

# Vehicle access application

Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke

Under Part 5/16, Wellington City Consolidated Bylaw 2008

Postal: Transport Consents Team  
Wellington City Council  
PO Box 2199  
Wellington 6140

Email: [VehicleAccess@wcc.govt.nz](mailto:VehicleAccess@wcc.govt.nz)

You will be notified once this document has been received.

SR:

Customer ID No.:

**Please PRINT clearly.**

## This application is for a

Driveway       Kerb crossing       Car pad

## Type of crossing

Residential       Heavy duty       Not applicable

## Applicant's contacts details

Full name:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Postal address:

Postcode:

Signature:

Date:

## Owner's contact details (if different from above)

Full name:

Phone number(s):

Email (*this is our preferred way of contacting you*):

Postal address:

Postcode:

## Location

Street address:

Legal description:

Property link number:

Current record of title for property/properties (*no older than 3 months*)

## 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 Compliance and Consents, Wellington City Council. The information will be stored on a public register and held by Building Compliance and Consents. Under the Privacy Act 2020, you have the right to see and correct personal information.

## Construction details

Sketch plan and longitudinal section included (*two copies required*)

Typical cross section

General description of work:

Width of kerb crossing:

Width of drive:

Length of drive:

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

## Information required by the Council

**You will need to provide the following documents with your application:**

### Vehicle access plan/s (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 (eg 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.

## 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.

## Minimum requirements

- The District Plan requires a vehicle crossing to be a maximum width of:
  - 3.7 metres in the inner residential zone
  - 6 metres in the outer residential zone.
- A car park should be at least 2.4m wide and 5.4m long, with a minimum of 300mm clearance on both sides for a car door to open.
- If you're planning to build a garage, the inside must be at least 3m wide and the doorway at least 2.4m wide.
- If you plan to build a car pad, car deck or garage on the road berm or other area of Council road land next to your site instead of within the boundary, you will also need an encroachment licence. Car parks on road reserve must be at least 3m wide and 6m long.