A Proud Community Growing Together

ENGINEERING SERVICES

melton.vic.gov.au

VARIATION TO CROSSOVER APPLICATION FORM

EMAIL APPLICATION TO InternetEnquiries@melton.vic.gov.au



Name:				<u> </u>	
Address:					
Telephone Home/Mobile:					
				•	
Preferred Correspondence: (Pick One)	Email 🖳	Post 🗖			
Property Owner/s Consent (if different fro	om applicant)				
Name:					
Postal Address:				·	
Telephone: Home	Mobile:			<u> .</u> .	
SIGNATURE:	Dated:				
Address of the Property					
Lot No:	Street No:				
Street:					
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd	showing the following crossover and pr	oposed crossover inc	-		
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	poposed crossover inc	rees or any ot	her items that	may affect
DESCRIPTION OF PROPOSED WORKS Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted.	showing the follow ing crossover and pr drants/ Street Light j	oposed crossover inc	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted. Applicant's Signature: OFFICE USE ONLY	showing the follow ing crossover and pr drants/ Street Light p 	oposed crossover inc poles/ Nature Strip Tr	rees or any ot	her items that	may affect
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted. Applicant's Signature: OFFICE USE ONLY Type: Widen Widen Width Obstructions & Clearances: Stormwater Pit	showing the follow ing crossover and pr drants/ Street Light p INSPECTE al Reloc New Width Sewer Pit Light F	oposed crossover inc poles/ Nature Strip Tr	rees or any ot	her items that	N
Note: Please attach copy of the site plan Site plan must indicate house layout, exist nearest neighbours crossovers. Any Telstra pits/ stormwater pits/ Fire Hyd crossover approval are also to be noted. Site plan Applicant's Signature: OFFICE USE ONLY Type: Widen Addition	showing the follow ing crossover and pr drants/ Street Light p INSPECTE nal Reloc New Width. Sewer Pit Light F Signs Intersect	oposed crossover inc poles/ Nature Strip Tr	rees or any ot	her items that	N

GUIDELINES TO VARIATION TO VEHICLE CROSSINGS

Introduction

Often the need arises to construct an additional crossover or make alterations to the existing single vehicle crossover constructed for each lot. This may be due to the location and/or size of the garage, orientation of the house/building proposed on the lot amongst other reasons.

This guide is provided to inform of the procedure, processes and general conditions used in assessing applications for variations to existing vehicle crossovers in Melton Shire Council.

Frequently Asked Questions

What is a crossover?

A vehicle crossover/crossing is the portion of the your driveway that extends from the property boundary over the nature strip to the road.

Why do I need a crossover?

It is provided to facilitate vehicle access to properties adjoining the road safely.

Who needs to apply?

The property owner or the contractor with the property owner's consent.

How do I apply?

Complete "Variation to crossover application form" (also available on www.melton.vic.gov.au and follow the links)

When should I apply?

Prior to making **any plans** that shall entail either changes to the location and/or size of the existing vehicle crossover OR construction of a new crossover to a property.

How long does it take to process an application?

Allow a maximum of ten working days for assessment of applications.

Obstructions

Minimum clearances as indicated below should be maintained from any assets/obstructions else consent is required from the asset owner/ responsible authority. Relocating utility services could be a very expensive option.

Ownership

The crossover is owned by the property owner and is the property owner's responsibility. It is built on the road reserve and thus requires the responsible road authority's consent prior to making any modifications.

The Process

- Complete "Variation to Crossover Application Form" (available on <u>www.melton.vic.gov.au</u> Engineering Engineering Applications)
- Approval letter with conditions to be met **prior** to obtaining Consent to Work within Road Reserve (sent by Engineering Services)
- Property owner appointed Contractor/ Concreter to obtain Consent to Work within Road Reserve available on <u>www.melton.vic.gov.au</u> Services Building, Planning and Transport – Roads – Works within Road Reserve (a fee applies to obtain consent to construct any vehicle crossover) A single residential crossover is classified as minor works.
- Certificate of currency of appointed contractors public liability insurance (minimum \$10,000,000) is required with Work within Road Reserve.
- Inspection of crossover by Council Construction Supervisor prior to pouring concrete.
- Construction of crossover to current Council specifications.

General Conditions of Approval

Minimum	clearances
	_

•	Between crossovers -	6.0 metres at kerb		
٠	Drainage Pits -	0.75 metres (within 0.75m – install HD pit lid)		
		(within pit – modify pit & lid)		
•	Signs –	1.0 metre		
٠	Utility Service Assets	1.0 metre (else consent from assets owner/ responsible authority required i.e. Telstra (Tel: 9700 3823),		
		Powercor/ Jemena, Western Water/City West Water, etc)		
٠	Street Lights	1.0 metre (else consent from assets owner/ responsible authority required)		
٠	Intersections	9 metres from property boundary line.		
٠	Pram Crossings	2.0 metres		
٠	Trees	3.0 metres desirable		
٠	Legal Point of Discharge	1.0 metre away from the proposed crossover and perpendicular to property boundary.		
•	Fire hydrant	1.0 metre		

Documents Required

- For approval
 - Completed Variation to Crossover Application Form (attach fully dimensioned layout plans showing location of the house and the proposed crossover)

• For Consent to Work within Road Reserve

- Copy of approval letter.
- Evidence that **ALL** conditions on approval letter have been met.
- Certificate of currency of contractors public liability insurance (minimum \$10,000,000)
- Signed letter on Contractors letterhead if the owner is to submit public liability insurance certificate on behalf of contractor.

All costs shall be borne by the property owner.

Any enquiries regarding variations to crossovers should be directed to Engineering Services Tel: 9747 7200