

Vehicle Crossing Policy 2024

Policy statement

This is Council's policy for assessing applications for new vehicle crossings and for modifications to existing vehicle crossings that provide access to properties in the City of Whittlesea. The purpose is to state Council's aims and methodology and to provide an administrative framework for implementation.

Purpose

The Vehicle Crossing Policy 2024 will:

- Establish clear parameters for the modification &/or removal of existing vehicle crossings & for considerations for proposed additional vehicle crossings.
- Ensure consistency throughout the municipality in the assessment of vehicle crossing (Works in Road Reserve) applications.
- Ensure consistency internally throughout referral process where required such as Planning Permit assessments.
- Retain community amenity through greener nature strips, nature strip permeability, existing street trees and potential street tree planting opportunities.
- Provides clear guidance to the Community & Council Officers throughout the application & subsequent review of Vehicle Crossing Works in Road Reserve applications and be consistent in with other Local Governments in having a set policy for vehicle crossings.
- Predominantly be used internally to assist operations and administrative processes ensuring compliance and where required enforcement.

Scope

This policy relates to:

- Single Vehicle Crossings
- Double Vehicle Crossings
- Heavy Duty (Commercial) Vehicle Crossings
- Modifications of existing Vehicle Crossings
- Relocation of vehicle crossings

Out of scope to this policy:

- Vehicle crossing approvals through Planning Permit applications.
- Vehicle crossings on Department of Transport Planning roads (main arterial roads) where a Planning Permit application must be made.

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Alignment to Whittlesea 2040

The Vehicle Crossing Policy 2024 primarily guides Council’s work toward the following Goal as outlined in *Whittlesea 2040: A place for all: Sustainable Environment*

- Outcome 2.1 Our city’s green cover is enhanced to reduce the risk of extreme heat.
- Consideration to the Whittlesea Planning Scheme

Additionally, this Policy is informed by:

- Road Management Act 2004,
- Local Government Act 1989,
- Whittlesea Planning Scheme,
- City of Whittlesea Community Local Law 2024,
- Australian Standards; AS 2890,
- Victoria Planning Authority (VPA) Engineering Design and Construction Manual (EDCM),
- Austroads Design Vehicles and Turning Path Templates Guide,
- City of Whittlesea Neighbourhood Design Manual,
- City of Whittlesea Street Tree Management Plan,
- City of Whittlesea Greening Whittlesea - City Forest Strategy,
- City of Whittlesea Standard Drawings.

Overarching Governance Principles

The development of this Policy considered the *Local Government Act 2020’s* Overarching Governance Principles and the following were applied:

Lawful	<input checked="" type="checkbox"/>	Community engagement	<input type="checkbox"/>	Financially viable	<input type="checkbox"/>
Best community outcome	<input checked="" type="checkbox"/>	Innovation & improvement	<input type="checkbox"/>	Consistent with government plans	<input type="checkbox"/>
Sustainable	<input type="checkbox"/>	Collaboration with government bodies	<input type="checkbox"/>	Transparent	<input checked="" type="checkbox"/>

- The document links to specific Parts of the Community Local Law.
- We are showing the approval parameters in a transparent manner.
- The community will benefit for the retained and future amenity we are aiming to protect.

Gender Equality, Climate Change, Human Rights and Child Safe Compliance All City of Whittlesea policies comply with the *Victorian Charter of Human Rights and Responsibilities, Gender Equality Act, Climate Change Act, and the Child Safe Standards.*

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ACKNOWLEDGEMENTS

We recognise the rich Aboriginal heritage of this country and acknowledge the Wurundjeri Willum Clan and Taungurung People as the Traditional Owners of lands within the City of Whittlesea.

We would also like to acknowledge Elders past & present.

1. PURPOSE

A vehicle crossing, or crossover, is the area constructed between the road and the adjacent property to allow vehicles to legally cross the nature strip and footpath, consistent with the Victorian Road Safety Road Rules 2017, without damaging the kerb and channel, nature strip and footpath.

This policy is prepared to provide a consistent approach for assessing applications for new vehicle crossings which provide legal access to properties within the City of Whittlesea.

The purpose is to state Council's aims and methodology and to provide an administrative framework for implementation.

The powers of Council in relation to vehicle crossings are granted in Section 206 of the Local Government Act 1989 and are detailed under Schedule 10, provision 12 of that Act. Council also has powers under Sections 9.7, 9.8 & 9.9 of Council's Community Local Law 2024 (effective 1 July 2024).

In this policy, unless the context suggests otherwise, definitions shall be read in conjunction with the definitions under provision 1.8 of Council's Community Local Law 2024.

2. OBJECTIVES

2.1. Safety

To maximise safety for users of the road reserve by ensuring that the number and width of locations where vehicles cross footpaths are minimised and that vehicle movements associated with crossings are in predictable locations for vehicle traffic, pedestrians, and cyclists.

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2.2. Open Space / Vegetation

To minimise the number and width of vehicle crossings to maximise nature strips to ensure benefits of the streetscape and space for tree planting (neighbourhood amenity).

To retain existing street trees and avoid affecting their health, size, stability or future growth in accordance with Council's Street Tree Management Plan and Greening Whittlesea - City Forest Strategy.

2.3. Character of Area

To maintain and enhance the character of Council road reserves.

2.4. On-street Parking

To maximise the number of on-street parking spaces, recognising that on-street parking is a valuable community resource for residents, visitors, shoppers, employees, tradespersons, etc. Maximisation of on-street parking is prioritised over private off-street parking.

2.5. Design of Off-street Parking and Access

To ensure new vehicle crossings will provide access to off-street parking spaces that meets the relevant standards.

2.6. Drainage

To minimise the amount of stormwater run-off from impervious areas and maintain the permeability of the road reserve.

To ensure the operation of existing stormwater drainage pits are not affected.

3. REFERRALS

When a vehicle crossing application is received, it may need to be referred to others for comment under the following conditions:

3.1. New Developments

Vehicle crossings that are intended for new multi-dwelling residential, commercial or industrial developments will be assessed as part of a Planning Permit application

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which should be made through Council’s Building and Planning Department having due regard to the Whittlesea Planning Scheme.

3.2. Heritage Overlay

Where a property and/or a road is covered by a Heritage Overlay in the Whittlesea Planning Scheme, a Planning Permit application is required. Planning Permit application will need to be made to Council’s Building and Planning Department having due regard to the Whittlesea Planning Scheme.

3.3. Declared Arterial Roads

Any proposal to install a new crossing or alter an existing vehicle crossing on any road where Department of Transport and Planning (previously VicRoads) is the Highway Authority (called Arterial Roads in the Road Management Act 2004 and Transport Zone 2 in the Whittlesea Planning Scheme), is required to be subject to a Planning Permit application process. This application will then be referred to Department of Transport and Planning for comment as part of the Planning Permit application process. A map of declared roads within Whittlesea can be found on the Department of Transport and Planning Map of Declared Roads webpage: [Map of Declared Roads \(arcgis.com\)](http://arcgis.com)

3.4. Street Trees

Street trees provide many important benefits to the community, streetscapes, and environment. Council places significant value on the amenity street trees provide and consider them to be an asset whose value increases over time. The retention of street trees and street tree planting opportunities will be prioritised over vehicle crossings. Should the removal of a street tree be unavoidable the applicant will be required to compensate Council for the corresponding loss of amenity (calculated by Council’s Parks and Open Space department which may include the use of the Revised Burnley Method).

The Victoria Planning Authority (VPA) Engineering Design and Construction Manual (EDCM) identifies that vehicle crossings shall not be permitted within 2.5 metres of the trunk of a street tree. Further, vehicle crossings shall not encroach more than 10% into the Tree Protection Zone (TPZ) and shall not encroach into the Structural Root Zone (SRZ) of the tree. Applications will be referred to Landscape and Open Space Planning team for review if the proposed vehicle crossing impacts on the TPZ of the street trees in accordance with Council’s Street Tree Management Plan.

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4. GENERAL ASSESSMENT CRITERIA

Applications for vehicle crossings are to be assessed in accordance with the following requirements in this Section, with reference to the Policy Objectives in Section 2 and include any applicable specific requirements of subsequent Sections:

4.1. Restrictions on Title

There may be a restriction on title that is associated to the Plan of Subdivision, Memorandum of Common Provisions (MCP), Section 173 Agreements, etc. that affects the location and number of vehicle crossings to a property. A copy of the property's title will need to be obtained and provided to Council as a part of any vehicle crossing submission to verify that there are no restrictions on title relating to vehicle crossings or driveway location.

Any Properties with an existing Planning Permit issued by Council associated with the property in question may need to be apply and obtain approval from Council's Planning Department.

4.2. Dimensions - Interpretation

Width dimensions of vehicle crossings given in this document are measured at the boundary of the property regardless of any splay. A dimension of three metres may be written as 3m.

4.3. Neighbourhood Character

The location of the proposed vehicle crossing must respect the existing neighbourhood character particularly in relation to existing on-street parking and street landscape (see Council's Neighbourhood Design Manual and the Street Tree Management Plan on Council's website). It is to be noted that on-street parking is a more valuable community resource in inner suburbs and near activity centres than in other areas.

4.4. Gates

Gates must open inwards or not obstruct pedestrian access in any way, in accordance with provision 2.6 of the City of Whittlesea Community Local Law 2024.

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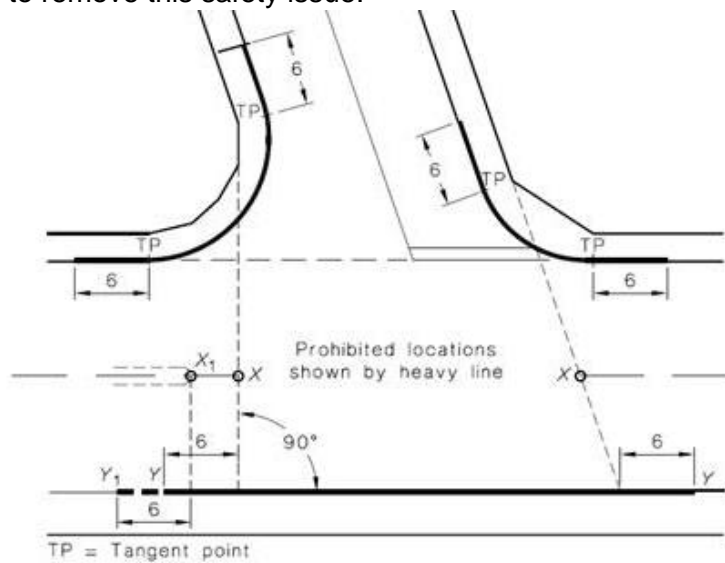
4.5. Location of Vehicle Crossing

Where practical, vehicle crossings should be located adjacent to the side property boundary and align at 90 degrees to the front property boundary in accordance with Council's Standard Vehicle Crossing specifications and standard drawings.

4.5.1. Minimum Distance from Intersection

No new vehicle crossing shall be located within 6 metres of the tangent point at an intersection in accordance with Figure 3.1 of AS 2890.1:2004 AMDT 1 (excerpt provided below). Further, vehicle crossings shall not be located on the inner radius of a sharp bend and 6 metres from the tangent point of that bend. This is to avoid a vehicle turning from one street into another, or through a bend, and being surprised by a car leaving the property.

Any new development applications that contain an existing vehicle crossing within the areas mentioned above should be modified to relocate the vehicle crossing to remove this safety issue.



NOTES:

- 1 Accesses to domestic driveways are excluded from the prohibition in respect of the kerb section marked Y-Y (see Clause 3.2.3(a)).
- 2 The points marked X₁ and X are respectively at the median end on a divided road and at the intersection of the main road centre-line and the extensions of the side road property lines shown as dotted lines, on an undivided road. On a divided road, dimension Y-Y extends to Point Y₁.

DIMENSIONS IN METRES

FIGURE 3.1 PROHIBITED LOCATIONS OF ACCESS DRIVEWAYS

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4.5.2. Minimum Distance between Vehicle Crossings

The clearance between neighbouring vehicle crossings shall be at least 7 metres apart at the kerb line to allow a vehicle to adequately access the property and provide opportunity for an on-street car parking space between the crossings in a typical street, as well as provide an adequate street tree planting opportunity. A parked car will cause access difficulties if the distance is less than this.

Where vehicle crossings to adjoining properties are proposed along the same title boundary, they shall be constructed to a double vehicle crossing standard to remove the small nature strip area and maximise on-street parking opportunities.

4.6. Internal Driveway

The internal driveway providing access to parking on the property should be designed to match the width of the approved vehicle crossing at the property line.

Council will not support vehicle crossings to match private internal driveways unless the proposed vehicle crossing complies with this Policy.

4.7. Street Trees

As mentioned in Section 3.4, vehicle crossings will not be permitted within 2.5 metres of the trunk of a street tree. Any proposal for a vehicle crossing within 2.5 metres of a street tree, or within the Tree Protection Zone (TPZ), will be referred to Council's Landscape and Open Space Planning Team.

If a property owner requests a tree be removed for a vehicle crossing, the tree will be assessed by Council's Arborist. If the tree is mature and healthy, and the vehicle crossing is closer than the required Tree Protection Zone of the Australian Standard AS4970-2009, then the vehicle crossing application will not be supported. If the tree is assessed as approved for removal, the fee charged to the applicant will include the amenity value of the tree, the cost of removal of the tree and the stump, and the cost of planting and establishing an advanced new tree by Council's contractor for a period of two years. If a replacement tree is not warranted in that location, then one will be planted nearby.

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4.8. Relocation of Pits, Poles & Street Furniture

Where the proposed crossing is close to any Council or Utility assets (examples include, utility pit, pole, public seat, bus stop, bus shelter, fire hydrant, etc.), the applicant will be required to contact the relevant asset owner and where required, alter or relocate that asset at the applicant's expense and to the asset owners standards.

Where Council is not the relevant asset owner, the relocation must be completed before Council can issue a permit approval.

Clearances of assets to any proposed vehicle crossing shall be in accordance with Council's standard drawings or the relevant authority's requirements for their asset.

4.9. Drainage Pits

A drainage pit must either be entirely within or entirely outside the new vehicle crossing. If this is not achievable, the pit and any associated pipes must be relocated to Council's standards.

Where the drainage pit is located within the low point of a street, vehicle crossings shall not be proposed over the drainage pit to preserve the inlet capacity of the pit and avoid potential flooding at the pit.

If a new vehicle crossing is proposed where an existing side entry pit is located, and the pit has no grate, the pit will need to be converted to a grated side entry pit in accordance with Council's standards. The applicant shall be responsible to meet all costs associated with the alterations.

4.10. Traffic Management

Vehicle crossings should be located clear of existing traffic management and traffic calming devices (e.g., road hump, kerb extension, signs, etc) in accordance with Council's standards.

Any existing traffic management and/or traffic calming devices that is in the way of the proposed vehicle crossing can only be relocated or modified with the permission of the assessing officer once the applicant has identified a suitable alternative location in consultation with the other affected properties, and such location complies with the relevant Traffic Engineering standards. The applicant shall be responsible to meet all costs associated with the works.

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Should a proposed vehicle crossing impact on pedestrian, cyclist and motorist safety by the removal or relocation of bus stops (PTV approval required), pram and pedestrian crossings, islands, traffic calming devices, signage and/or line marking then the application must address these safety concerns to the satisfaction of the assessing officer. Where traffic management devices are proposed for installation, relocation or removal, the application must be to the satisfaction of Council's Urban Design and Transport team.

4.11. Vehicle Scraping

Standard vehicle crossings in streets with a high pavement crown (e.g., steeper than 1 in 30), swale drains within the nature strip, and/or with high property level at street boundary (e.g., creates a grade greater than 1 in 10 between the invert of kerb and footpath) are prone to vehicles scraping as they drive over the vehicle crossing.

Applications for a vehicle crossing that is identified to have concerns with grades must prove that scraping would otherwise not occur by including a design and a survey plan showing levels of the existing surface and proposed vehicle crossing, for approval.

4.12. Redundant Vehicle Crossings

Provision 9.9 of Council's Community Local Law 2024 allows Council to direct a person to remove any redundant vehicle crossings and will be noted as a condition on a permit if applicable. Reinstatement of assets such as kerb and channel and nature strips must be done to Council Standards and to the satisfaction of the inspecting Council Officer.

4.13. Safety

Where consistency with this Policy will reduce safety (such as a vehicle crossing in a roundabout), then exceptions can be considered by the assessing officer and/or the responsible Road Authority.

4.14. Right of Refusal

Council reserves the right not to grant permission for a vehicle crossing in accordance with this policy. Section 7 includes an explanation of the appeal process.

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5. RESIDENTIAL VEHICLE CROSSINGS

In addition to the General Assessment Criteria above, the following assessment criteria applies to residential crossings.

5.1. Single Dwelling

5.1.1. Narrow allotment

New vehicle crossings are not supported for single dwellings with a street frontage of less than 7.6 metres as they will not meet the Objectives and Criteria in this policy.

5.1.2. Number of Vehicle Crossings

Where only one dwelling exists or is proposed on the property, the maximum number of vehicle crossings that may be approved is one. Where residents want to turn around and enter the street in a forward direction, a turn-around area or turn-table should be provided on-site.

5.1.3. Vehicle Crossing Width

The width of vehicle crossings at the property line must be at least 3 metres and where they meet the other requirements in this policy can be up to a maximum of 4 metres wide.

The maximum vehicle crossing width will be subject to the surrounding neighbourhood character and vehicle crossings that were constructed at the time of the original subdivision.

5.2. Two or More Unit Development

5.2.1. Number of Vehicle Crossings

Council may support multiple vehicle crossings for multi-unit development sites via a Planning Permit application and subsequent process of approval in line with the Whittlesea Planning Scheme and any other applicable Act.

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5.2.2. Vehicle Crossing Width

The minimum width of vehicle crossings at the property line is 3 metres, to a maximum of 4 metres dependant on the existing vehicle crossing widths for the area, as undertaken at the time of the original subdivision.

The minimum width of double vehicle crossings at the property line is 6 metres, to a maximum of 8 metres dependant on the existing vehicle crossing widths for the area, as undertaken at the time of the original subdivision.

5.2.3. Percentage of Street Frontage

The total width of accessways, and subsequently vehicle crossings, should not take up more than 33 per cent of the street frontage where the width of the frontage is 20m or greater, or 40 per cent of the street frontage where the width of the frontage is less than 20m (consistent with provision 55.03-9, Standard B14 of the Whittlesea Planning Scheme).

6. NON-RESIDENTIAL VEHICLE CROSSINGS

Non-residential vehicle crossings relate to commercial and industrial sites. Generally, they will be managed under the respective Planning Permit which shall align to the internal layout of the development.

The width of vehicle crossings at the property line must be at least 4.0 metres in accordance with Council standard drawing EDCM-503.

Applications for vehicle crossings greater than 4.0 metres in width shall be accompanied with turning templates of the largest vehicle requiring access to the property which demonstrates that the vehicle crossing width is necessary. Turning templates shall be provided in accordance with Austroads Design Vehicles and Turning Path Templates Guide.

7. APPLICATION PROCEDURE

Below is the application procedure for obtaining an approved vehicle crossing application.

7.1. Submission

Applications can be submitted in one of the following manners:

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- Visit <https://www.whittlesea.vic.gov.au/applywrr> and applying via the online application portal.
- Completing an application at Council offices - 25 Ferres Boulevard, South Morang VIC 3752
- Mailing your application form to Locked Bag 1, Bundoora MDC VIC 3083
- Emailing your application form to info@whittlesea.vic.gov.au

7.2. Initial Assessment

The applicant is required to complete the application, providing the following information as required. Not providing the necessary information may delay assessment or approval of the application.

- A concept plan indicating the proposed location of the vehicle crossing. This plan should include a visual representation along with precise measurements in all directions (length and width) to ensure the assessing officer can clearly understand the intended size and location.
- Photograph of property frontage showing the existing vehicle crossing and proposed vehicle crossing location.
- Detailed description of proposal and justification for the need of the proposed vehicle crossing.
- Notification of any impacts to service authority assets (i.e. pits, poles) and street trees
- Where vehicle crossings are associated with a Planning Permit, the applicant must produce a copy of the approved Planning Permit, both the Council-stamped plan and the permit conditions.

The responsible Council Officer, having received and assessed all the relevant information, will advise the applicant of the outcome in writing.

7.3. Appeal

Where the application of the proposed vehicle crossing is not supported, the applicant can appeal in writing, with a plan attached drawn fully dimensioned at 1:100 scale, and specifically address why the relevant issues in Sections 2, 3, 4 and 5 of this Policy should not apply in that circumstance.

7.4. Obtain Works in Road Reserve Permit

When the application is supported, with or without conditions, a Works in Road Reserve Permit must be obtained prior to the commencement of works. A copy of

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Council's Vehicle Crossing Standard Drawing relevant to the application will be issued with the Works in Road Reserve Permit.

Where work has been undertaken or has commenced without an appropriate permit, in accordance with provision 9.9 of Council's Community Local Law 2024, Council reserves the right to have all or part of the vehicle crossing reconstructed at the applicant's cost to ensure it meets Council's standards.

Where a Council asset is damaged during construction of a vehicle crossing, the Permit Holder must;

- a) Take immediate action to make safe preventing any potential injury or harm to a community member or trade,
- b) As soon as practicable (but no later than 24 hours) report the damage to the Council,
- c) Obtain the necessary authorisation to repair the damage to the Council's specification, and
- d) Meet all costs associated with reinstatement and/or alteration to the Council's approved works.

Further information with regards to obtaining a Works in Road Reserve Permit are available on Council's webpage via the following link:

whittlesea.vic.gov.au/works-in-road-reserve

7.5. Pre-Pour Inspection

The responsible Council Officer must inspect and approve the excavation and site preparation, in accordance to the appropriate Council Standard, prior to concrete being poured.

It is the permit holder's responsibility to book in the inspection, in which at least 2 business days' notice is required.

Where a pre-pour inspection cannot be satisfactorily conducted and/or approved by the assessing officer, a re-inspection may be required.

Where work has been undertaken or has commenced without the responsible Council officer carrying out the pre-pour inspection, in accordance with provision 9.9 of Council's Community Local Law 2024, Council reserves the right to have all or part of the vehicle crossing reconstructed at the applicant's cost to ensure it meets Council's standards.

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7.6. Final Inspection

After approximately four weeks, a final inspection is carried out. Where reinstatement/rectification/removal works are identified, an Authorised Officer may direct the applicant to carry out works in accordance with provision 9.9 of Council's Community Local Law 2024.

The applicant shall be responsible to follow directions of the Authorised Officer and to meet all costs associated with the reinstatement/rectification/removal works.

8. STANDARD OF CONSTRUCTION

Applicants must arrange for a suitable contractor, with minimum Public Liability cover of \$20million, to construct the vehicle crossing.

All vehicle crossings must meet current Council's specifications, requirements and standards, which are issued with the Works in Road Reserve Permit. Applicants must ensure that the construction of the vehicle crossing will be to a standard acceptable to Council.

A traffic management plan must be in place during construction to manage traffic, particularly pedestrians.

9. MAINTENANCE OF VEHICLE CROSSING

The owner of the land must, at their own cost, ensure that any vehicle crossing between the road and the boundary of such land is maintained and kept in good condition, as per provision 9.8 of Council's Community Local Law 2024.

10. FUNCTIONALITY OF INFRASTRUCTURE ASSETS

Where the vehicle crossing is across a swale in the nature strip, it may cause blockage of flow and debris build up in the invert (lowest point of channel). The landowner is responsible for cleaning of debris associated with their nature strip and vehicle crossing as required by provisions 2.5 of Council's Community Local Law 2024.

11. REFERENCE MATERIAL

- Road Management Act 2004,
- Local Government Act 1989,
- Whittlesea Planning Scheme,
- City of Whittlesea Community Local Law 2024,
- Australian Standards AS 2890,

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