



CROSSOVER MANUAL



Revision Date: January 2019



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1.0 GENERAL INFORMATION

This document must be read in conjunction with the [City of Fremantle's Crossover Policy](#) and [Technical Specifications](#).

1.1 OBJECTIVE

The purpose of this manual is to provide residents and developers with the information required to complete a crossover application, ensuring that the following objectives are achieved:

- The crossover is of a uniform standard.
- Ensures safe entry and exit to properties.
- Prevents stormwater from entering private land.
- Provides a safe and even surface for pedestrians.
- Prevents negative impact on other infrastructure in the road reserve.
- Maintains and/or improves the streetscape through minimisation of hard stands.
- Complies with the Heritage requirements.

1.2 CONTACTS

It is **important** to clarify information **prior** to the construction of a crossover. All matters related to crossovers, including design and/or location difficulties, request for information, application forms for approval, notification for inspection, rebates and as otherwise described, should be directed to the City's Infrastructure Business Support Team on info@fremantle.wa.gov.au

1.3 DEFINITIONS

<i>Driveway:</i>	Short private road that leads from the property boundary to garage, carport or house.
<i>Crossover:</i>	The crossover is the extension of a driveway from the edge of the property boundary to the edge of the road.
<i>Verge:</i>	The portion of land between the road kerb line and the property boundary.
<i>Property Owner:</i>	Refers to the owner or authorised occupier of a property that the crossover serves and includes a builder, agent or contractor authorised by the owner of the property to construct or modify a crossover.



Contractor:	Refers to the person / agent or company undertaking the construction works.
Crossover Permit:	Refers to the City's approval to build a crossover, subject to conditions specified on the permit.
Rebate:	The contribution that the City will make towards the cost of an approved crossover.
Redundant Crossover:	A crossover that does not provide access to a property, garage, carport or is not a primary access.
Road Reserve Infrastructure Assets:	Public assets in the road reserve such as power poles, underground services, service pit / manholes, underground drainage structures, kerbs, paths, streetscape/street trees, other public utility services and the like.
Satisfaction of the City:	When the work complies with this specification or otherwise approved in writing by the City.
MRWA:	Main Roads Western Australia
WAPC:	Western Australian Planning Commission

1.4 COMMON QUESTIONS AND ANSWERS

DO I NEED A PERMIT TO CONSTRUCT A CROSSOVER?

Yes, constructing a crossover involves crossing Council verge and a permit is required to ensure that the proposed crossover meets the City's Technical Specifications.

CAN I GET A PERMIT RETROSPECTIVELY?

The City requires a prior approval in order to properly evaluate your application and ensure that all the requirements are being met. Should you decide to install your crossover without approval, there is a chance you will need to remove the crossover if it does not comply with Technical Specifications.

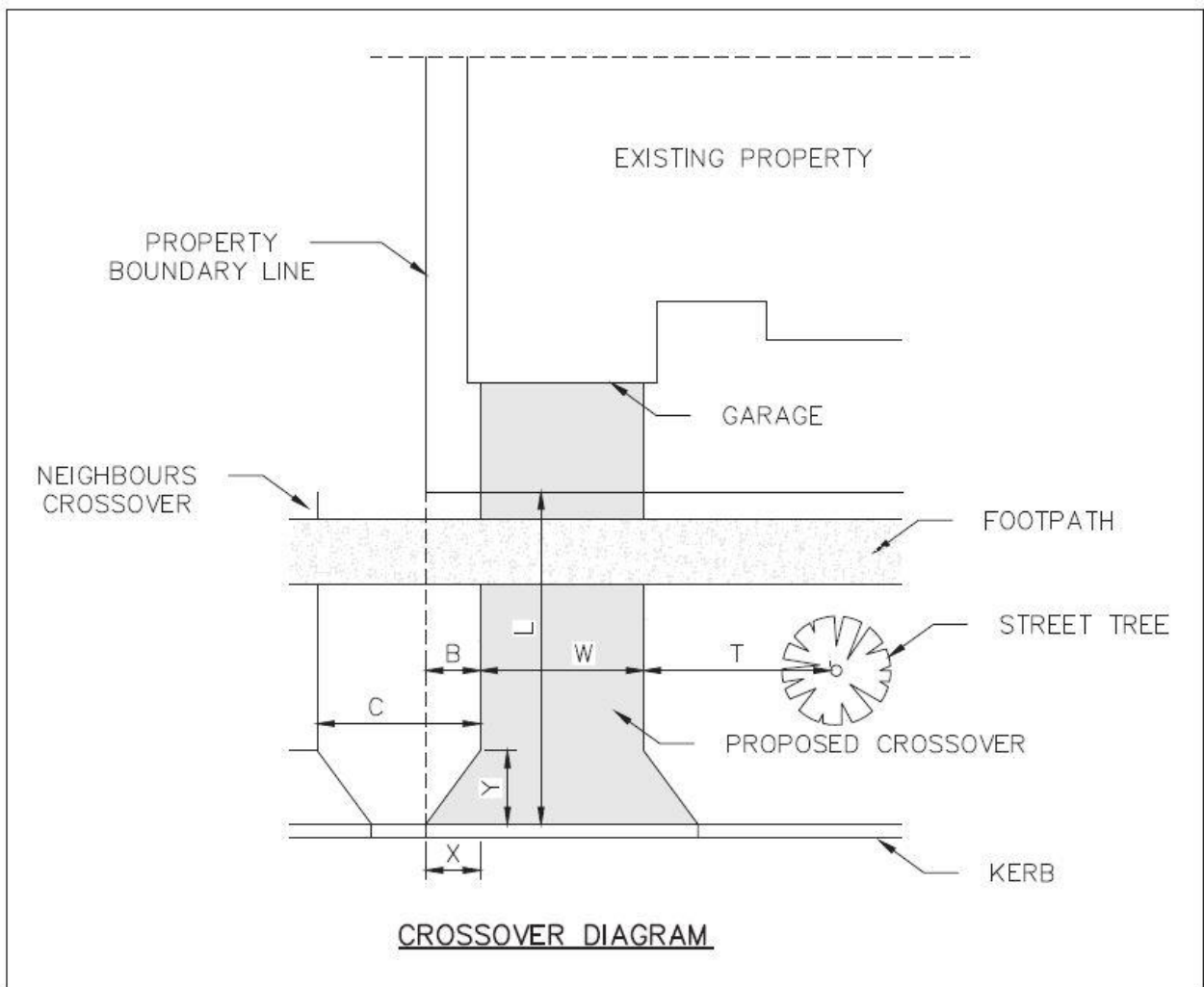
WHAT INFORMATION IS REQUIRED FOR A PERMIT?

You will need to fill out a [Crossover Application webform](#) and provide a drawing that includes the following:



- Location of your property.
- Road and footpath (if present).
- Verge trees (if present).
- Dimensions of crossover (length and width) and setbacks from boundary, trees and existing infrastructure.
- Distance between neighbour's crossover and proposed crossover.
- Services affected by your crossover proposal (power poles, drainage pits, etc.).

Below is a sample drawing which may either be a professionally drafted or a hand-drawn plan, as long as it provides sufficient information:





WHAT ARE MY RESPONSIBILITIES?

Unless otherwise stated, it is the property owner's responsibility to comply with the requirements contained in this document. This responsibility includes works undertaken by any person, builder or contractor engaged by the owner.

You must exercise duty of care and avoid unnecessary damage to the road reserve infrastructure assets and adjoining properties during construction.

You are responsible for all of the following:

- [Submission of an application](#) to obtain approval of a Crossover Permit.
- Notifying the City and relevant authorities of any potential conflict or any damage caused to the road reserve infrastructure assets.
- Reinstatement of the road reserve infrastructure assets and adjoining property resulting from the construction works.
- All reinstatement works to be carried out such that the verge, road reserve infrastructure assets and adjoining property are returned to the original condition or better using materials that match existing in colour texture, strength and durability.
- Traffic management.
- Public safety.
- Any legal claims and liability resulting from above.
- Advising the City of completed works.

WHAT IF I CAN'T COMPLY WITH THE REQUIREMENTS?

For crossovers that cannot be constructed according to the City's requirements, the services of an Engineering professional should be engaged to achieve a solution that is acceptable to the City. Alternatively, you can contact the City to request advice on ways you can meet the City's requirements.

WHAT HAPPENS IF THERE IS A CONFLICT WITH THE CITY'S INFRASTRUCTURE?

You should plan the location of the crossover according to the required setbacks, clear of any utility services. Significant trees, traffic islands, speed cushions and stormwater pits generally cannot be moved to suit crossovers. The cost of any remedial works will be at the property owner's expense. The conflict needs to be clearly identified on the application form.

Please note that the City has no authority to relocate street lights or power poles. Please contact Western Power directly.



CAN I GET A REBATE?

You may be eligible for a rebate if the crossover meets the following requirements:

- It is the first crossover constructed to the property or the original asphalt crossover being upgraded to either concrete or brick paving.
- It complies with the City's Technical Specifications.
- Is lodged within six months from construction of the crossover.

NOTE: [Download the Rebate Application webform.](#)

1.5 APPROVAL BY OTHER STATUTORY AUTHORITIES

Vehicle crossovers adjacent to the following major roads are subject to the approval by MRWA (Main Roads Western Australia), in conjunction with the City of Fremantle:

- Curtin Avenue
- Walter Place
- Port Beach Road
- Tydeman Road
- Stirling Highway
- Queen Victoria Street (from Tydeman Road to Beach Street)
- Beach Street (from Queen Victoria Street to Peter Hughes Drive)
- Canning Highway
- High Street (East of Stirling Highway)
- Leach Highway
- South Street (East of Curedale Street)
- Stock Road.

Please contact MRWA directly on 13 81 38.

1.6 MATERIALS

RESIDENTIAL CROSSOVERS

Residential crossovers may be constructed using the following materials:

- Grey pre-mix concrete, with or without steel reinforcement and will comply with Australian Standard AS1379.
- Colour incorporated concrete.
- Segmented or square clay pavers or concrete pavers suitable for heavy duty vehicular traffic.



- Flagstone and products such as 'Formstone' and 'Urbanstone'.
- Crossovers formed in liquid limestone or exposed aggregate may be approved subject to meeting the requirements of AS1379.
- Asphalt is not permitted for residential crossovers.

COMMERCIAL CROSSOVERS

Commercial crossovers may be constructed with the same materials as residential crossovers plus an allowance to use asphalt as an approved material. Engineering approval will be required to satisfy variations in design and strength required to accommodate on-site operations.

1.7 CROSSOVER APPLICATION PROCESS

If you are planning to install a new crossover or upgrade an existing crossover you need to:

1. Reference the Crossover Manual and Technical Specifications, which can be found on the [crossovers webpage](#).
2. Submit a [Crossover Application form](#) with a sketch to the City of Fremantle via either the administration customer service counter or email displayed on the application form, and make the application payment.
3. The City will respond within three weeks (once the application payment has been received) with a formal approval or refusal of the crossover. However there may be earlier communications if additional details or clarification are required.

NOTE: A bond may be applicable for the protection of the road reserve infrastructure assets. You will be advised upon this requirement and the City will need to be in receipt of this prior to your crossover permit being issued.

4. Construction of the crossover may commence once your crossover permit has been received.

NOTE: The City of Fremantle does not have a register of preferred contractors for the construction of crossovers. It is the owner's responsibility to engage a suitable qualified private contractor or have the crossover constructed under contract with their builder.

5. If you are entitled to the crossover rebate and a contractor constructs the crossover to the City's specifications and conditions of approval, then you can submit a Rebate Application form with a copy of the receipt for the final cost of crossover construction to the City.
6. If a bond payment was completed for the protection of road reserve and a contractor



constructed the crossover without damaging the existing road reserve infrastructure, then you can submit a Bond Refund Application form with copy of your bond payment receipt to the City.

NOTE: [Download the Bond Refund Application form.](#)

1.8 MAINTENANCE OF CROSSOVERS

In accordance with the *Local Government Act 1995*, maintenance of the crossover is the sole responsibility of the property owner to ensure the crossover is maintained in a safe and serviceable condition.

Property owners are strongly encouraged to upgrade old asphalt (bitumen) crossovers to comply with the City's current crossover specifications (concrete or brick paving). This is generally promoted through the conditions of development approval.