

Palmerston North City Council

# Building Services

## Vehicle Crossing Information



## Requirements

The issuing of a Building Consent does not cover the construction of a Vehicle Crossing. A separate Vehicle Crossing consent will be needed for any work that relates to an existing or new crossing.

- Only Palmerston North City Council approved contractors may undertake vehicle crossing and associated work
- It is the property owner's responsibility to engage an Approved Contractor to do the work
- You choose which of the approved contractors you wish to engage
- Work cannot begin until you receive approval from the Council and you have notified the Council as to who your Approved Contractor is
- All associated work is to be done by the contractor. The contractor will need a copy of the permit, with any conditions and the approved site plan with them on site
- The listed approved contractors have agreed to provide service to Council standards, hence giving you confidence the work is undertaken correctly.

Please note: The Council is not liable for any of your Contractors costs.

## The Process

The Vehicle Crossing process is as follows:

- Application plus application fee is submitted to Council, generally in conjunction with the Building Consent
- Approval, with any conditions and specifications, to install the vehicle crossing are obtained from the Council
- Applicant engages an Approved Contractor and notifies Council
- A site meeting is held between the Palmerston North City Council Road Asset Inspector and the approved contractor, for a pre-pour inspection. A 48 hour notice is required for booking both pre-pour and final inspections
- The final inspection is carried out when the work is complete. This work includes any footpath repair and if applicable, Berm reinstatement.

# Application Notes

## **Applicant**

The applicant must be the owner of the land for which the crossing is required or a person who has agreed in writing, whether conditionally or unconditionally to purchase the land or any leasehold estate or interest in the land, or take a lease of the land, while the arrangement remains in force.

## **Contact**

A person (maybe the applicant) who will provide any information relating to the application or works requested and act on the applicants behalf.

## **Project Location**

The address or location of the property that requires the vehicle crossing.

## **Legal Description**

This will be completed by the Council officer receiving the application or can be obtained from the rates demand for the property to be serviced by the customer.

## **Special Requirements**

This will usually relate to commercial or industrial properties for which a wider vehicle crossing is required than standard residential sizes.

## **Approved Concrete Contractor**

- Only complete this part of the form if an agreement with an Approved Concrete Contractor has already been entered into.
- Only Council Approved Concrete Contractors appearing on the current Council list of registered contractors are eligible to do this work.
- The listed approved contractors have agreed to provide service to Council standards, hence giving you confidence the work is undertaken correctly.
- Work cannot begin until you receive approval with any conditions and specifications from the Council **and** you have notified the Council as to who your approved contractor is.
- All associated work is to be done by the contractor. The contractor will need a copy of the permit, with any conditions and the approved site plan with them on site.

## **Application by Mail**

If application is being made by mail this should be sent with the application fee to:  
Development Services, Palmerston North City Council  
Private Bag 11034, Palmerston North

FOR OFFICE USE ONLY:

Note that Building Service is administrating this is on behalf of City Networks.

## Further Information

If you have any questions or require further information  
please contact Palmerston North City Council.

Phone: 06 356 8199

Web: [www.pncc.govt.nz](http://www.pncc.govt.nz)