



CROSSOVER APPLICATION



THIS FORM MUST BE COMPLETED & SUBMITTED **PRIOR** TO CONSTRUCTION

Landowner Details	
Property Owner	
Property Address	
Postal Address	
Telephone No.	
Email	

Contractor Details	
Name/Business Name	
Postal Address	
Telephone No.	
Email	

Crossover Details	
Construction Material	<input type="checkbox"/> Brick Paved <input type="checkbox"/> Concrete <input type="checkbox"/> Gravel <input type="checkbox"/> Asphalt <input type="checkbox"/> Bitumen
Sketch of proposed crossover (indicate road, crossover width, property boundaries, possible drainage needs and other relevant aspects). A separate plan may be attached.	

Removal of Trees and/or Vegetation	
Will removal of trees and/or vegetation be required for the construction of this crossover? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide a brief description of trees/vegetation and location in the sketch above.	

Photographic Evidence	
Landowners are responsible to have dated photographic evidence of the pre-existing condition of the verge prior to works commencing. Landowners may be liable for any damage as a result of the works.	

Declaration by Landowner			
Information on the Shire's requirements for crossovers, including how to apply for a Council contribution, is in Council Policy No. 4.7. Have you read and understood this policy?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Landowner Signature		Date	Click here to enter a date.

Please complete this form and return to the Shire of Donnybrook-Balingup, Cnr Bentley & Collins Streets, Donnybrook (Post: PO Box 94, Donnybrook WA 6239) or via email to records@donnybrook.wa.gov.au

Office Use Only							
Inspection		Signature		Letter		Signature	
Final Inspection		Signature		Reimbursement		Signature	



Council Policy

4.7 Construction of Crossovers

PURPOSE

To ensure Council's compliance with Local Government Regulations 1996 when approving requests from landowners to construct a crossover.

POLICY STATEMENT

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with Schedule 9.1, Clause 7 of the *Local Government (Uniform Local Provisions) Regulations 1996*, when assessing and approving requests from landowners to construct a crossover.

The Shire may contribute towards the construction of a crossover as per the adopted Budget under fees and charges provided the crossover is approved by the Shire in accordance with this Policy's Guidelines and Procedures which includes Minimum Crossover Design and Construction Specifications and Standard Drawings.

GUIDELINES/PROCEDURES

- A Crossover Application Form completed by the landowner/s shall be submitted to the Shire of Donnybrook-Balingup (Shire) for all crossovers. Construction of a crossover shall not commence until the Shire has granted approval outlining any conditions of the approval.
- Shire approval is valid for two years from the date of the approval letter. After such time, landowners will have to re-apply for the approval and the new approval may or may not have the same conditions as previous approvals.
- Landowners are responsible for arranging a suitably qualified person to complete the works in accordance with the Shire's approval, Policy 4.7 (Construction of Crossovers), Minimum Crossover Design & Construction Specifications and Standard Drawings adhered to these Guidelines and Procedures.
- All crossovers which abut a sealed road with an existing kerb shall be constructed from brick/block pavers, concrete, bitumen or asphalt.
- Landowners are responsible for the ongoing maintenance of the crossover.

- The Shire are responsible for the maintenance of drains underneath crossovers however any damage to drainage infrastructure is the responsibility of the landowners.
- The Council may contribute towards the construction of a crossover providing that the crossover is;
 - the property's first crossover,
 - approved by the Shire,
 - constructed in accordance with the Shire's approval and Policy 4.7 (Construction of Crossovers), and
 - **not** part of the creation of new lots via a subdivision process where it's a condition of the approval to provide constructed crossovers to the new lots.

A copy of the invoice for construction, together with a signed ATO Declaration (Statement by Supplier Form) is to be provided to the Shire at the time of requesting Council's Crossover Contribution.

The Council' Crossover Contributions are outlined in the annual adopted budget under Fees & Charges.

All costs above this shall be borne by the landowner/s and any additional crossovers shall be at the full cost of the landowner/s.

- Once the crossover is completed, the landowner/s or contractor is to notify the Shire for a final inspection. Once a final inspection is complete, a request from the landowner/s can then be made for Council Contribution (as per 7. Above).

MINIMUM CROSSOVER DESIGN AND CONSTRUCTION SPECIFICATIONS

The following specifications shall be read in conjunction with the following drawings:

- | | |
|--|-------------|
| • Brick/Block Paved Crossover | SoDB202-X01 |
| • Concrete Crossover | SoDB202-X02 |
| • Gravel/Bitumen/Asphalt Crossover | SoDB202-X03 |
| • Crossover Requiring Culvert/ Spoon Drain | SoDB202-X04 |

Site Lines

Crossovers are to be positioned such that sight lines between path and road users are unobstructed by permanent fixtures.

Distance to Obstructions

All elements of the crossover shall be located at a minimum distance to obstructions as follows:

- | | |
|----------------------|------|
| • Drainage Pits | 1.0m |
| • Street/Verge Trees | 2.0m |
| • Utility Boxes | 1.0m |
| • Streetlights | 1.0m |

- Power Poles 1.0m

Grades and Levels

Crossovers shall have a minimum grade of +2% and a maximum of +6% for the first 2.5m from the back of the kerb. Where no kerb is present, the crossover is to tie into the existing road shoulder and verge levels.

The remainder of the crossover/access/driveway will be assessed by the Shire to ensure it complies with Australian Standards AS/NZS2890.1:2004.

Landowners need to give consideration to overland stormwater flows that may pass through their property when planning driveway and structures, and undertake measures to mitigate the risk (within their land) if present.

Position

The crossover shall be at right angles to the road, a minimum of 6.0m from the tangent point of any corners and a minimum 1.5m from the side boundary. Refer to Crossover Specifications and Drawings.

Properties abutting a road which is the responsibility of Main Roads WA shall also obtain approval from Main Roads WA.

Dimensions

Residential crossovers shall have a minimum width of 3.0m and a maximum width of 6.0m. Residential crossovers shall also include wings of 1.5m wide by 1.5m long.

Commercial and industrial properties requesting to exceed the above dimensions are required to submit detailed plans of the crossover with the Crossover Application for Shire approval.

Materials

Crossover shall be constructed from brick/block paving, concrete (including exposed aggregate), gravel, bitumen or asphalt. The crossover shall be constructed so that no loose material spills onto the carriageway.

Construction shall be as per the following specifications and the Shire’s standard drawings.

Construction Material	Specifications
Brick/Block Paving	A minimum layer of 20mm bedding sand is required on top of a 100mm compacted sub-base. Brick/Block pavers shall be of type recommended by the manufacture for driveway construction. All free edges shall be restrained by a concrete edge restraint as per SoDB202-X01
Concrete	All concrete used for residential crossovers shall develop a minimum compressive strength of 25MPa at 28 days with a maximum slump of 80mm. Commercial crossovers shall develop a minimum compressive

	<p>strength of 32MPa at 28 days with a maximum slump of 80mm.</p> <p>Minimum thickness shall be 100mm and the Shire recommends the use of SL62 reinforcing mesh.</p> <p>Expansion and contraction joints shall be as per SoDB202-X02</p>
Gravel	<p>Gravel crossovers shall be constructed of a minimum 150mm thick compacted gravel whilst commercial crossovers shall be a minimum 200mm compacted thickness. The gravel base course shall be on a suitably compacted sub-grade.</p> <p>Gravel shall be good quality laterite gravel free from vegetation, silt and any other foreign matter. The gravel is to be spread, rolled, water bound and graded as required.</p>
Bitumen	<p>As a minimum, a two coat bitumen seal (usually a 7mm and 10mm aggregate) shall be applied on a 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>
Asphalt	<p>An asphalt seal with a minimum thickness of 25mm shall be applied on a minimum 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>

Box Out/Excavation

Landowners are responsible to have dated photographic evidence of the pre-existing condition of the verge prior to works commencing. Landowners may be liable for any damage as a result of the works.

Where necessary, the crossover site shall be cleared of all top soil, vegetation, roots and any other humus material. The site shall then be cut or filled as required to form a sub-grade. The subgrade depth shall be a minimum of 250mm and compacted to a minimum of 95% Maximum Modified Dry Density (MMDD).

Landowners shall obtain a Dial Before You Dig (1100) prior to commencing construction. Any damage to existing assets or services (including those underground) is the responsibility of the landowner.

Landowners are required to obtain approval from the relevant authority for any relocation or alterations to existing assets or services which are not the responsibility of the Shire. The Shire is not responsible for any costs related to the relocation or alteration of any assets or services.

Kerbing

Existing kerbing may only be removed with approval of the Shire. The extent of kerb to be removed will be confirmed by the Shire and the landowners are responsible for reinstating any removed kerb.

Crossover kerbing shall make a smooth transition into existing kerb profile.

Paths, Street Furniture and Street Trees

Unless approved in writing by the Shire, paths, street furniture and street trees cannot be removed for the purposes of constructing a crossover. Landowners will be responsible for all costs associated with the removal of paths, street furniture or street trees.

If approval is not granted, landowners will be responsible for the repairs to any damaged paths or street furniture.

Culverts

All crossovers over an open drain require a reinforced concrete culvert with concrete or stoned pitched headwalls.

The pipe size will be determined by the Shire's Works and Services Department, but will be a minimum 300mm diameter Class 2 concrete pipe. Pipes shall be placed at the same grade and level as the existing open drain.

Landowners may require a bridge structure over a watercourse to access their property. Unless otherwise noted, all construction, maintenance and renewal of the structure remains the responsibility of the landowners.

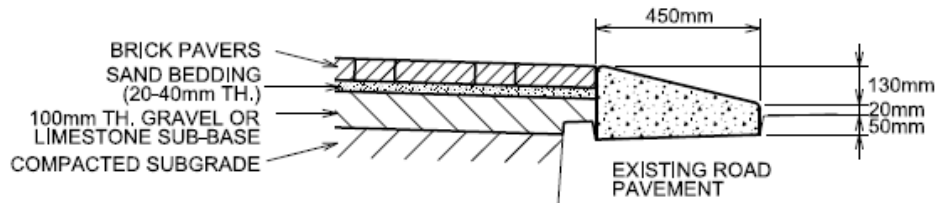
Site Clean Up

The landowners are responsible for leaving the site in clean state, free of debris, spoil and trip hazards.

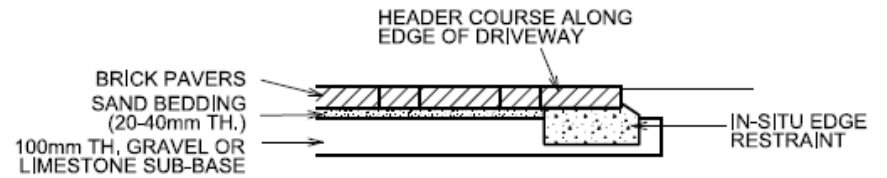
Surplus materials (including acids) are not to be disposed of on Shire verges, reserves, open drains or washed down drainage pits. Any evidence of this practice will require the landowner or contractor to remove the disposed concrete at their cost.

Traffic Management

Traffic management may be required and, if required, will be stipulated as a condition of the crossover approval.

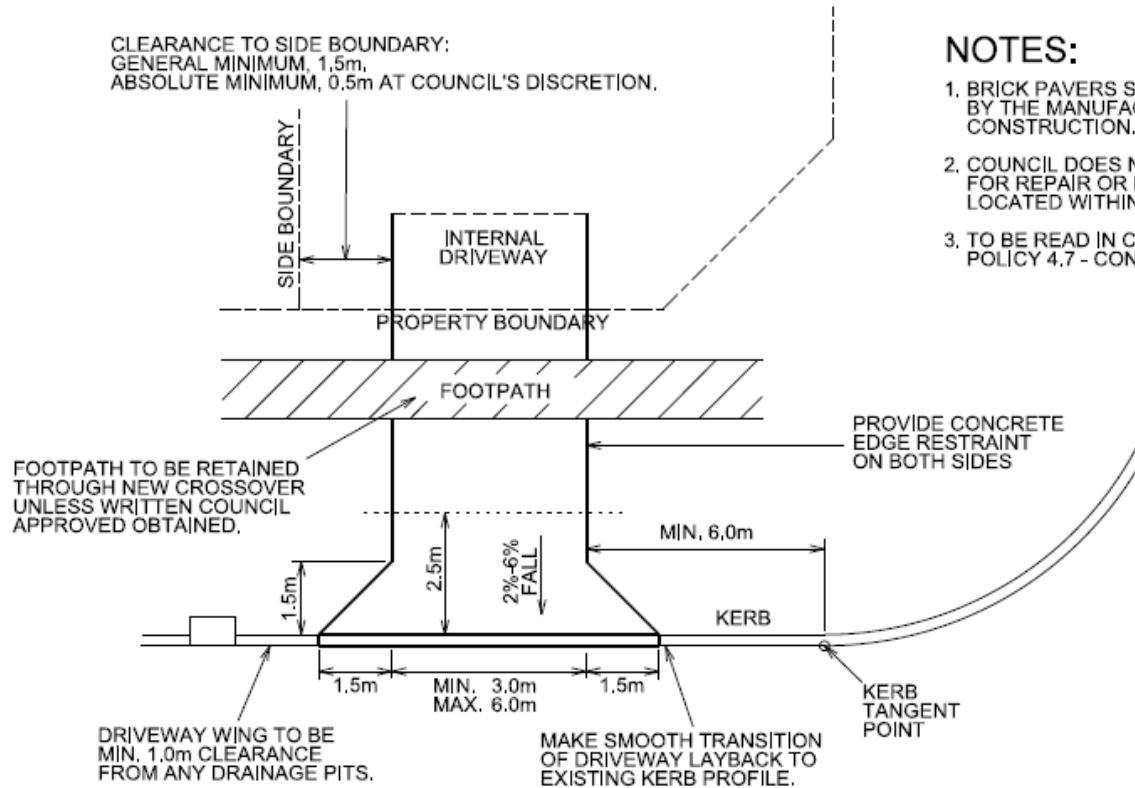


DRIVEWAY LAYBACK / DETAIL



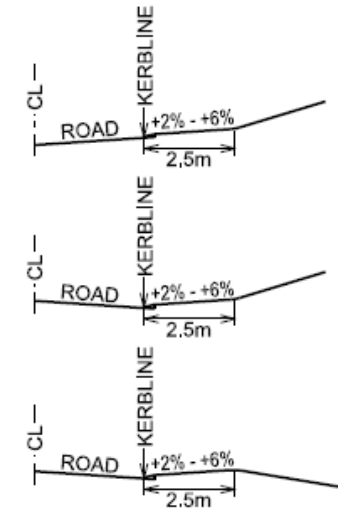
EDGE RESTRAINT DETAIL

CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m,
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



NOTES:

1. BRICK PAVERS SHALL BE OF TYPE RECOMMENDED BY THE MANUFACTURER FOR DRIVEWAY CONSTRUCTION.
2. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF BRICK PAVING LOCATED WITHIN THE ROAD RESERVE.
3. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL

COATES CIVIL CONSULTING PTY LTD
Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone : 0409 879 059
Email : coatescivilconsulting@blgpond.com

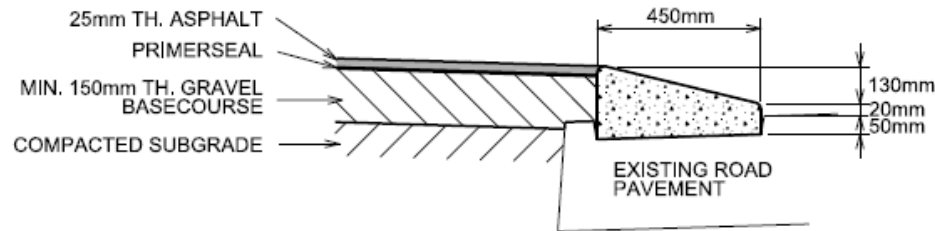
DESIGNED: C. COATES	DATE: AUG 2017
DRAWN: C. COATES	DATE: AUG 2017
SCALE: N.T.S.	

CLIENT:

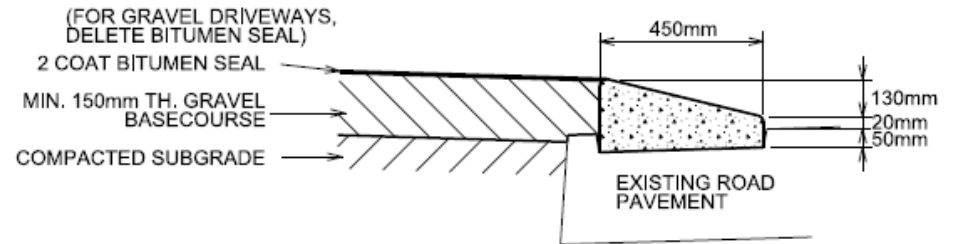
SHIRE OF DONNYBROOK-BALINGUP

RESIDENTIAL DRIVEWAY CROSSOVER DETAILS
BRICK/BLOCK PAVED CROSS-OVER

DRAWING No. DB202-X01
SHEET No. 1 OF 4
ISSUE DATE: AUG 2017

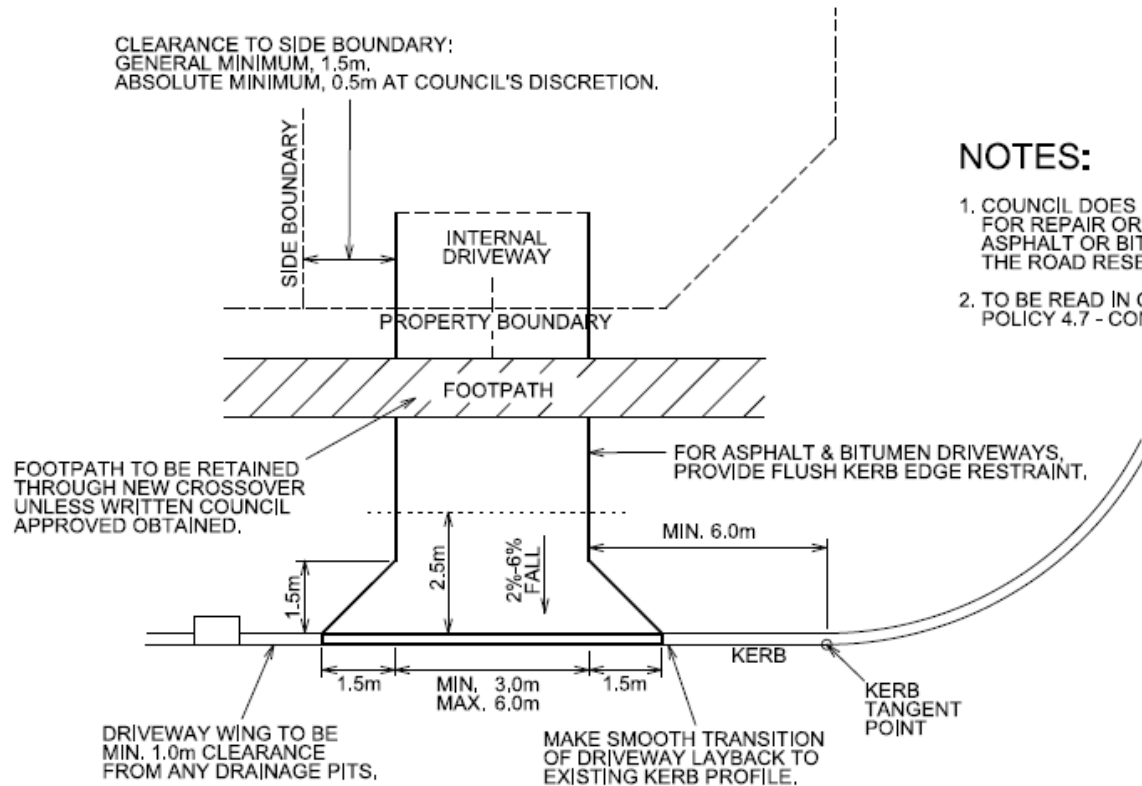


ASPHALT DRIVEWAY LAYBACK / DETAIL



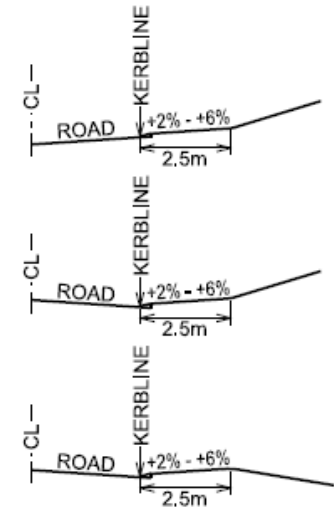
BITUMEN/GRAVEL DRIVEWAY LAYBACK / DETAIL

CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m.
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST ASPHALT OR BITUMEN FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL



Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone ; 0409 879 059
Email ; coatescivilconsulting@blgpond.com

DESIGNED: C. COATES DATE: AUG 2017

DRAWN: C. COATES DATE: AUG 2017

SCALE: N.T.S.

CLIENT:



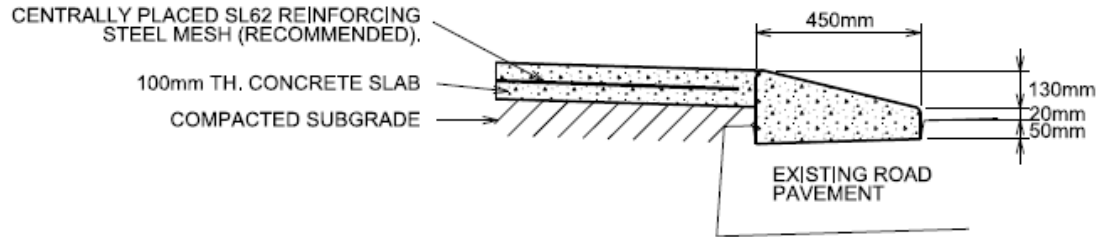
SHIRE OF DONNYBROOK-BALINGUP

**RESIDENTIAL DRIVEWAY
CROSSOVER DETAILS**
**GRAVEL/BITUMEN/ASPHALT
CROSS-OVER**

DRAWING No.
DB202-X03

SHEET No. **3** OF 4

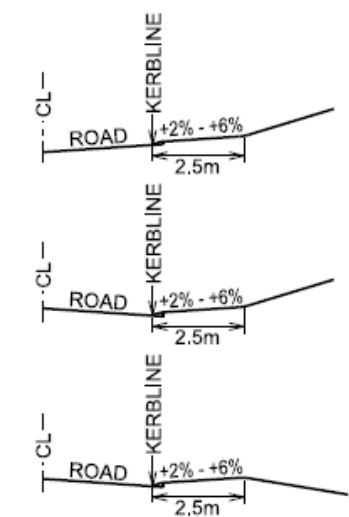
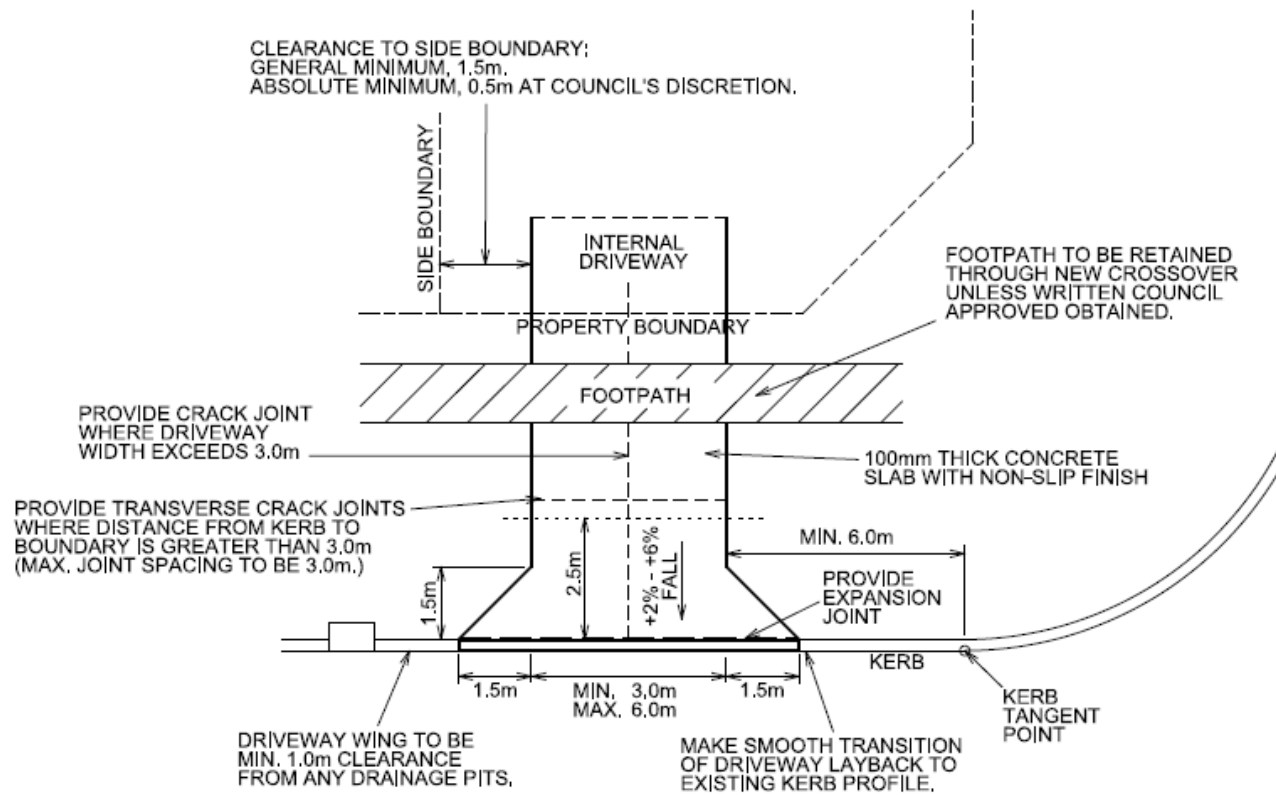
ISSUE DATE:
AUG 2017



DRIVEWAY LAYBACK / DETAIL

NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST CONCRETE FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL

COATES CIVIL CONSULTING PTY LTD
 Civil Infrastructure Design - Project & Asset Management
 P.O. Box 2209 BUNBURY WA 6231
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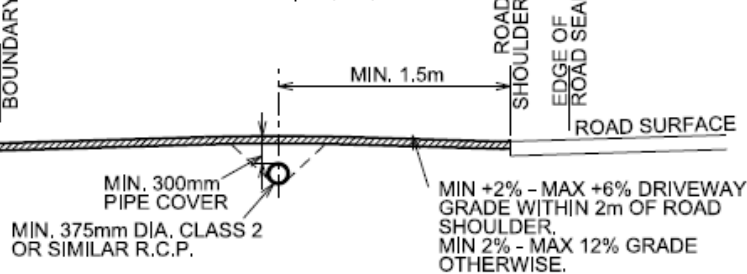
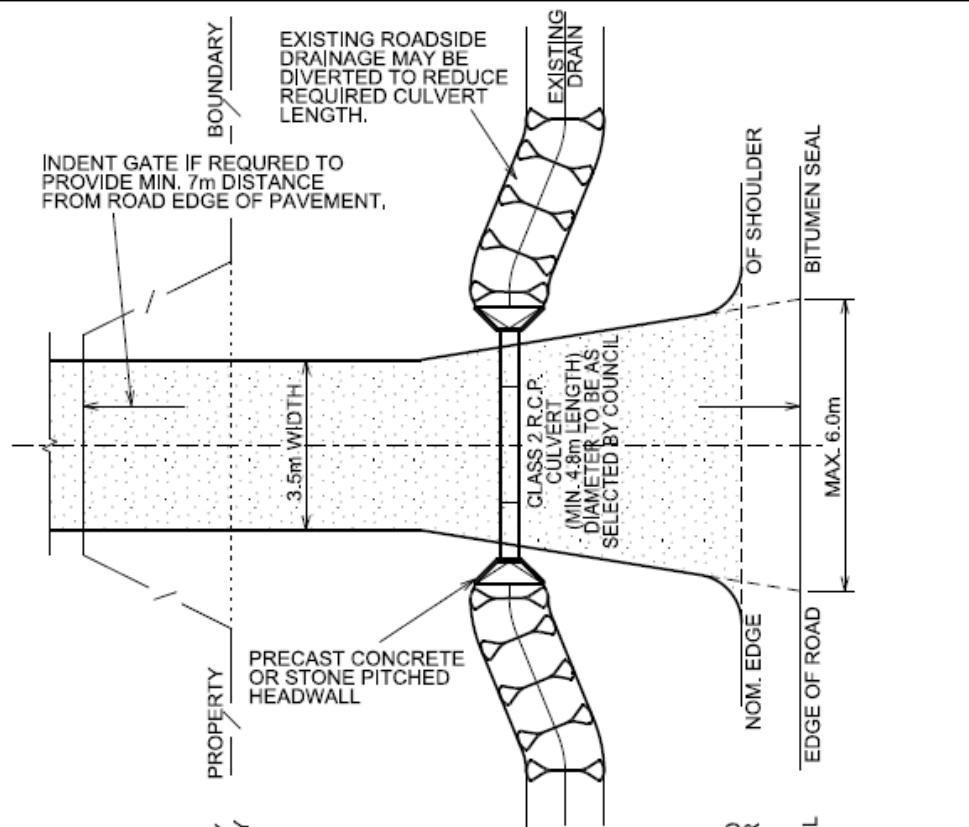
DESIGNED: C. COATES	DATE: AUG 2017
DRAWN: C. COATES	DATE: AUG 2017
SCALE: N.T.S.	

CLIENT:

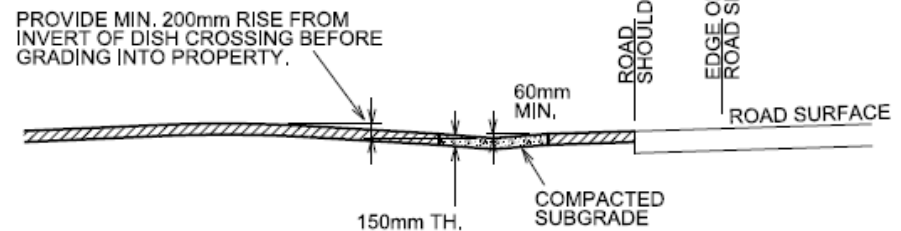
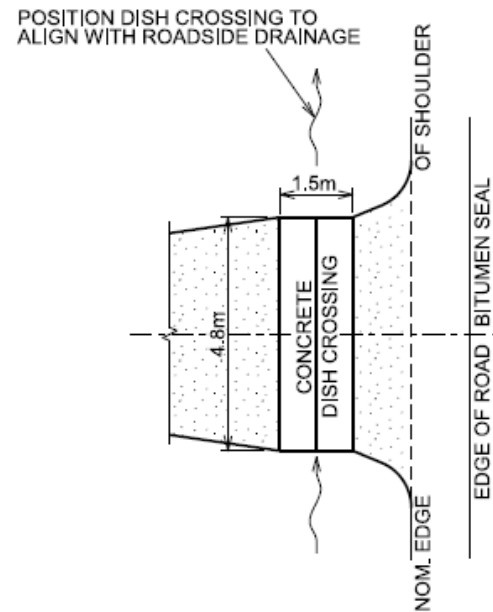
 SHIRE OF DONNYBROOK-BALINGUP

RESIDENTIAL DRIVEWAY CROSSOVER DETAILS
CONCRETE CROSS-OVER

DRAWING No. DB202-X02
SHEET No. 2 OF 4
ISSUE DATE: AUG 2017



**TYPE 1 CROSS-OVER
(CULVERT)**



**TYPE 2 CROSS-OVER
(SPOON DRAIN)**

NOTES:

1. COUNCIL INSPECTING OFFICER IS TO BE CONSULTED AS TO APPROPRIATE TYPE OF CROSS-OVER TO BE CONSTRUCTED.
2. CULVERT PIPES TO BE AS SPECIFIED BY COUNCIL.
3. NOMINAL MIN. 300mm COVER TO BE PROVIDED FROM TOP OF PIPE TO DRIVEWAY SURFACE LEVELS. PIPES ARE TO BE PROPERLY BACKFILLED TO COUNCIL REQUIREMENTS.
4. SCOUR PROTECTION MAY BE REQUIRED AT DOWNSTREAM END OF CULVERT OR DISH CROSSING SLAB.
5. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



Civil Infrastructure Design - Project & Asset Management
 P.O. Box 2209 BUNBURY WA 6231
 Phone : 0409 879 059
 Email : coatescivilconsulting@bigpond.com

DESIGNED: C. COATES DATE: AUG 2017

DRAWN: C. COATES DATE: AUG 2017

SCALE: N.T.S.

CLIENT:



SHIRE OF DONNYBROOK-BALINGUP

**RESIDENTIAL DRIVEWAY
 CROSSOVER DETAILS**
**CROSSOVERS REQUIRING
 CULVERT OR SPOON DRAIN**

DRAWING No.
DB202-X04

SHEET No. **4** OF 4

ISSUE DATE:
AUG 2017

DEFINITIONS

Crossover - the section of a driveway from the property boundary to the edge of the road carriageway.

RELATED LEGISLATION

- Local Government (Uniform Local Provisions) Regulations 1996

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	6 August 2018
Last Reviewed:	28 November 2018
Next Review:	28 November 2021
Responsible Department:	Works and Services



Statement by a supplier

Complete this statement if the following applies:

- you are an individual or a business
you have supplied goods or services to another enterprise (the payer), and
you are not required to quote an Australia business number (ABN).

HOW TO COMPLETE THE STATEMENT

- Print clearly in BLOCK LETTERS using a black pen only.
Use BLOCK LETTERS and print one character in each box.
Place X in all applicable boxes.

Payers can check ABN records of suppliers by visiting abr.business.gov.au or phoning 13 72 26 24 hours a day, 7 days a week.

Section A: Supplier details

Your name

Grid for entering name details

Your address

Grid for entering address details

Suburb/town

State/territory

Postcode

Grid for entering suburb, state, and postcode

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- The payer is not making the payment in the course of carrying on an enterprise in Australia.
The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
The payment does not exceed \$75, excluding any goods and services tax (GST).
The supply that the payment relates to is wholly input taxed.
The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:
made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
wholly of a private or domestic nature (from the supplier's perspective).

Section B: Declaration

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated.

Name of supplier (or authorised person)

Grid for entering name of supplier

Signature of supplier (or authorised person)

Large box for signature

Daytime phone number

Grid for entering phone number

Date

Grid for entering date (Day / Month / Year)

Penalties apply for deliberately making a false or misleading statement.

Do not send this statement to us. Give the completed statement to any payer that you are supplying goods or services to. The payer must keep this document with other records relating to the supply for five years.