

Frequently Asked Questions

What is defined as a Crossover?

A crossover can be defined by the City as an extension of the driveway extending from the property boundary to the road kerb. It provides safe vehicle access into, and out of a property.

When do I need Crossover Application?

A crossover application form is required when works are proposed to: **(a) Create a new vehicle crossover to a property**, or **(b) Adjust a current vehicle crossover**. You may contact Traffic and Development directly at 9237 9222, should you have any questions regarding the requirement of a crossover application for your specific case.

How do I submit a Crossover Application?

Applications can be submitted in person at the City's Administration Centre at Level 2, 388 Hay Street, Subiaco; or can be emailed to city@subiaco.wa.gov.au. An application must be submitted to the City, a minimum of 10 business days prior to the scheduled commencement of works.

What fees are applicable for a Crossover Application?

Once the application is approved, a fee of **\$85.00** applies for each crossover application. Payment methods will be given within the confirmation email sent to the applicant. No payment will be requested, or accepted; prior to approval. **No works are to commence until approval is received from the City.**

What are the physical requirements for a vehicle crossover?

A single crossover shall not exceed 6m in width at the property boundary. Furthermore, all crossovers are to be constructed to City of Subiaco standards. Current standard and specification for vehicle crossovers can be found on the City's website at www.subiaco.wa.gov.au.

If there are any variations to the specifications, the City may request justifications; for further assessment of the application. Please be advised that variations may not be approved by the City, and may delay the processing of your application.

How many Crossovers can my property have?

In general, the City will only provide approval for **one** crossover, for each property. All redundant crossovers are to be removed, and reinstated to City's satisfaction.

For more information, please refer to the City's latest crossover policy on the City of Subiaco website at www.subiaco.wa.gov.au.

Crossover Application Form



Application

Application Fee: \$85.00

Applicant details

| | | | |
|------------------------|--|------------------|--|
| Applicant Name | | | |
| Company Name | | | |
| Contact Address | | | |
| Suburb | | Postcode | |
| Phone (H) | | Phone (M) | |
| Email | | | |

Are you applying for this Crossover on behalf of another party?

Yes. *If yes, please provide* Contact Detail : _____
Phone Number : _____

No.

Crossover details

Crossover Location / Address: _____

Work Purpose

New/Relocated Crossover – First vehicle crossover in respect of the land, or relocation of existing
Upgrade/Alteration of Existing Crossover – Replacing/resurfacing an existing crossover
Other: _____

| Size | Material |
|--------------------|--------------|
| Single, Size _____ | Concrete |
| Double, Size _____ | Brick |
| Other, Size _____ | Other: _____ |

Is this crossover application related to any current City of Subiaco development approval?

Yes, please specify development approval number: DA _____
No

Is this crossover application related to any subdivision or strata clearance?

Yes, please specify strata approval no _____
No

Crossover Application Form



Crossover Diagram

Please insert a diagram below of the proposed crossover including the following details: Copy of building site plan or hand sketch, crossover dimensions, Street frontage, distance from the side boundary, street trees, footpath and any other utility services nearby.

A large, empty rectangular box with a black border, intended for the applicant to draw a crossover diagram.

Alternatively, Crossover Plans can be attached to the application.

Crossover Application Form



| Application Checklist | Yes | No | N/A | Notes |
|--|-----|----|-----|-------|
| Site plan attached? | | | | |
| Crossover dimensions annotated? Width is 2.75m - 6m for residential properties. | | | | |
| Minimum 6m from street corner truncation? | | | | |
| Provision of paved/concrete apron (wings) of 1.5m x 1.5m or similar? | | | | |
| Are there any services such as Water Corp, Alinta, Synergy or manhole/pits (this may require the provision of a trafficable lid at Owner's cost) in the proposed location? | | | | |
| Minimum 1m from street lights, power poles and other infrastructures? | | | | |
| Footpath intersecting the crossover demonstrated on the plan? | | | | |
| Street Trees demonstrated on the plan? <i>(Minimum 2m distance from street tree)</i> | | | | |

Applicant Notes

Crossover Application Form



Additional Requirements

The applicant is to make sure that a suitable car parking facility within the property is provided and approved by the City's Planning Services prior to lodging this crossover application form to Technical Services. If this has not yet occurred or there are issues providing a parking area within the property, please contact the City's Planning Services on 9237 9222 who can assist. This is to ensure that vehicle access to and from your property can be accommodated safely and to protect both yourself and pedestrians using the adjacent footpath.

Every effort should be made to avoid removing a street tree or council infrastructure. Written approval is required for a street tree or infrastructure assets to be removed or relocated. Any cost incurred for relocation or removal of City assets will be paid by the owner of the property. All works carried out are to comply with the City's policies, guidelines and Australian Standard relating to the protection of trees on or adjacent to development sites (AS 4970–2009). Staying within the guidelines of the Street Tree Policy to minimize the risk of tree damage/death, a minimum clearance of 2 metres is required from the base of the existing street trees. In the event of removal or replacement of a street tree/s, a replacement will need to be planted nearby and of a species complying with the City's Street Tree Policy which can be found on the City of Subiaco's website. Please contact the City's Parks Services on 08 9387 0942 for clarifications on the Street Tree Policy.

Declaration

I, _____

hereby accept the conditions as set out in the City of Subiaco's Crossover policy and applicant information sheet, and seek approval for a crossing to be installed at the property.

Signature

Full Name

Date