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.

Customer ID No. ____________

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
**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.

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**Information required by the Council**

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.

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**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.