



Application for Vehicle Crossing

Email completed application to: 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:

Vehicle Crossing Details

Vehicle Crossing Type

- New
 Extension
 Replacement
 Other _____
 Residential
 Commercial
 Industrial

Vehicle Crossing Location

- Urban
 Rural
 Kerb and Channel
 No Kerb and Channel

Proposed Surface

- Asphaltic Concrete
 Concrete
 Chip Seal
 Unsealed
 Other _____

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

Applicant's Signature: _____ Date: _____

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: [beforeudig.co.nz](https://www.beforeudig.co.nz)
- 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
- 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

