

1.1 Introduction

Construction and maintenance of vehicular crossings to properties is the responsibility of individual property owners. All vehicle crossovers within the shire shall be constructed to the satisfaction of the Hepburn Shire Council and you **must obtain a 'works within road reserve' permit** prior to undertaking any construction works. If the proposed construction of a crossover is located on an Arterial road (VicRoads managed) a **"Planning Permit" must be obtained**. A planning permit may also be required if the location has a Heritage overlay or an Environmental Significance Overlay Schedule 1 (ESO1) with significant earthworks to occur (Cut more than 1 Metre).

Where a vehicular access/crossover forms part of a Planning Application, the issuing of a Planning Permit does not automatically guarantee approval of the proposed access/crossover. Works in the road reserve can only be confirmed when a formal **'WORKS WITHIN ROAD RESERVE'** application is lodged with Council and written approval is issued by Council.

1.2 Objectives

To ensure uniformity in the design and construction of vehicular crossovers so that safety is optimised for the property owner and all other road users and to ensure the functionality of roadside drainage is appropriately maintained.

1.3 Guidelines for Vehicle Crossover Locations

A Vehicular Access/Crossover will not be permitted in the following circumstances:

- Within 10.0m from any road intersection
- Within 9.0m of adjacent crossover*

**Access may be permitted where this is the only point safe access can be gained however may require the two crossovers to be consolidated into one larger crossover.*

Any proposed vehicular crossing shall have satisfactory clearance to any side-entry pit, power or Telecommunications pole, manhole cover or marker, street tree or other road signage or furniture. Any relocation, alteration or replacement required shall be in accordance with the requirements of the relevant Authority and shall be at the applicant's expense.

1.4 Existing Vehicular Crossovers

Existing Vehicular Crossovers may be re-utilised if:

- The crossing has previously been approved by Council; or
- They are in the correct location and in reasonably good condition
- Its retention is not contrary to this Specification

Any existing un-used crossing(s) and/or laybacks must be removed and the kerb and footpath reinstated/restored at the owners expense to the satisfaction of the Council.

1.5 Vehicle Crossover Details

The crossing must be constructed at right angles to the road/kerb unless, due to exceptional circumstances and after individual assessment, the Council Engineering approves otherwise.

Driveways and direct vehicle access to streets should be designed to allow forward entry and exit from the properties.

No part of a crossing may be constructed in front of a neighbouring property without the approval of Council which may also require consent from the neighbouring property owner.

Driveway must be designed to meet the requirements and standards as set out in the IDM (Infrastructure Design Manual) version 5.20

If there is no established swale drain and the flow of stormwater will not be impeded installation of a culvert is not required.

Construction details of the crossover shall be issued with the Permit.

Residential developments are permitted a maximum of two (2) vehicle crossings for vehicle access, provided they have the required frontage length to meet the standards. Commercial/Industrial and multi unit developments will be assessed on their merits.

1.6 Permits

'Works within Road Reserve Permit' shall be obtained and all fees paid prior to commencement of any work.

The person or company to whom the permit is issued shall be responsible for all works required in construction, protection and cleaning up of the crossing.

Complete and submit the [Works within Road Reserves Application Form](#) along with a site plan marking the proposed location of the crossover and application fee \$88.90 to:

- Email – shire@hepburn.vic.gov.au
- Post – Hepburn Shire Council, P.O. Box 21, Daylesford 3460 or
- Bring your form in to a Council Customer Service Centre

Upon submission of your application with all information required, a permit/response will be issued within 10 working days.

If you require further information please contact Engineering Development Officer on 03 5321 6147 or email to: agoad@hepburn.vic.gov.au