CROSSOVER GUIDELINES
RESIDENTIAL AND COMMERCIAL

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1.0 INTRODUCTION

1.1 PURPOSE

The purpose of these guidelines is to provide essential information to enable the property owners and builders to construct a crossover that:

- 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; and
- Complies with the Heritage requirements.

NOTE: These guidelines must be read in conjunction with Technical Specification.

1.2 CONTACTS

It is important to clarify all information within this document prior to constructing 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 in this document, should be directed to the City’s Infrastructure Business Support Team on info@fremantle.wa.gov.au

1.3 DEFINITIONS

**Crossover:** The crossover is the extension of a driveway from the edge of the property boundary to the edge of the road.

**Verge:** The portion of land between the road kerb line and the property boundary.

**Property Owner:** 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.
**Permit:** Refers to the City’s permission to build a crossover, subject to conditions specified on the approval letter.

**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 land and a permit is required to ensure that the proposed crossover meets the City’s 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 guidelines and technical specifications.

**WHAT INFORMATION IS REQUIRED FOR A PERMIT?**
You will need to fill out a Crossover Application form and provide a drawing that includes:
- Location of your property;
- Road and footpath (if present);
- Verge trees;
- Dimensions of crossover (length and width) and setbacks from boundary, trees and existing infrastructure.
- Closest neighbour’s crossover and distance between his and your 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 the following:

- Submission of an application to obtain approval a Crossover Permit;
- Notifying the authority and the City 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 employed 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 service. Significant trees, traffic islands, speed cushions and stormwater pits generally cannot be moved so 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:

- It is a first crossover giving access to the property;
- It complies with the City’s specifications; and
- Is lodged within six months from construction of the crossover.

1.5 APPROVAL BY OTHER STATUTORY AUTHORITY

Vehicle crossovers adjacent to the following major roads are subjected to the approval of 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 Tydenman Rd to Beach St)
- Beach Street (From Queen Victoria St to Peter Hughes Dr)
- Canning Highway
- High Street (East of Stirling Hwy)
- Leach Highway
- South Street (East of Curedale St)
- Stock Road

Please contact MRWA directly on 13 81 38

2.0 CROSSOVER GENERAL REQUIREMENTS

2.1 GEOMETRY/DIMENSIONS

a. The crossover site requirements and geometry shall be in accordance with the diagram shown below.

b. Crossover width (excluding splay/wings):

- Single residential: 3.0 meters – 6.0 meters
- Duplex or multi residential: 3.0 meters – 6.0 meters
- Commercial: 3.0 meters – 7.5 meters
c. Crossovers are to be constructed at right angles to the roadside kerb.

2.2 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 subjected 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. Special allowances for additional design and strength required to accommodate on-site operations will be allowed if supported by appropriate specifications and drawings approved by a certified professional engineer.

2.3 LOCATION

RESIDENTIAL CROSSOVERS

Residential crossovers are to be no closer than 1 meter from the adjoining property boundary. Where adjoining property crossovers are in close proximity special allowance should be made for a pedestrian refuge area that is clearly defined as per the diagram below. The minimum width of a refuge for residential crossovers is 1 meter.
COMMERCIAL CROSSOVERS
Commercial crossovers are to be no closer than 1 meter from the property boundary. Where adjoining property crossovers are in close proximity special allowance should be made for a pedestrian refuge area that is clearly defined as per the diagram below. The minimum width of a refuge for commercial crossover is 1 meters.

CROSSOVERS IN CUL-DE-SACS
Crossovers in cul-de-cacs are to be located as shown on the diagram below:

NOTE 1: Crossover to be installed at approximately 90 degrees to the kerb and to be a minimum of 1 meter from the boundary, unless approved otherwise.
NOTE 2: Dividing the verge between neighbouring properties is achieved by bisecting the angle of the two front boundaries.
NOTE 3: The crossover splay/wing may only encroach the verge adjacent the neighbouring property.
NOTE 4: Crossovers may intersect when they are constructed along the same side boundary. 90 degree rule not enforced in favour of crossovers parallel to verge dividing line to give best access to each lot.

CROSSOVERS AT INTERSECTIONS
Crossovers at intersections are to be located as shown on diagram below or as per Australian Standard AS2890.1:

- Crossovers are NOT permitted within the lot truncation area.
- Crossovers located near road corners may be obstructed by traffic islands. Crossovers should be located in a position to avoid traffic islands, as the removal or alteration will not be considered.
- Crossovers located on MRWA roads near traffic lights must be approved by MRWA in accordance with MRWA standards and guidelines.

2.4 LEVELS & GRADES

a. Where difficulties are encountered on site and the levels cannot be achieved, the applicant should contact the City for further advice. The applicant may be required to provide site-specific drawings to obtain approval for crossover which vary from the prescribed standards as outlined in the Guidelines and the Technical Specifications for Crossovers.
b. The Grade and level of a new crossover needs to take into account stormwater drainage, existing verge and road reserve infrastructure assets and their levels, and vehicle accessibility.

**STORMWATER DRAINAGE**

- The crossover must be constructed such that stormwater cannot flow from the roadway onto the crossover and into adjoining properties.
- The level of the crossover at the road gutter is to be 30 mm higher than the road surface at that point for future resurfacing.
- The level of the crossover at a distance of 1600 mm from the edge of the road pavement, to be minimum of 150 mm higher than the road surface at the road gutter as per below.
- The property owner may be required to install a trench grate and soak wells to prevent water entering the property, or entering the road from internal driveways. A trench grate must be installed inside the property boundary.
- Stormwater drainage pits cannot be relocated unless there is no other way to install a crossover. Cost of the relocation will be at the property owner’s expense.

**EXISTING VERGE AND ROAD RESERVE INFRASTRUCTURE ASSETS AND THEIR LEVELS**

- New crossovers levels to follow the existing verge levels with any excavation or fill to be less than 150 mm.
- Retaining walls are NOT permitted within the road reserve.
- If there is a stormwater manhole in a proposed crossover, it is required to be made trafficable. The City will undertake the work at the property owner’s cost.
- If any of the City's road reserve infrastructure assets such as drainage pits are required to be relocated, it must be approved and carried out by the City at the property owner’s expense.
VEHICULAR ACCESS
The property owner is responsible to ensure that the crossover is constructed at the appropriate grades and levels to enable a standard vehicle, in accordance with Road Traffic (Vehicle Standards) Rules 2002 Regulation 67, to enter/exit from the roadway into the property without scraping the under carriage of the vehicle.

2.5 EXISTING FOOTPATHS
In most cases the City’s existing footpaths have a 2% to 3% cross fall towards the road. As part of the new crossover construction, where the existing footpath is less than 100 mm in thickness, the footpath is to be removed and replaced to specifications.

WHERE THE FOOTPATH IS AGAINST THE BACK OF THE ROADSIDE KERB
The existing footpath is to be accommodated (see Accommodation Works) as a continuous footpath in the new crossover works. The section of the footpath that intersects the location of the new crossover shall be reconstructed in grey premixed concrete to accommodate the splays/wings and rise up to the crossover so as to visually show the continuation of the footpath.

WHERE THE FOOTPATH IS NOT AGAINST THE BACK OF THE ROADSIDE KERB
The existing footpath must remain continuous in grey concrete through the crossover. An existing footpath can only be replaced where the footpath:
- Is damaged or less than 100 mm thick for residential crossover;
- Is damaged or less than 150 mm thick and/or un-reinforced for commercial crossovers;
- Has incorrect gradient; or
- Is immediately behind the kerb and therefore requires to be reconstructed to accommodate access for the new crossover.

ACCOMMODATION WORKS
Where the existing footpath is accommodated as part of the crossover construction:
- Expansion and contraction joints are required in accordance with the Technical Specifications.
- The existing footpath is to be cut neatly to the nearest joint with a concrete cutting saw perpendicular to the existing alignment with no joint less than 900 mm apart as shown below.
2.6 PROTECTION OF INFRASTRUCTURE & THE PUBLIC DURING CONSTRUCTION

- The property owner has a responsibility to ensure that the road reserve infrastructure assets are protected and maintained in a condition that does not interfere or obstruct their function.
- When constructing a crossover, the property owner will be responsible for the arrangement and all cost associated with the necessary protection, guarding (against vandalism), repair, relocation and adjustment of road reserve infrastructure assets. This includes obtaining service information (Dial Before You Dig), necessary permits and location of all services prior to excavation.
- The owner to ensure that protection measures deemed necessary under the State of Western Australia legislation such as OSH Legislation, DDA Act and the City’s policy and guidelines are undertaken including the following precautionary measures:
  - Protect the work, private (including reticulation and approved verge treatments).
  - Safeguard the public.
  - Allow reasonable access to all properties during progress of work.
  - Protect all land monuments, property marks and all public and private property from disturbance or damage.
  - Street trees.
  - Crossovers shall be constructed with full consideration of the protection and retention of street trees to enable them to fully mature, all in accordance with the
City of Fremantle

City of Fremantle Verge Garden Policy.
  o Crossovers should not be constructed closer than 2 meters from the base of a street tree when fully mature.
  o The property owner is to ensure all traffic management and safety equipment or any other protection measure is provided. The cost for traffic management will be at the property owner’s expense.

2.7 MAINTENANCE OF CROSSTERS

It is the responsibility of the property owner to maintain the crossover in a safe and serviceable condition.

2.8 RESPONSIBILITY BY OTHERS

- Crossovers, road reserve infrastructure assets and adjoining property damaged from works undertaken by others (including the City) will be required to be reinstated to a satisfactory condition by the party who caused the damage.
- The City will only accept responsibility for the equivalent replacement with standard materials when reinstating the crossovers that do not comply with Guidelines and Technical Specifications for crossovers and have been made of non-standard materials.
- Works undertaken by any person or contractor engaged by other parties is required to comply with these Guidelines and Technical Specifications.

2.9 REDUNDANT CROSSTERS

- The redundant crossover is to be removed immediately after the new crossover comes into use, at the property owner’s expense.
- Any depression created on the verge by the removal of the redundant crossover that is a potential trip hazard must be levelled and made safe immediately after the redundant crossover is removed.
- Road kerbing is to be reinstated once the redundant crossover is removed.

2.10 BITUMEN REINSTATION

Should the bitumen road surface get damaged during the crossover construction works, it is the owner’s responsibility to repair the damage or pay the City to undertake the works. Refer to the City’s Technical Specification for methods of reinstatement of bitumen surfaces.