



<b>Council Policy</b>	Residential Crossover Management Policy		
<b>Reference</b>	<i>Strategic Community Plan 2013-2023</i> Priority Area: Major Strategy:	<i>Corporate Business Plan 2020-2024</i> Priority Area: Actions:	
<b>Responsible Officer</b>	Shaun Kan		
<b>Policy Area</b>	Engineering Services		
<b>Council Adoption Date</b>	22 November 2022	<b>Version Number</b>	3
<b>Amendment Dates</b>	May 2004 25 February 2013	<b>Next Review Date</b>	

This Policy replaces all previous policies related to this topic.

## 1. Policy Purpose

- 1.1 The Town of Cottesloe recognises crossover functions, their design implications on streetscape, footpath interface safety and compliance with the Town of Cottesloe's Statutory Requirements.
- 1.2 The following objectives ensure a balanced approach to achieve the following strategic outcomes:
  - Establish application requirements for constructing new and existing crossover upgrades including the payment of relevant fees and charges within the Town's adopted annual budget;
  - Set dimensional requirements for new and existing crossover upgrades including the removal of redundant accesses to ensure streetscape preservation; and
  - Define maintenance responsibilities of all crossovers.

## 2. Policy Scope

The Town of Cottesloe is responsible for approving the design and construction of crossovers by virtue that such road infrastructure is within the road verge land vested in the Town. A streamlined approval process based on standardised designs ensures streetscape preservation and safety by prioritising footpath traffic over vehicles at the crossover interface. Application associated charges are fee for service as demand is property specific.

## 3. Policy Issues

- Providing clarity for managing the construction of new and upgraded crossovers to ensure preservation of the greenspace and streetscape and maximise safety;
- Providing a mechanism to require property owners to remove redundant crossovers outside sub-division approvals, where such matters are conditions in this process;
- Providing clarity regarding the responsibilities of property owners and the Town; and
- Providing clarity that pedestrians take priority over vehicles at crossover and footpath interfaces.

## 4. Policy Requirements

The Town of Cottesloe is responsible for ensuring that new crossovers and the upgrade of existing are rationalised so that they do not impact streetscape amenity and traffic safety at boundary interfaces. The implementation of an assessment process ensures that these two key objectives are achieved.

Elected Members, employees, residents, ratepayers, consultants, contractors, developers, visitors to the district and event organisers are all required to comply with the policy.

### 4.1 Intent

Crossovers provide vehicular access to properties. The intent of this policy is to provide:

- Consistency when assessing works requests for new and existing crossovers;
- Design standards for all crossovers;
- Treatment of redundant crossovers;
- Quality assurance for completed crossover works; and
- Maintenance responsibilities

### 4.2 Crossover Application

A Town of Cottesloe crossover application form <https://www.cottesloe.wa.gov.au/business-development/engineering/crossovers.aspx> must be submitted for all new and upgrades to existing crossovers to the Manager of Parks and Operations (MPO) or their delegate for determination.

Applications associated with property redevelopment must include the Planning Approval Letter and the endorsed design of the proposed crossover. The infrastructure bond paid at the time of building approval shall cover any damages within the verge caused by the crossover construction. There are instances where a bond is required to clear a sub-division condition relating to crossovers and this must be paid before an application can be considered.

All other applications not associated with a property redevelopment must include a diagram showing the proposed dimension, alignment and material.

Crossover application fees and charges stipulated within the Town's annual adopted budget (<https://www.cottesloe.wa.gov.au/council/documents/budget-documents.aspx>) must be paid.

All approved crossover works requires a work zone permit (<https://www.cottesloe.wa.gov.au/business-development/building/application-forms-and-permits.aspx>) including the payment of this separate annual budget stipulated application fee.

All required fees, charges and bonds must be paid before any crossover approvals are provided together with a work zone permit. For crossovers relating to property redevelopments, the existing work zone permit for the building works will be considered if one has been issued.

Crossovers are only for approved vehicular access to properties such as, but not limited to, carports, garages and underground parking. The decision will be at the discretion of MPO. Crossovers shall not be approved for the purpose of verge parking.

### 4.3 Design and Construction Specifications

All crossover applications must comply with the Town of Cottesloe's design and construction specifications (<https://www.cottesloe.wa.gov.au/business-development/engineering/crossovers.aspx>) and any other relevant standards.

The applicant shall provide a written request to the Manager of Projects and Assets for any variations to the mentioned technical requirements for their consideration and approval, before submitting an application to MPO. Such an approval must be included in their application.

These technical requirements are summarised as follows:

- Widths shall be fixed at 2.75m for single vehicle residential garages;
- Widths shall be fixed to either 4.5m or 5.5m for double vehicle residential garages depending on kerb to kerb wideness, traffic volumes, road classification and other related safety issues determined by MPO in accordance with the Town's crossover specifications and standard drawings;
- Exceeding crossover widths shall be built in reinforced grass paving (BG Paving);
- Commercial crossovers are not covered by this policy and shall be in accordance with the Australian Standards;
- All crossover gradients shall be in accordance with the Australian Standards;
- Surface material shall either be in concrete, asphalt or brick paving;
- All intersecting footpaths must be constructed in a grey broomed concrete finish with appropriate expansion and control joints differentiating both longitudinal ends from the crossover;
- Crossover edge rises with the road (lips) should ideally be flush and where required up to a maximum of 25 millimetres in thickness. This is dependent on drainage and practicality in achieving tolerable Australian Standards gradients and at the discretion of MPO;
- Due consideration be given to crossover material colour to ensure it befits street aesthetics;
- Any matters not mentioned within the policy will be addressed using relevant standards and guidelines including the WALGA Crossover Specifications.

### 4.4 Redundant Crossovers

Where applicable, all redundant crossovers shall be removed and reinstated by the applicant. This must be done to the satisfaction of MPO. Alternatively, a request can be made to MPO for the Town to undertake the described works and for this to be deducted from the bond held.

Redundant crossovers not removed after 14 calendar days of the new crossover completion shall be carried out by the Town and the cost deducted from the bonds held.

#### **4.5 Refund of Bonds**

Where applicable, upon the completion of works, MPO or their delegate shall be contacted to inspect the finished crossover and the surrounding verge for damages before the bond is refunded.

The applicant shall be responsible for any repairs identified within the verge before the bond is refunded. Alternatively, a request can be made to MPO for the Town to carry out the repairs and for this cost to be deducted from the bonds held.

Repairs not completed after 14 calendar days of the crossover completion shall be carried out by the Town and the cost deducted from the bonds held.

#### **4.6 Maintenance Responsibilities**

Property owners shall be responsible for the maintenance of their crossovers. Should a crossover be deemed by the Town to be unsafe, the property owner should be provided 5 calendar days to undertake the repairs. The Town will carry out the works at the cost of the property owner should this not be completed within the specified timeframe.

### **5. Definitions**

“Crossover” – A constructed crossing giving access from a public thoroughfare to private land or a private thoroughfare, as described within clause 7, Schedule 9.1, Local Government Act 1995.

### **6. Legislation**

Local Government Act 1995  
Local Government (Uniform Local Provisions) Regulations 1996 Road  
Traffic Code 2000(WA)  
State Planning Policy 3.1 – Residential Design Codes

### **7. Other Relevant Procedures/Key Documents**

WA Local Government Association (WALGA) Guidelines and Specifications for Residential Crossovers