

## Information for constructing a new crossover

A crossover can be defined as an extension of the driveway extending from the property boundary to the road kerb.

The crossover application form must be submitted to the City's Technical Services team a minimum of 10 business days prior to the scheduled commencement of works. Once the application is approved you will receive a notification advising you how to pay for and receive the formal approval. An application fee of \$75 is to be paid by the applicant upon the approval of the application in accordance with the City's schedule of Fees and Charges. No works shall be commenced until this application is approved by the City. Applications can be submitted in person at the City's Administration Centre at 241 Rokeby Road Subiaco, or can be emailed via [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au).

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.

The crossover is to be constructed in accordance with City of Subiaco standards. The current standard & specification for a new crossover can be found on the City of Subiaco web site at [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au). If there are any variations to the specifications, the City might request the applicant to provide reasons/justifications for further assessment of the application. Please be advised that such variations to the specifications may not be approved by the City or may delay the processing of your application.

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 2metres 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 website. Please contact the City's Parks Services on 08 9387 0942 for clarifications on the Street tree Policy.

## CROSSOVER APPLICATION FORM

Application Fee: \$77.25  
(Fee required when the application is approved)

### Applicant Information

Applicant's name: \_\_\_\_\_

Company name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Location of the Crossover: \_\_\_\_\_

### Crossover Description

Purpose:

- New/Relocated Crossover – First crossing in respect of the land, or relocation of existing
- Upgrade existing crossover –Replacing/resurfacing an existing crossover
- Other - \_\_\_\_\_

Size: (A standard single crossover is minimum 2.75m wide and double crossover is up to a maximum of 6m wide)

- Single , Size -----
- Double, Size -----
- Other, Size -----

Type:

- Concrete
- Brick
- Other, -----

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

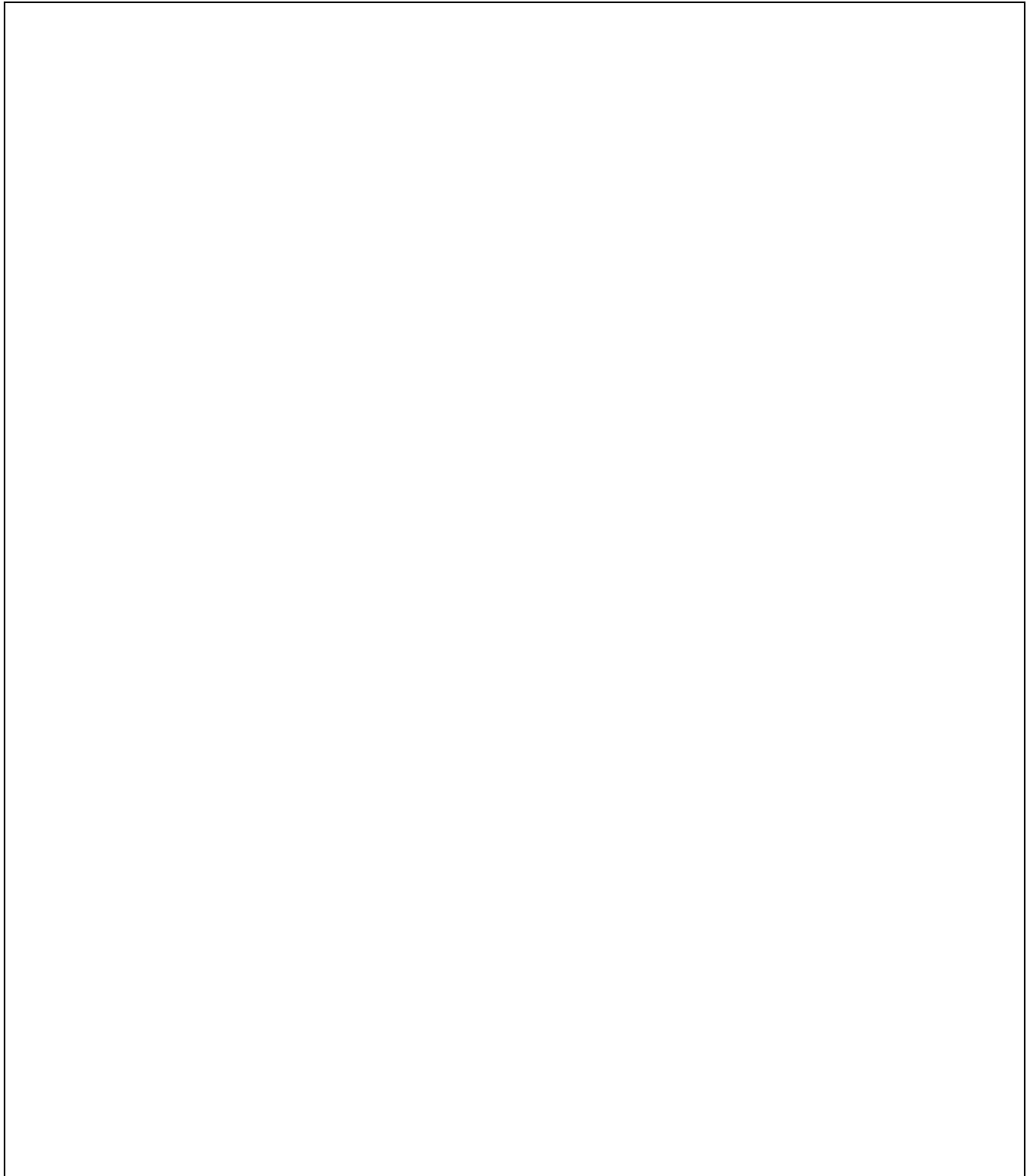
- Yes , please specify development approval number : DA \_\_\_\_\_
- No

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

- Yes , please specify Strata approval no \_\_\_\_\_
- No

## Diagram

Please insert diagram below to locate the 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.*** Attach photos if required.

A large, empty rectangular box with a thin black border, intended for the user to insert a diagram or sketch as requested in the text above.

## Checklist

Items	Yes	No	N/A	Notes
Site plan attached?				
Crossover dimensions annotated? 2.75m-6m Width (residential)				
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?				
Does crossover back on to a laneway?				
Footpath intersecting the crossover demonstrated on the plan?				
Street Tress demonstrated on the plan? (Minimum 2m distance from street tree)				

## Additional notes

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: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only**

Crossover Approved?

Yes (Sketch/drawing to be stamped)

No (refusal letter to be provided)

Name (Manager or Coordinator only): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_