Vehicle access application

Under Part 5/16, Wellington City Consolidated Bylaw 2008
Send or deliver your application to Building Consents & Licensing Services, PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 3542 or fax 801 3100.

This application is for a
- [ ] driveway
- [ ] kerb crossing
- [ ] car pad

Type of crossing
- [ ] residential
- [ ] heavy duty
- [ ] not applicable

Applicant’s details
Name: ____________________________________________
Address: ________________________________________
Phone (day) ____________________ Mobile ____________________ Fax ____________________
Email ____________________ Signature ____________________ Date ____________________

Owner’s details (if different from above)
Name: ____________________________________________
Address: ________________________________________
Phone (day) ____________________ Mobile ____________________
Email ____________________ Fax ____________________

Location
Street address: ___________________________________
Legal description: ____________________ Property link number: ______
☐ Current certificate/s of title for property/properties (no older than three months)

Construction details
☐ Sketch plan and longitudinal section included (two copies required) ☐ Typical cross section
General description of work: ___________________________________

Width of kerb crossing _________ m  Width of drive _________ m  length of drive _________ m
Number of crossings ________________________ Number of properties being serviced ________________________
☐ Pedestrian access provided ☐ Neighbours’ written agreement, or summary of discussion with neighbours
☐ A4 aerial photograph ☐ Stormwater control

See information requirements on reverse side
You will need to provide the following documents with your application:

**Vehicle access plans (1:100/1:200) showing:**
- Location and extent of driveway relative to existing legal boundaries of the site, public footpath/roadway and, where relevant, other features (e.g., house, wall, fence, tree)
- Long-section (1:100) showing proposed levels and gradients along the centreline (on wide or tight-turning accesses, three long-sections along left, centre and right are required)
- Details of proposed kerb crossing required (length and location), and specifications
- Proposed surface, drainage works, and safety barriers where applicable
- Written agreement from neighbours or a summary of discussions with neighbours, if required.

**Privacy information**

The information you have provided on this form is required so that your application to construct a driveway or kerb crossing can be processed under Council bylaws, and so that statistics can be collected by Building Consents & Licensing Services, Wellington City Council. The information will be stored on a public register and held by Building Consents and Licensing Services.

Under the Privacy Act 1993, you have the right to see and correct personal information.

**Information for applicants**

**Pedestrian access:**
- Separate pedestrian access is required if the driveway is servicing five or more residential dwellings.

**Consultation with neighbours is required when vehicle access:**
- Crosses the road frontage of neighbouring properties / uses an existing public or shared footpath or driveway.

**Vehicle turning area is required when:**
- Sight distance at road junction is limited / driveway is serving five or more residential units.

**Stormwater control is required when:**
- Surfaced area exceeds 30 square metres.

**Passing bays are required:**
- At suitable locations not exceeding 50 metres.