

Building a vehicle crossing/driveway

What you need to know

A vehicle crossing is the formed access for vehicles off a public road into private property. The vehicle crossing will usually replace a portion of the public footpath and/or grass berm.

Do I need a permit to have a vehicle crossing built?

Yes, a permit is required to construct or upgrade a vehicle crossing. Vehicle crossings must be approved by Council prior to construction and comply with Council specifications, in accordance with Local Government Act 2002 and the Kāpiti Coast District Council District Plan.



Who is responsible for the vehicle crossing construction and maintenance?

It is the responsibility of every owner to provide vehicle access from the road carriageway to the property boundary for the purposes of off street parking or unloading. Generally only one vehicle access per property is permitted.

As the property owner, you are responsible for ongoing maintenance of the vehicle crossing to access your property, including the section in the road corridor/reserve.



How do I get a permit?

A completed application form with the following information must be submitted to Council for approval:

1. A site plan showing the proposed crossing and any other crossings at the site. The plan should also show the approximate location of the nearest street/road intersections with distances.
2. The width of the crossing at the property boundary.

What does a permit cost?

A refundable infrastructure deposit is payable to the Council before the construction of a vehicle crossing. This is held to ensure any damage to roads, footpaths, grass berms, or other Council facilities are repaired satisfactorily.

On completion, the deposit will be refunded less an inspection fee, provided that the vehicle crossing meets Council's specifications and any damage is repaired satisfactorily. Current fees and charges are available on Council's website.

Will I need any other permits or consents?

You may also need a resource consent, depending on the width of the entrance and the position of the crossing in relation to road and side boundaries. There is more information about what may be required on the Council website and your contractor can also offer advice.

For more information about how to apply for a permit visit Council's website www.kapiticoast.govt.nz, or call 04 296 4700 or toll free 0800 486 486.

You can also visit us at one of our service centres.