

## Vehicle access application

### Under Part 5/16, Wellington City Consolidated Bylaw 2008

Send or deliver your application to Building Consents & Licensing Services, PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 3542 or fax 801 3100.

SR \_\_\_\_\_

Customer ID No. \_\_\_\_\_

#### This application is for a

driveway

kerb crossing

car pad

#### Type of crossing

residential

heavy duty

not applicable

#### Applicant's details

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ Mobile \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Owner's details

(if different from above)

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (day) \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

#### Location

Street address \_\_\_\_\_

Legal description \_\_\_\_\_ Property link number \_\_\_\_\_

Current certificate/s of title for property/properties (no older than three months)

#### Construction details

Sketch plan and longitudinal section included (two copies required)

Typical cross section

General description of work \_\_\_\_\_

Width of kerb crossing \_\_\_\_\_ m Width of drive \_\_\_\_\_ m length of drive \_\_\_\_\_ m

Number of crossings \_\_\_\_\_ Number of properties being serviced \_\_\_\_\_

Pedestrian access provided

Neighbours' written agreement, or summary of discussion with neighbours

A4 aerial photograph

Stormwater control

## **Privacy information**

The information you have provided on this form is required so that your application to construct a driveway or kerb crossing can be processed under Council bylaws, and so that statistics can be collected by Building Consents & Licensing Services, Wellington City Council. The information will be stored on a public register and held by Building Consents and Licensing Services.

Under the Privacy Act 1993, you have the right to see and correct personal information.

## **Information required by the Council**

**You will need to provide the following documents with your application:**

### **Vehicle access plan/s (1:100/1:200) showing:**

- location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (eg house, wall, fence, tree)
- long-section (1:100) showing proposed levels and gradients along the centreline (on wide or tight-turning accesses, three long-sections along left, centre and right are required)
- details of proposed kerb crossing required (length and location), and specifications
- proposed surface, drainage works, and safety barriers where applicable
- written agreement from neighbours or a summary of discussions with neighbours, if required.

## **Information for applicants**

### **Pedestrian access:**

- Separate pedestrian access is required if the driveway is servicing five or more residential dwellings.

### **Consultation with neighbours is required when vehicle access:**

- crosses the road frontage of neighbouring properties / uses an existing public or shared footpath or driveway.

### **Vehicle turning area is required when:**

- sight distance at road junction is limited / driveway is serving five or more residential units.

### **Stormwater control is required when:**

- surfaced area exceeds 30 square metres.

### **Passing bays are required:**

- at suitable locations not exceeding 50 metres.