



## CROSSOVER APPLICATION AND REIMBURSEMENT

### Applicant Checklist

COMPLETE (TICK)



1. Please contact Depot to prior to commencing works to arrange pre-start check with Works Manager. Depot Phone – 9948 1013 or email [works@sharkbay.wa.gov.au](mailto:works@sharkbay.wa.gov.au)
2. Works Manager completes the pre-start check list (Page 7) and applicant keeps form until completion.
3. Please contact Depot when ready for a Preparation Check with Works Manager. Works Manager will complete preparation check (Page 7). Applicant keeps form until completion.
4. Please contact Depot once Crossover is complete to arrange a Completion Check with Works Manager. Works Manager will complete Completion Check (Page 7).
5. Once Completion check done, please submit the following to the Depot Administration for processing:
  - Completed Check List Sheet (Page 7)
  - Crossover Reimbursement Request Form (Page 8)
  - Copies of your receipts

#### Shire of Shark Bay – Depot

Email: [admin2@sharkbay.wa.gov.au](mailto:admin2@sharkbay.wa.gov.au)

Post: PO Box 126, Denham WA 6537

In Person: Dampier Road, Denham (Monday to Friday 7am-3.30pm)

Phone: 9948 1013



# CROSSOVER INFORMATION SHEET

A crossover is the part of the driveway that crosses over the verge area in front of a property, from the kerb line to the property boundary line.

## Driveway Crossovers

1. This drawing to be read and crossover to be constructed in accordance with standard crossover specification as per Loca
2. I Council Policy 9.1 (Page 3).
3. Crossovers to be constructed in 25 MPa concrete with F62 reinforced mesh.
4. Footpaths are located at the road kerb.
5. All crossovers must be inspected by Council staff during normal working hours prior to the pouring of concrete or laying of pavers.
6. Crossover obstructions – should any tree, power pole, sign, pit, manhole or any other obstruction be located on the proposed alignment of the crossover, the applicant shall be liable for the costs associated with the removal or alteration of the same.
7. Apron at 1.5 metre return of kerb or as per plan A or at the same level as the bitumen seal if the kerb is to be removed or as determined by Council.
8. Where a crossover cuts across a footpath Council will determine whether the footpath should be retained or removed.
9. Crossovers shall have a minimum grade of +2% and a maximum of +6% for the first 2.5m from the back of kerb. Where no kerb is present, the crossover is to tie into existing road shoulder and verge levels.
10. The crossover shall be at right angles to the road, a minimum of 6.0m from the tangent point of any corners and a minimum 1.5m from side boundary.
11. Properties abutting a road which is the responsibility of Main Roads WA shall also obtain approval from Main Roads WA.
12. Landowners shall obtain a Dial Before You Dig (1100) prior to commencing construction. Any damage to existing assets or services (including those underground) is the responsibility of the landowner.
13. Landowners are required to obtain approval from the relevant authority for any relocation or alterations to existing assets or services which are not the responsibility of the Shire. The Shire is not responsible for any costs related to the relocation or alteration of any assets or services.
14. Existing kerbing may only be removed with approval of the Shire. The extent of kerb to be removed will be confirmed by the Shire and the landowners are responsible for reinstating any removed kerb.
15. Unless approved in writing by the Shire, paths, street furniture and street trees cannot be removed for the purposes of constructing a crossover. Landowners will be responsible for all costs associated with removal of paths, street furniture and trees. If approval is not granted, landowners will be responsible for the repairs to any damaged paths
16. The landowners are responsible for leaving the site in a clean state, free of debris, spoil and trip hazards.
17. Surplus materials (including acids) are not to be disposed of on Shire verges, reserves, open drains or washed down drainage pits. Any evidence of this practice will require the landowner or contractor to remove the disposed concrete at their cost.
18. Traffic Management may be required and, if required, will be stipulated as a condition of the crossover approval.

### Council Policy

#### 9.1 Crossovers

#### Purpose

To set out what constitutes a 'standard crossing' from the paved portion of a road to a property boundary for use by vehicles.

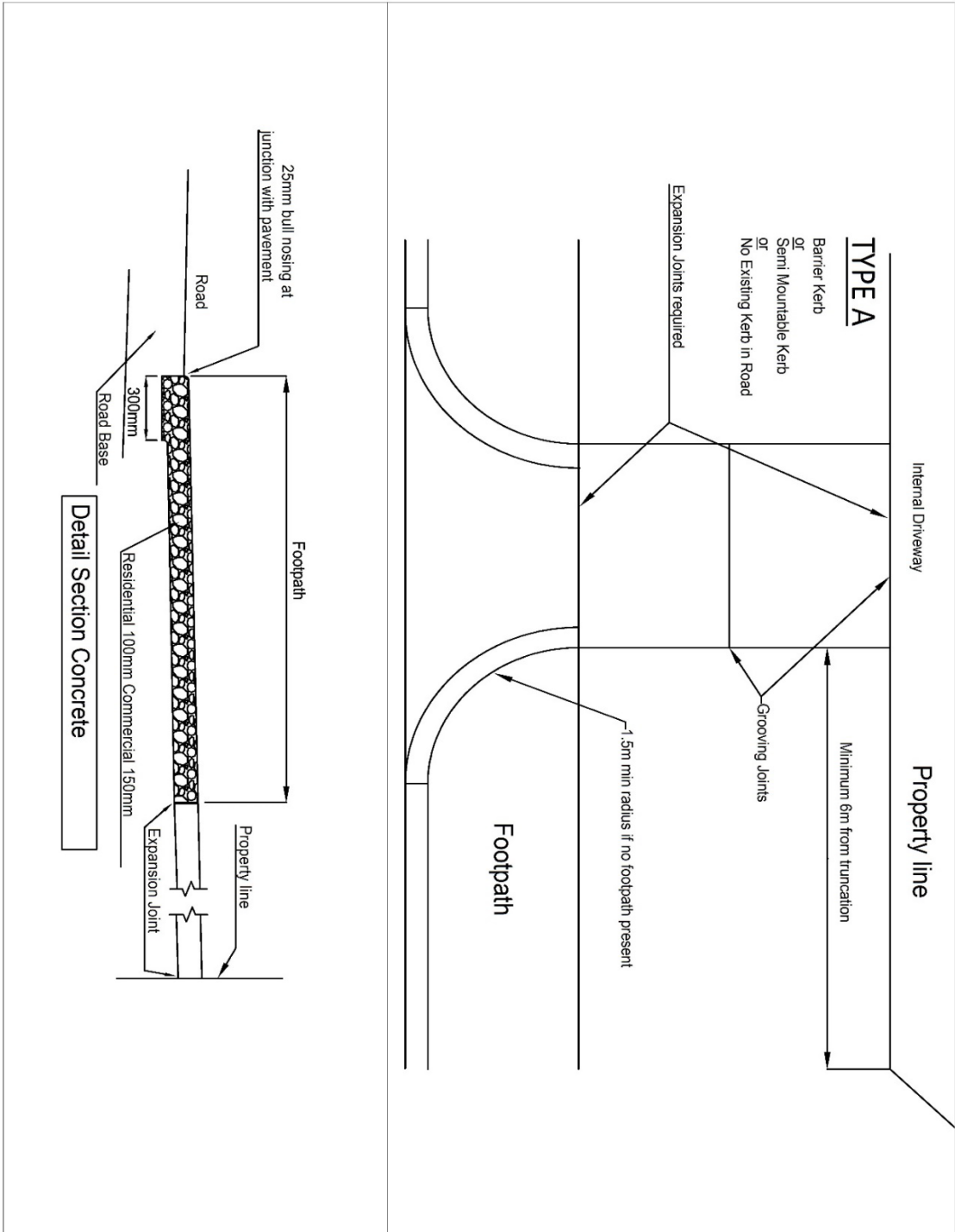
Detail

1. A standard crossing comprises either -
  - a. A 150 mm compacted and water bound road base driveway, sealed with two coat of bitumen and topped with an approved aggregate; or
  - b. A minimum of 100 mm reinforced concrete over a compacted sub-base; or
  - c. A minimum of 50 mm thick brick pavers; or
  - d. As approved by Council
  
2. A crossing must be built from the paved portion of a road or kerb to the front boundary line and tied in or made contiguous with abutting structures (kerbs, footpaths and driveways).
  
3. The minimum width of the standard crossing shall be 3.0 metres for residences, 4.0 metres for commercial, 6.0 metres for light industrial, 6.0 metres for heavy industrial and 7.5 metres for service stations each with a 1.5 metre radius "fishtail" onto the kerb line.
  
4. The gradient shall be positive 2% for the first 1.5 metres from the kerb line.
  
5. The Shire of Shark Bay will contribute to one crossing per property only.
  
6. Where the ratepayer elects to construct a crossover, the Shire's contribution shall not exceed 50% of the cost of the crossover as defined in this policy and as listed in the Shire's Fees and Charges Schedule of its annual budget. The square metres calculated shall be the length (from the road kerb to the property line) multiplied by the nominal width. The applicant must produce documents stating the full cost of the crossing.

Applicable legislation

Act	
Regulation	Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996
Local Law	Clauses 2.4 and 2.5 of the Shire of Shark Bay Activities on Thoroughfares Local Law relate to temporary crossovers, and removal of redundant crossovers
Other	

Adopted by Council on:	27 August 2014
------------------------	----------------



Internal Driveway

Property line

### TYPE B

Extruded Mountable  
Kerb In Road

Minimum 6m from truncation

Grooving Joints

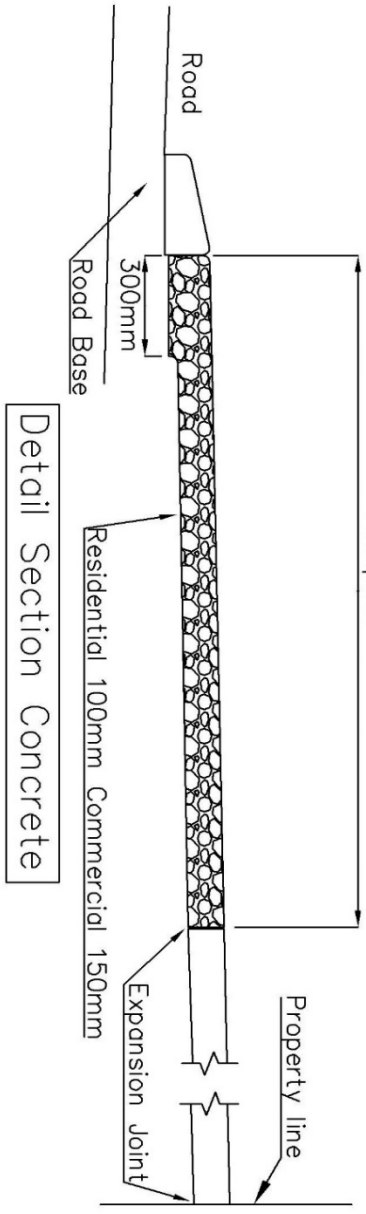
1.5m min radius if no footpath present

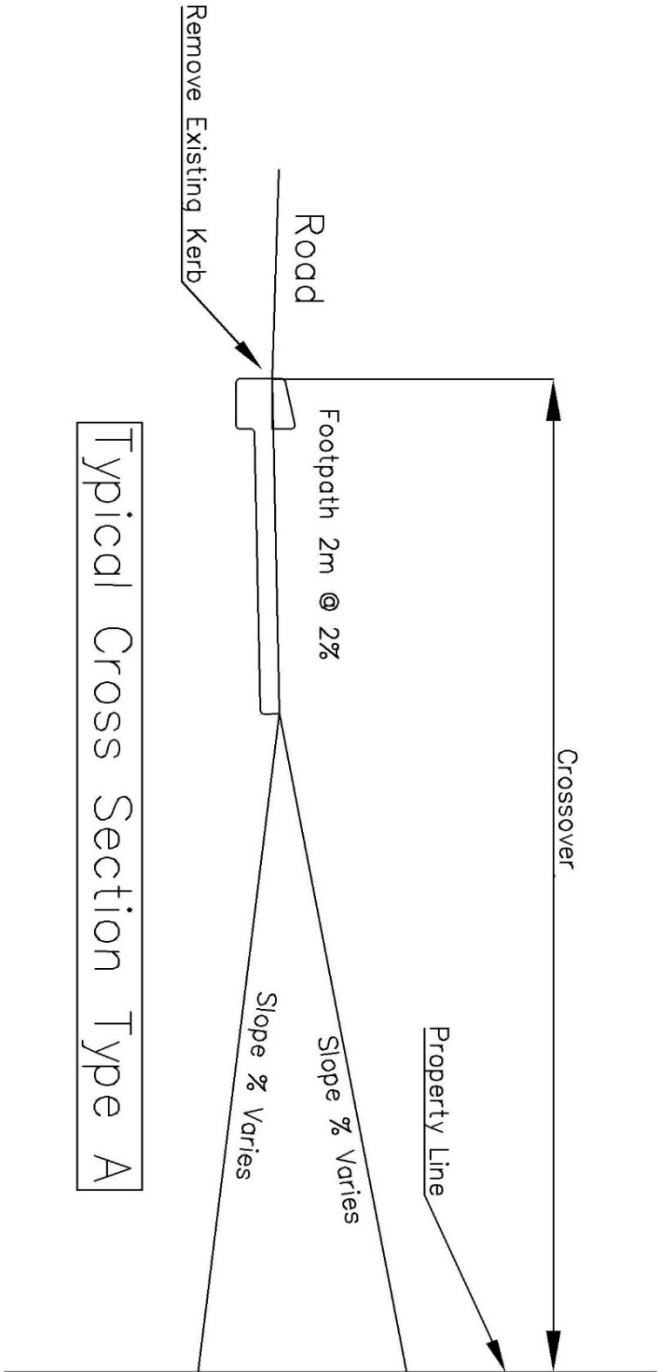
Expansion Joints required

Footpath

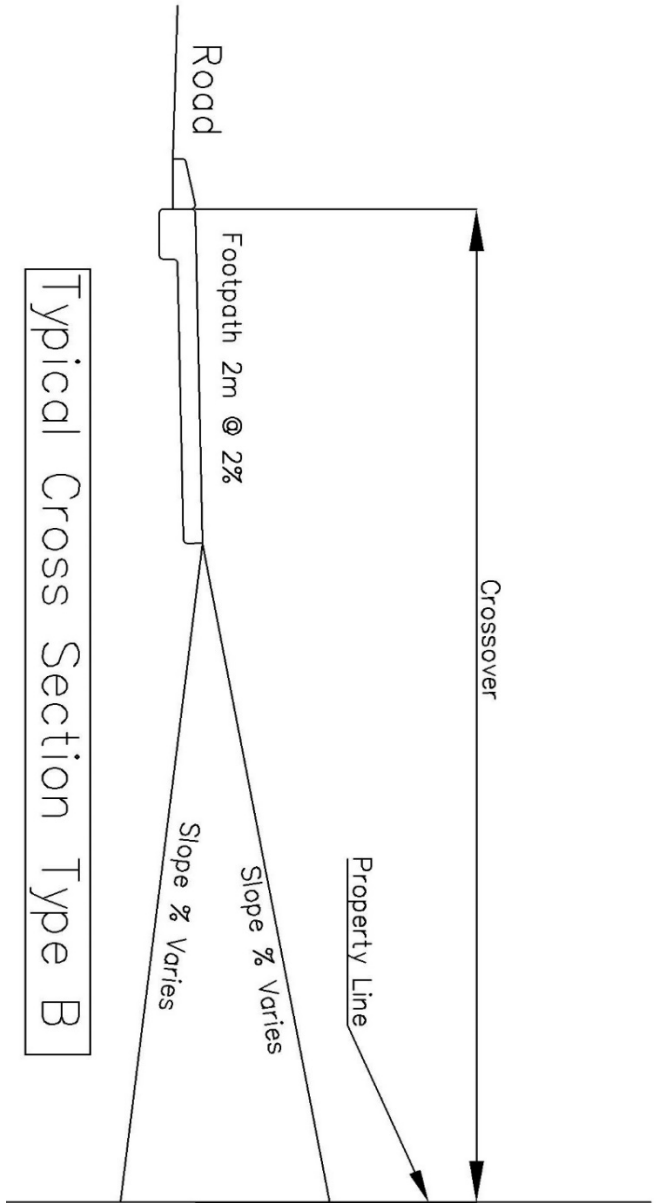
Kerbline

Footpath





Typical Cross Section Type A



Typical Cross Section Type B

Shire of Shark Bay
Typical Cross Sections

## Driveway Reimbursement Application & Check List Sheet

				Contact Works Manager on 0428 178 501			
Applicants Name							
Postal Address							
Email				Phone			
Address where Driveway Crossover is to be constructed							
Lot No	Street No						
Street				Applicants Signature			
<b>Type of Driveway</b>		Concrete 100mm min.	Brick 50mm min.	Seal 2 coat	As Approved by Council		
		<i>tick</i>					
Proposed		Length mts		Width mts			
Is footpath to be removed and replaced by crossover?				Yes / No			
				<i>tick</i>			
				OK	Not OK	N/A	Notes
<b>Pre-start Check</b>							
Date		location					
<b>Signature</b>		sight distances					
		obstructions power poles					
		telstra boxes					
		water valves					
		street signs					
		other					
				<i>tick</i>			
				OK	Not OK	N/A	Notes
<b>Preparation Check</b>							
Date		box depth					
<b>Signature</b>		sub base					
		compaction					
		reinforcement mesh					
		1.5 m @ 2% for footpath					
		1.5 m Fishtails					
				<i>tick</i>			
				OK	Not OK	N/A	Notes
<b>Completion Check</b>							
Date		concrete finish					
<b>Signature</b>		seal finish					
		brick finish					
		edges					
		fishtails					
		house keeping					
		Council Standard	Length			metres	
			x Width			metres	
			=			m2	

Note: This sheet must be completed and submitted before reimbursements can be forwarded.

Note; Standard Council crossover width sizes are:

Residence	3.0 metres
Commercial	4.0 metres
Light/Heavy Industrial	6.0 metres
Service Stations	7.5 metres

Length of driveway shall be from the kerb to the property line.

Reimbursement is based on current fees and charges

Supervisors Signature \_\_\_\_\_

Date \_\_\_\_\_





# CREDITOR ADDITION/AMENDMENT - Form

## INFORMATION

Name / Trading Name: \_\_\_\_\_

Company Name : \_\_\_\_\_

ABN : \_\_\_\_\_

Street Address : \_\_\_\_\_

Postal Address: \_\_\_\_\_

Mobile : \_\_\_\_\_ Phone : \_\_\_\_\_

Remittance Email : \_\_\_\_\_

Contact Person : \_\_\_\_\_

BSB Number :  -   Account Number :

Bank Account Name:

Sign :

Details of amendment :





## OFFICE USE ONLY

Date :

Creditor Number :

ABN Verification :  Use Link: <https://abr.business.gov.au>  
(if applicable)

BSB Verification :  Use Link: <https://bsblookup.com.au> or <https://bsb.auspaynet.com.au>  
PRINT AND ATTACH COPIES

BANK DETAILS CONFORMED WITH CUSTOMER  HOW?

Requested by:

Created/Amended by:

## AUDIT

Reviewed by :

Date :  Position :

### ADMIN INSTRUCTIONS :

Is it a CREDITOR ADDITION or an AMENDMENT? Please circle applicable one

Get Customer to fill in front of the form

Confirm with customer banking details

# **Crossover Reimbursement Request**

Once crossover is finished and final inspection has been completed by the Shire Works Manager, please submit this form with your Crossover Inspection Form and copies of receipts

**Company/Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**ABN** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Bank Details: BSB** \_\_\_\_\_ **Account Number** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Office use:**

- Final Inspection Complete and Inspection Form signed off by Works Manager
- Receipts Provided

Property Number \_\_\_\_\_ Synergy Record Number \_\_\_\_\_

Total Crossover Cost \_\_\_\_\_ Total Reimbursement to be provided by Shire \_\_\_\_\_

Approved by Works Manager (Signature) \_\_\_\_\_ Date \_\_\_\_\_

- Payment Processed

Creditors Code \_\_\_\_\_

Entered By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Reimbursement**

Width of Crossover \_\_\_\_\_ X Length of Crossover \_\_\_\_\_ Equals \_\_\_\_\_ Add Fish Tails \_\_\_\_\_ Equals Total \_\_\_\_\_

Reimbursement is Half of the Total Area \_\_\_\_\_ X Cost as per the Fees and Charges \$ \_\_\_\_\_ Equals \$ \_\_\_\_\_

Or Half of the Invoice provided, whichever is the lesser

**Widths**

Residence	3.0 Metres
Commercial	4.0 Metres
Light/Heavy Industrial	6.0 Metres
Service Stations	7.5 Metres