

Vehicle Crossing and Stormwater Connection Policy

Version No.1

Approval Date: 08/04/2024

Review Date: 08/04/2028

Document Control

Responsible GM	Jody Riordan	
Division	Regional City Planning and Assets	
Last Updated (who and when)	Manager City Assets and Josh Wilson	2024
1.1.1 Document History		
Authority	Date	Description of Change
Council		Policy update and inclusion of stormwater connection requirements
References	Refer to section 16 of this policy	
Next Review Date	April 2028	
Published on Website	Yes	
Document Reference No.		

1. Background

This policy establishes guidelines and defines responsibilities for the construction, widening, reconstruction, and maintenance of vehicle crossings and property stormwater drainage connections connecting to Latrobe City Council (Council) managed roads and Council's drainage system.

2. Objectives

To establish appropriate criteria to enable Council to assess Vehicle Crossing and Stormwater connection permit applications:

- To protect the safety and amenity of residents, pedestrians, and motorists
- To preserve on-street car parking for all community members and road users
- To enable appropriately situated and constructed vehicular access between the abutting road pavement and the boundary of a private property
- To prevent inappropriate loss of significant street trees, vegetation, and landscaping
- To control the impact of vehicle crossings on utilities infrastructure, street furniture and other assets in the road reserve
- To control the impact of crossings on the visual amenity of streetscapes through avoiding excessive dominance of vehicle crossings; and
- To protect Council's stormwater drainage system

3. Scope

This Policy must be read in conjunction with Council's local law No2 and Appendix 1 : Vehicle Crossing and Stormwater Connection Policy – Additional Information – Design Requirements which sets out specific requirement to comply with:

- Local Government Act 1989
- Local Government Act 2020
- Road Management Act 2004
- Latrobe City Council Planning Scheme
- Victorian Road Safety Road Rules 2017 – rule numbers 74,75,170, 197,198
- Latrobe City Council Local Law No 2:

3.1 Responsibility for Construction and Maintenance of Vehicle Crossings

Further to LCC Local Law No.2 2016 - Community Amenity Division 3 – Vehicle Crossings, the property owner is responsible for the construction, reconstruction, modification, and maintenance of the vehicle crossing from the edge of the road pavement to the property boundary and is

inclusive of any footpaths, infill sections, laybacks, kerbing as specified in Latrobe City's Standard Drawing LLC 307.

Council retains the right to undertake footpath maintenance where damage has occurred that is not a result of a vehicle crossing construction, reconstruction, modification, or maintenance. Council retains the right to undertake works on the footpath section on the crossover, as it forms part of the pathway.

In rural areas of the Latrobe City, the extent of responsibility is from the edge of the road pavement (normally edge of gravel shoulder) to road reserve property boundary and is inclusive of any drainage, earthworks or culverts as specified in Latrobe City Standard Drawings LCC 306 & LCC 212.

All Vehicle Crossings shall require Works Permits and must be properly constructed pursuant to Latrobe City Local Law No.2.

Council is responsible for assets from back of kerb to property boundary in built-up areas.

3.2 Responsibility for construction and maintenance of stormwater property connections

Within the boundaries of the Latrobe City landowners are responsible for the installation and maintenance of any stormwater property connections that convey stormwater from their house or land into any drain under the control of Council.

The storm-water property connection must comply with the specifications of Latrobe City Council Standard Drawing LCC209. All storm-water property connections require Works Permits and must be installed pursuant to Latrobe City Council Local Law No.2.

4. Works Permit Process for Vehicle Crossings

The property owner is required to obtain a Works (Vehicle Crossing) Permit from Latrobe City Council to construct new vehicle crossings, or to alter, replace or remove existing vehicle crossings unless the Vehicle Crossing is located on an Arterial Road.

On an arterial road, property owners are required to obtain planning approval for the construction of new vehicle crossings or to alter replace or remove existing vehicle crossings.

The Works (Vehicle Crossing) Permit process involves the following steps:

- Application - Vehicle Crossing works
- Approval of Application
- Payment of fees
- Pre-works Inspection
- Final Inspection

Refer to the Vehicle Crossing and Storm Water Connection procedure document for detailed requirements.

5. Criteria for Assessment of Applications for Vehicle Crossings

Applications for a standard, additional, multiple, or wide vehicle crossings will be assessed in accordance with the following criteria detailed in the Latrobe Planning Scheme

- Frequency of Use
- Clearances from:
 - Street Trees
 - Drainage Pits
 - Underground Fire Hydrants
 - Street Lights
 - Utilities Assets
 - Intersections
- Widths of existing and proposed crossings
- Width of property frontage
- Distance from existing street signs
- Sight Distance Standards for Rural Properties
- Available number of On-Street Car Parking spaces
- Standards for the Design and Construction of Vehicle Crossings

a) Clearances

Refer to attachment number one for the minimum clearances required to be granted approval for a Vehicle crossing permit

b) Street Trees

A property owner must obtain approval from Council to remove a street tree prior to obtaining a Permit for the construction of a vehicle crossing. Property owners are advised that in certain circumstances Council may not approve the removal of the street tree.

In the instance where Council has approved the removal of the street tree, removal by a tree contractor approved by Council, is required to be organised by the applicant submitting the request, at their cost. Seven (7) days notification must be given to Latrobe City Council's Supervisor Arborist before the commencement of any tree removal works.

Where approval is given to remove a street tree, Latrobe City Council's Supervisor Arborist will undertake a tree valuation. The tree valuation will outline the tree amenity value and maintenance costs required for the establishment of a replacement tree. All such costs must be paid prior to the Works (Vehicle Crossing) permit being granted.

c) Additional and Wide Vehicle Crossings

The maximum allowable width at the footpath for a wide residential vehicle crossing is 8 metres, which is only allowable in limited situations.

An application for an additional vehicle crossing or a wide vehicle crossing will not be approved unless the number of on-street car parking spaces provided adjacent to the property are in accordance with attachment number 2 "On street car parking tables".

The "On-Street car parking tables" provide the options available to the owners of properties of various frontage widths and verge widths. The use of the "On street car parking tables" ensures that the available parking for all street users is provided for and preserved to ensure the amenity of all street users.

Two (2) on-street car parking bays must be provided adjacent to the frontage of the property for each additional and wider vehicle crossing.

The vehicle crossing should be located adjacent to the property's side boundary or at a location that ensures that the number of on-street car parking bays detailed in "On street car parking tables" document.

d) Drainage Pits

A vehicle crossing may be permitted to be constructed at a junction pit provided that the property owner replaces the Type 1A precast concrete lid and surround with a Type B concrete infilled cast iron pit cover and frame at their cost or other approved trafficable pit cover. The works must be carried out in accordance with Latrobe City Council Standard Drawing No LCC 202 "Pit Covers".

A vehicle crossing may be permitted to be constructed at a side entry pit provided that the property owner arranges for the side entry pit to be relocated 1.00 metre clear of the vehicle crossing and for the existing side entry pit to be converted into a junction pit with an approved trafficable pit cover and frame at their cost.

The works must be carried out in accordance with Latrobe City Council Standard Drawing Nos:

- LCC 202 "Pit Covers"
- LCC 205 "Side Entry Pit"
- LCC 206 "Grated Side Entry Pit" and
- LCC 208 "Junction Pit"

A vehicle crossing will not be permitted to be located at a side entry pit where that pit is located at a low point in the kerb and channel.

S173 agreements

The property owner is required to obtain approval from Council to construct a vehicle crossing over an underground fire hydrant. If the Council agrees to a vehicle crossing being constructed incorporating all or part of an existing stormwater drainage pit, the property owner or occupier is required to accept responsibility for reinstating the vehicle crossing if the vehicle crossing is damaged by maintenance works undertaken on the drainage pit.

To abide by this requirement, the property owner must execute an agreement in accordance with Section 173 of the Local Government Act 1989 prior to constructing the vehicle crossing.

e) Underground Fire Hydrants

The property owner is required to obtain approval from Council to construct a vehicle crossing over an underground fire hydrant or fire plug. Approval from the relevant authority – Gippsland Water must be obtained and provided to Council with the vehicle crossing application.

If Council agrees to a vehicle crossing being constructed at an underground fire hydrant location, the property owner or occupier is required to accept responsibility for reinstating the vehicle crossing if the vehicle crossing is damaged by maintenance works undertaken on the fire plug. To abide by this requirement, the property owner must execute an agreement in accordance with Section 173 of the Local Government Act 1989 prior to constructing the vehicle crossing.

f) Corner Properties

At corner properties the property owner is permitted to construct a vehicle crossing adjacent to either or both property boundaries subject to the compliance with the “On street car parking tables.”

g) Sight Distance Standards for Rural Property Vehicle Crossings

Current design standards are to be used for the sight distance required at property entrances on rural roads in accordance with the Austroads Guide to Road Design - sight distance required at property entrances on rural roads. Refer to attachment ‘Design Note - sight distance for rural crossings.

6. Parking Headwork Charges

A Parking Headworks Charge is determined by the average cost of purchasing residential land and constructing a 2.40 metre wide by 4.80 metres long 90° angle parking bay and half of the adjacent 6.20-metre-wide circulation aisle, in an off-street car park. The construction costs will include earthworks, underground drainage, subsurface drainage, pavement, kerb, and channel, primer seal, asphalt wearing surface, line marking and landscaping.

The Parking Headworks Charge will be reviewed annually when Council reviews fees and charges for Asset protection.

Where an application for an additional or wide vehicle crossing does not satisfy the criteria detailed in Clause 7(j) “Number of On-Street Car Parking Bays” the General Manager Regional City Planning and Assets may approve the application subject to the payment of the amount nominated in Council’s Annual Fees and Charges document, as a Parking Headworks Charge per lost on-street car parking bay to reimburse the City for the loss or partial loss of each on-street car parking bay.