

Responsible Department:	Technical Services
Responsible Business Unit:	Infrastructure / Works
Date of Review:	20 May 2026
Council Resolution:	110526

1. OBJECTIVE

The objective of this Policy is to provide a subsidy towards the construction of a vehicle crossover to a private property in a clear and consistent manner aligned with legislative requirements.

2. SCOPE

The policy applies to all property owners seeking to construct or reconstruct a crossover within the Shire.

3. DEFINITIONS

Applicant means the person who makes application to the Shire to construct a crossover.

Contractor means the person or company who will be responsible for construction of the crossover.

Crossing has the meaning as Crossover.

Crossover means that section of the “drive in” to a property that replaces the verge and footpath or will ultimately form part of the future footpath.

Footpath means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists.

Local Government means the local government of the Shire of Chittering.

Local Government Act means the Western Australian *Local Government Act 1995*.

Shire means the Shire of Chittering.

Subsidy means the contribution that the Shire is prepared to make towards the cost of an approved crossover as set by Council each year in the fees and charges.

Superintendent means the Executive Manager Technical Services or his/her nominated representative.

Verge means that proportion of a thoroughfare which lies between the boundary of a carriageway and the adjacent property boundary but does not include a footpath.

4. POLICY STATEMENT

This Policy outlines the Shire’s requirements for the construction of vehicle crossovers to private property and the circumstances under which a subsidy may be provided.

This Policy operates in accordance with the *Local Government (Uniform Local Provisions) Regulations 1996*, in particular, regulation 15 (schedule 9.1, cl7(4)), which provides that where a local government constructs, approves, or requires the construction of a first standard crossover, it is required to contribute 50% of the cost of a standard crossing, as estimated by the local government.

Crossover Subsidy

1. A Crossover application must be lodged to the Shire by the Resident to seek approval before commencement of a crossover
2. All crossovers shall be constructed by the Owner/agent and approved by the Executive Manager Technical Services.
3. The crossover shall be paved utilising sprayed bitumen, bituminous concrete, in-situ concrete, paving bricks or blocks.
4. The Shire will contribute 50% towards the cost of only one standard residential crossover, subject to the crossover being deemed to conform to the Shire specifications.
5. The subsidy (as outlined in 4 above) residential dwellings only. In the case of strata titles, a subsidy shall apply to each crossover up to the number of dwellings.
6. Crossovers, eligible for subsidy, may be claimed for at the subsidy rate that applies in the financial year construction is completed. Crossovers in excess of six months old shall have a reduced subsidy based on straight line depreciation, for age and type, as per the following:
Crossovers in excess of their life shall not be eligible.

Crossover Type	Maximum Life of Crossover
Gravel	10 years
2 Coat Seal	10 years
Asphalt	15 years
Brick/Block	20 years
Concrete	25 years

7. Reconstruction of one crossover to a property shall attract a second subsidy where that crossover has exceeded its expected life (taken as 20 years) as determined by the Shire’s Executive Manager Technical Services.
8. The reference a “standard crossover” shall mean a sealed or paved construction to a size conforming to the Shire’s Executive Manager Technical Services area standard widths, referred to in specifications.
9. Where Council undertakes road works affecting crossovers Council will bear the cost of replacement.

Crossover Maintenance

The crossover is that section of driveway that extends from the road kerb or edge of road seal to the front or side property boundary line, across the verge. The property owner is responsible for the cost of construction and all future maintenance and repairs to the crossover, including any damage resulting from the roots of street trees and water run off from private property.

The Shire will not undertake any maintenance or repairs to the crossover or accept any liability as a result of poorly constructed or maintained crossovers.

Existing Vehicle Crossover

The Shire will not provide any subsidy to replace or repair any existing crossover. It is the property's owners' responsibility to ensure the crossover complies with the Shire's minimum requirements. Crossover repairs must be undertaken if it is considered unsafe.

Administration

To apply for a subsidy, the applicant must complete the ***Application for Subsidy or Construction of a Crossing***. On receipt of the application the Technical Services Department may investigate and provide a quotation (if requested) to the owner/builder.

If the Shire's subsidy is to be claimed, then on receipt of the Application the crossing will be inspected. A subsidy will be processed on completion of the construction of the crossover and once an inspection has been carried out by an officer from the Technical Services Department, to ensure that the crossover conforms to the Shire of Chittering crossover specifications.

Note: This process will normally take a maximum of four working weeks

Bonds

- i) Bonds for the construction or reconstruction of crossovers shall be required to be paid at the time of issue of the building licence. The amount of the bond will be set by Council.
- ii) Crossover construction or reconstruction shall be required as a condition of subdivision, development and/or as a condition of issue of building licence where it is deemed by the Shire's Executive Manager Technical Services that the construction is necessary.
- iii) Construction/reconstruction of a crossover as a condition of the building licence shall not be required if the value of the licence is less than \$5,000 or the building work involve only minor works (e.g., pergola, shed, pool, patio, toilet) but shall apply to all building licences for structures accessible to vehicles.
- iv) Council may construct the crossover in concrete if not constructed by the owner/agent within 6 months of practical completion or occupation of the building, where payment of a crossover bond has been made.

Building Licence

The Building Licence is for building construction inside the property boundary and does not include approval for the construction of the crossover. Hence, a separate application is required for the construction of a crossover within the road verge, which is vested with the Shire of Chittering.

The position, width, and construction of the crossover shall be in accordance with this crossover specification.

Protection of Existing Services, Street Trees and the Public

1. Existing services within the vicinity of the proposed crossover shall be protected at all times. The owner or authorised representative may be contacted to provide advice in relation to the protection of services;
2. Where damage is caused to the Shire's infrastructure (i.e. kerb, pathway, road etc.) as a result of the construction of the crossover, the infrastructure shall be required to the satisfaction of the Executive Manager Technical Services;
3. Conflicting public utility services shall be adjusted or relocated at the applicant's expense, subject to formal approval of the relevant authority;
4. The Shire's existing drainage structures (i.e. pits drains or culverts) that conflict with the location of the proposed crossover are to be adjusted by the Shire's Technical Services Department and all costs associated with this work shall be borne by the Applicant;
5. The removal adjustment, or reinstatement of reticulation is the responsibility of the Applicant;
6. Street trees shall not be removed without the prior approval of the Shire's Executive Manager Technical Services. Crossovers shall be located a minimum of 2 metres from a tree and removal will only be undertaken where it can be demonstrated that this is the only option available. All costs associated with the removal of the street tree shall be borne by the Applicant;
7. The Applicant shall be responsible for the protection of the public at all times. Signage, lighting, barricades, and/or any other protection measure deemed necessary shall be provided by the applicant to ensure that the public are protected during the execution of the works;
8. Safe access for pedestrians on the verge shall be maintained at all times. The Shire will not permit pedestrians being forced to walk on the road pavement unless appropriate measures are put in place for the protection of pedestrians; and
9. Vehicle crossings abutting major roads shall be subject to the approval of MRWA in conjunction with the Shire of Chittering.

5. ROLES AND RESPONSIBILITIES

Council is responsible for establishing the policy framework for crossover construction and subsidy provision within the Shire.

The Chief Executive Officer is responsible for ensuring the implementation of this Policy and may delegate authority for the administration and approval of crossover applications.

The Executive Manager Technical Services is responsible for the administration of this Policy, including assessing applications, determining compliance with Shire specifications, approving crossover locations and designs, determining subsidy eligibility, and overseeing inspections and associated infrastructure requirements.

The Technical Services Department is responsible for processing applications, undertaking inspections, coordinating any required Shire works, and ensuring crossover construction complies with approved specifications and safety requirements.

Applicants, property owners and contractors are responsible for ensuring crossover works are undertaken in accordance with approved plans, Shire specifications, relevant legislation and all conditions of approval. Applicants are also responsible for the protection of infrastructure, services, vegetation and public safety during construction works.

Property owners are responsible for all ongoing maintenance and repair of crossovers, including any damage arising from vehicle use, water runoff, tree roots or deterioration over time.

6. COMPLIANCE

Legislation	<i>Local Government Act 1995 (WA)</i> <i>Local Government (Uniform Local Provisions) Regulations 1996 (WA)</i> including regulation 15 (Schedule 9.1 clause 7(4)) <i>Road Traffic Code 2000 (WA)</i> <i>Roads 2008 (WA)</i>
Industry	Main Roads Western Australia requirements and guidelines Relevant Australian Standards for vehicle access and civil construction works Utility provider requirements relating to protection and relocation of services
Organisational Documents	Shire of Chittering Specification for Vehicular Crossing Asset Management Plan
Strategic Alignment	

7. ADMINISTRATION

Review Cycle	Every 3 years	Next Review Due	March 2028
Policy Owner	Executive Manager Technical Services		
Version	Decision Ref	Date	Change
1.0		00/11/2005	Initial adoption
2.0	110526	20/05/2026	Amendment