



Building a vehicle crossing/driveway

What you need to know

A vehicle crossing is the formed access for vehicles off a public road into a 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 the Local Government Act 2002 and the Kāpiti Coast District Council District Plan.

How do I get a permit?

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

- 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.
- The width of the crossing at the property boundary.

What does a permit cost?

A vehicle crossing permit fee is payable to the Council when the application is submitted. This covers inspection and administration costs.

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 on what may be required on the Council website and your contractor can also offer advice.

When is a permit issued?

A first inspection to assess if the site is feasible will be carried out before construction and before the permit is issued. The second inspection is the pre-pour inspection, checking for compaction, boxing, and reinforcing.

A final inspection is post-construction, on completion to confirm that the crossing meets the permit conditions and that any damages caused to Council assets has been repaired. Current fees and charges are available on Council's website.

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 and 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 of road corridor/reserve.

For more information about how to apply for a permit visit Council's website
www.kapiticoast.govt.nz

or call 04 296 4700
toll free 0800 486 486.

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