  
 .....

**A Vehicle Crossing permit must be obtained for the following:**

- \* Replacement of **existing** vehicle crossover (same location & same dimensions) **Permit cost.....\$210.00**
- \* Construction of **new** vehicle Crossover (Administration & Inspection Fee) **Permit cost.....\$394.00**
- \* Removal of redundant vehicle crossing & reinstatement of nature strip and kerb & channel **Permit cost.....\$210.00**

**NOTE:** Should additional inspections be required, a fee of **\$168** will apply and be invoiced separately.

**Effective from (1/7/19 - 30/6/20)**

**This form must be completed and signed by the applicant, and if necessary, assessed and commented on by the relevant Council officers prior to a Vehicle Crossing permit being issued.**

**A clearly dimensioned, scaled, ink diagram of the property's frontage/sideages showing the proposed works and existing features shall be inserted in *the diagram* space (page 4), or attached to this application. *All dimensions are to be measured at the footpath.***

***In general, properties are permitted (subject to approval) one 3.0 m wide vehicle crossing.***

**Address of vehicle crossing:** \_\_\_\_\_

Company / organisation name: \_\_\_\_\_

Applicant's name: *(please print)* \_\_\_\_\_

Applicant's contact details: \_\_\_\_\_

Contractor's name: *(if known at this stage)* \_\_\_\_\_

Contractor's contact details: \_\_\_\_\_

**Does your proposal include:**

Construction of new crossing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	if yes,		
Replacement of existing crossing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	how many?		}
Removal of redundant crossing?	Yes <input type="checkbox"/>	No <input type="checkbox"/>			

**NOTE:** The **vehicle crossing must be constructed in concrete** unless approved otherwise.

**Disclaimer:**  
*It is the owner's responsibility to ensure that all information provided relating to this permit is true and correct. Bayside City Council and its employees will not be responsible for checking the accuracy of information provided, nor for any errors or omissions. Information accepted as part of this application is done in "good faith".*

**Corporate Centre**  
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 Website: <http://www.bayside.vic.gov.au>  
 Email: [enquiries@bayside.vic.gov.au](mailto:enquiries@bayside.vic.gov.au)  
 Hours of business 8.30am – 5.00pm  
 Monday – Friday (except public holidays)

**Applicant must answer the all questions below. Please tick a box where applicable**

**1. Is there a Town Planning permit applicable to the development within this property?**

Yes  No

If 'Yes', a copy of the relevant Planning Permit and endorsed development plan **must** be attached to this application.

**Town Planning application number:** .....

**Applicants applying for a 'Vehicle Crossing Permit' for a new vehicle crossing located in a street/road under VicRoads' control (as listed below), where a Town Planning permit for a development has not already been issued, must first submit a Town Planning application with Council's Town Planning Department.**

The streets/roads within this municipality under VicRoads' control are deemed to be in a *Road Zone Category No. 1 under the Bayside Planning Scheme*, are as follows:

- |  |  |
|--|--|
| <b>Balcombe Road</b> – (entire length) | <b>Glen Huntly Road</b> – (b/w St Kilda St & Nepean Hwy)         |
| <b>Bay Road</b> - (entire length)      | <b>Hampton Street</b> - (entire length)                          |
| <b>Beach Road</b> - (entire length)    | <b>Hawthorn Road</b> - (entire length)                           |
| <b>Bluff Road</b> - (entire length)    | <b>Nepean Highway</b> - (entire length, excluding service roads) |
| <b>Centre Road</b> - (entire length)   | <b>North Road</b> - (east of St Kilda St only)                   |
| <b>Cummins Road</b> - (entire length)  | <b>St Kilda Street</b> – (entire length)                         |
| <b>Esplanade</b> - (entire length)     | <b>South Road</b> - (entire length)                              |

**2. Is there an existing vehicle crossing serving the property?**

Yes  No

If 'Yes', the applicant is reminded that vehicle crossings that are unable to provide access to/from the property are considered redundant, and must be removed in conjunction with any new vehicle crossing works.

Existing vehicle crossings to be retained may require reconstruction if they are substandard in its construction and width, and/or in poor condition.

**3. Is the proposed vehicle crossing within the drip line (extent of the tree canopy) or within 3.0 m of the edge of the trunk of the nearest nature strip tree?**

Yes  No

If 'Yes', this application will be referred to Council's Arboriculture Officer for comment. The tree is to be clearly indicated on the diagram and the dimension from the nearest edge of its trunk.

Office use only:  
Arboricultural Officer's comments:

Signature:

**4. Is the distance from the nearest road intersection (side property boundary line) to the edge of the proposed vehicle crossing less than 9 metres?**

Yes  No

If 'Yes', application will be referred to Council's Traffic Engineer for comment. The intersection is to be included on the diagram. New Crossings within 9m will not generally approved by Council

Office use only:  
Traffic Engineer's comments:

Signature:

**5. Will any stormwater outlets or drainage pits be affected by the proposed vehicle crossing(s)?**

Yes  No

If 'Yes', the alterations necessary are to be included on the diagram for Council's Drainage Engineer to comment and approve.

Office use only:  
Drainage Engineer's comments:

Signature:

**6. Are there any service authority assets that conflict with the proposed vehicle crossing(s)? Eg: sewerage manhole pits / Telstra / Cable TV / electrical reticulation pits / water valve etc.**

Yes  No

If 'Yes', a copy of written approval/comments from the relevant Authority (if the proposed vehicle crossing works affects its assets) shall be obtained by the applicant and submitted with this application.

**7. Are there any power poles / fire hydrants / bus shelters/bus stops or traffic signs affected by the proposed vehicle crossing?**

Yes  No

If 'Yes', a copy of written approval/comments from the relevant Authority (if the proposed vehicle crossing works affects its assets) shall be obtained by the applicant and submitted with this application

**8. Is the proposed vehicle crossing(s) less than, or greater than the standard boxed width of 3.0 metres?**

Yes  No

The proposed crossing width shall be included on the diagram. Crossings up to 4.5 m will be considered for dwellings with double garages within 5.5m of the front setback.

The proposed crossing's relative location to the property's side boundaries and to existing crossing's, (including neighbouring vehicle crossings) shall be included on the diagram.

**Important details to consider:**

Provision should be made to allow one car space (between 7.5 m & 9 m) or two car spaces (12 m+) to avoid creating 'half' spaces, in most cases. New crossings adjacent to another crossing (between 4 m and 7.5 m, i.e. ½ a car space or between 9 m & 12 m i.e. 1½ car spaces) may not be approved.

New crossings in areas with high parking demand will be assessed against these guidelines.

Office use only:  
Traffic Engineer's comments:

Signature:

**9. Will the proposed vehicle crossing be within 1.5 metres of another crossing OR adjoining an adjacent property's crossing?**

Yes  No

If 'Yes', both new and the adjoining crossing must be accurately plotted on the diagram.

Consent from the Council's Traffic Engineer is required for the adoption of a separator less than 1.5 metres wide.

Office use only:  
Traffic Engineer's comments:

Signature:

**10. What is the purpose for the new vehicle crossing and/or altering the existing vehicle crossing? (Eg: second driveway, semi circular driveway, etc)**

New:

\_\_\_\_\_

Existing:

\_\_\_\_\_

Council does not generally support second vehicle crossings for single dwelling properties with a frontage less than 20m,

Office use only:  
Traffic Engineer's comments:

Signature:

**I have read and completed this application form and understand all the requirements.**

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*'the diagram'*

Office use only

- Direct customer to cashier
- Supply standard 'vehicle crossing specification' and 'working near council trees' guidelines

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**Conditions of Consent**

Council collects personal information of the property owners and/or applicants for the purpose of processing the application and for internal research purposes. Council may disclose this information to appropriate service authorities. If the information is not provided, Council may not be able to process the application. If the owner or applicant have any queries or wish to gain access to their information, they may contact Council's privacy officer on 9599 4444 or at [privacy@bayside.vic.gov.au](mailto:privacy@bayside.vic.gov.au)