

## Application for Vehicle Crossing

Email completed application to: [roading@mackenzie.govt.nz](mailto:roading@mackenzie.govt.nz)

Application No. VC \_\_\_\_\_

### Name and Contact Details

**Applicant's Name:**

**Owners Name:**

*(if different from Applicant)*

**Mailing Address:**

**Work:**

**Mobile:**

**Email:**

**Property this application relates to:**

**Valuation No.**

**Legal Description:**

**Property Address:**

**Township:**

**Resource Consent**

*(if applicable):*

**Building Consent**

*(if applicable):*

### Vehicle Crossing Details

#### Vehicle Crossing Type

- |                                      |                                     |                                      |                                      |
|--------------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> New         | <input type="checkbox"/> Extension  | <input type="checkbox"/> Replacement | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Commercial | <input type="checkbox"/> Industrial  |                                      |

#### Proposed Surface

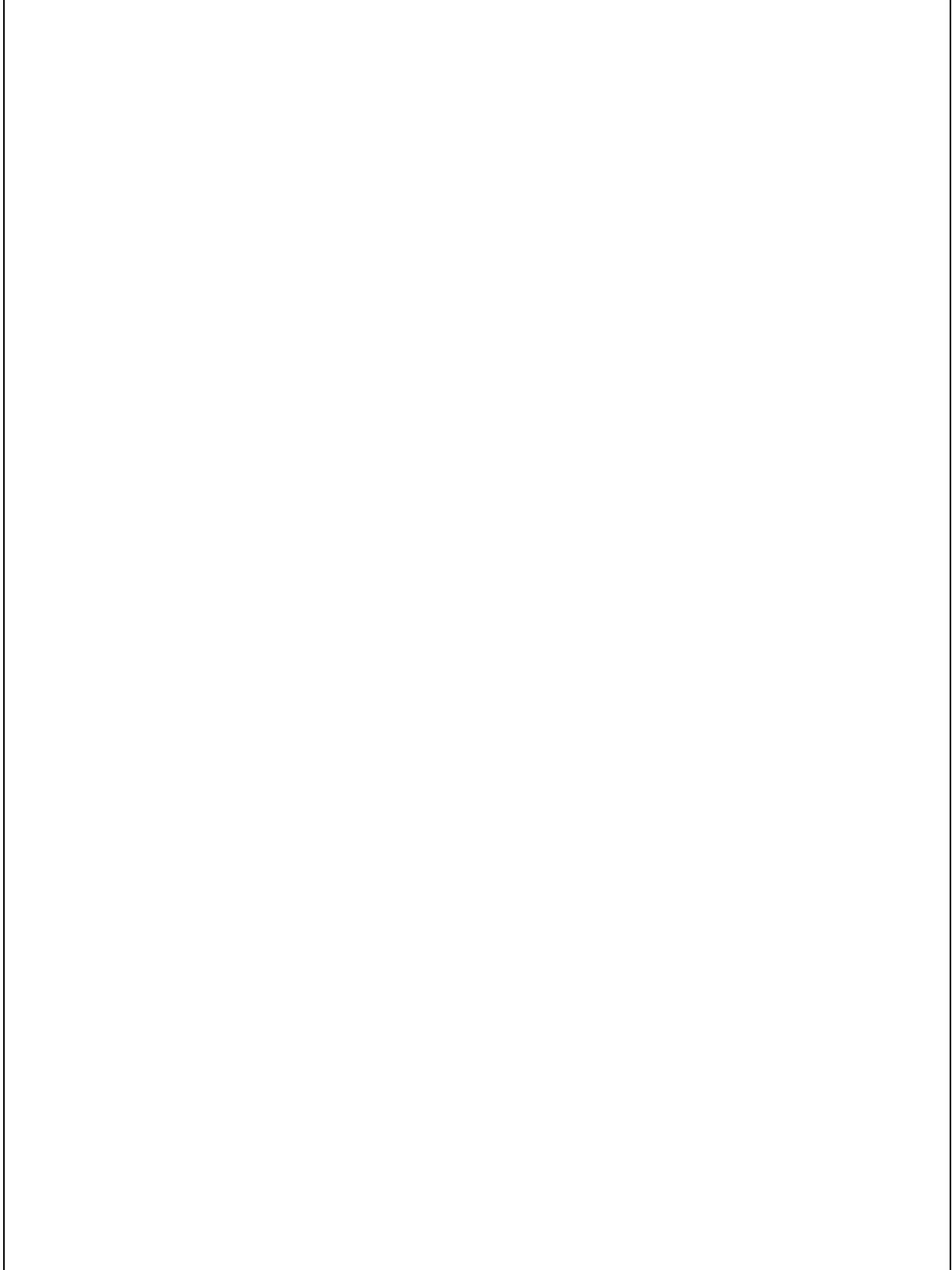
- |   |                                   |                                    |                                   |
|---|-----------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Asphaltic Concrete | <input type="checkbox"/> Concrete | <input type="checkbox"/> Chip Seal | <input type="checkbox"/> Unsealed |
| <input type="checkbox"/> Other _____        |                                   |                                    |                                   |

**I have read and understand the conditions and limitations of this application:**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Vehicle Crossing Location**☐ Urban☐ Rural☐ Kerb and Channel☐ No Kerb and Channel

Please use the box below to show the site plan or include a site plan with this application.

A large, empty rectangular box with a thin black border, intended for a site plan or drawing. It occupies the majority of the page below the instructions.

### **Checklist of documents to be included with your application.**

- ☐ Submit detailed plans including location and description of works within the road corridor.
- ☐ Supply approved Resource Consent Plan (where applicable).

### **Mackenzie District Council Application Approval:**

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

*(Required prior to submitting Corridor Access Request)*

### **Checklist of requirements pre-construction.**

- ☐ **Submit** a Corridor Access Request
- ☐ **Receive** an approved Works Access Permit
- ☐ **Submit** a request for a Council officer to complete construction inspection 2 working days prior to inspection date
  - Sealed Crossing – Preseal inspection
  - Unsealed crossing – Post construction inspection
  - Concrete crossings – Prepour Inspection

### **Checklist of requirements post-construction**

- ☐ Receive Council officer sign off
- ☐ Supply Quality assurance documentation (If required)

### **Mackenzie District Council Construction Approval:**

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

## Important Notes & Terms of Vehicle Crossing

- Applications may take up to 20 working days to process.
- Please ensure your application is complete, including payment of fees, as incomplete applications will not be lodged for processing.
- Please refer to the Fees and Charges page on the Mackenzie District Council website for application fees.
- All works must be completed to Mackenzie District Council specifications.
- All costs of new services or relocating of existing (including disconnection and/or reconnection, if applicable) are the responsibility of the applicant.
- Council does not carry out any physical works or arrange contractors to carry out work except works carried out in conjunction with Council contract works.
- Once the Vehicle Crossing Application is granted the applicant is required to arrange their own contractor for that work type.
- For works within the road corridor, a Corridor Access Request needs to be applied for by the contractor undertaking the works and approved prior to physical works commencing.
- A Corridor Access Request can be applied for at:  
<https://www.mackenzie.govt.nz/services/roading-and-transport/working-in-the-road-corridor>
- For more information about working in the Road Corridor:  
<https://www.mackenzie.govt.nz/services/roading-and-transport/working-in-the-road-corridor>
- An inspection must be completed by a council officer before the crossing can be signed off and the maintenance period can begin.
- If multiple site inspections are required, this may incur an additional inspection fee.
- Bookings for inspections must be requested 2 working days in advanced and can be done at [roading@mackenzie.govt.nz](mailto:roading@mackenzie.govt.nz)
- Maintenance period of 12 months shall apply to these works following Council sign off.
- All Vehicle Crossing Applications are valid for a period of 24 months (after which a new application will need to be submitted).
- Ongoing maintenance of vehicle crossings shall be the responsibility of the property owner.

## Vehicle Crossing Application Flow Diagram/Sequence of Events

If you have any questions regarding this application, please contact Council on 03 685 9010 or at [roading@mackenzie.govt.nz](mailto:roading@mackenzie.govt.nz)

