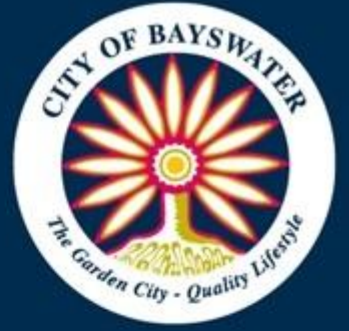




City of
Bayswater

CROSSOVER APPLICATION BOOKLET

May 2026

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1 PROCEDURE

The following statements outline the process and requirements for constructing a crossover in accordance with the City of Bayswater's regulations and policies.

1. Complete the Crossover Construction Application Form (**Appendix 1**) including the Crossover Site Plan Information (**Appendix 2**) and submit to the City of Bayswater (the City).
2. The City will respond within two to three weeks with either approval or refusal of the crossover construction.
3. Construction of crossover may commence once approval is received. The City requires you to engage your own private contractor to construct the crossover to the City's specifications.
4. If property owner is eligible for the crossover subsidy (refer Clause 3.4) and if a contractor constructs the crossover to the City's specification, on completion of construction, the property owner must submit the City's Subsidy Claim Form (**Appendix 3**) along with receipts for the final cost of the crossover construction within six months of crossover installation. The City will calculate the subsidy amount and issue it after a satisfactory inspection of the crossover by the City's representative.

2 GENERAL INFORMATION

2.1 Objective

The objective of this document is to provide clear guidelines to customers regarding the construction of vehicular crossovers.

- Ensure that all crossovers are constructed to a consistent standard across the City of Bayswater.
- Prevent stormwater from entering private properties through effective design and construction of crossovers.
- Ensure that crossovers provide safe and convenient entry and exit points to properties for vehicles.
- Provide a safe and even surface that accommodates pedestrians, cyclists, and ensures disability access.
- Prevent any adverse impact on existing infrastructure within the road reserve due to crossover construction.
- Maintain or improve the visual appeal and functionality of the streetscape through appropriate crossover design and construction.

2.2 Statutory Requirements

This specification is made pursuant to the *Local Government Act 1995* (Schedule 9) and the *Local Government (Uniform Local Provisions) Regulations 1996* (Regulations 12, 13, 14 & 15) references statutory and best-practice guidance documentation which includes the following:

- Austroads Guide to Road Design
- Australian Standard AS2890.1: Off-street parking (2004)
- State Planning *Policy* 3.1 - Residential Design Codes (R-Codes)
- WAPC Liveable Neighbourhoods

2.3 Responsibility of the Applicant and/or the Contractor

The Applicant and/or their contractor is responsible for the following items:

- The Crossover Application Form (**Appendix 1**) must be submitted prior to commencing any works. This includes arranging all necessary inspections as stipulated in the approval conditions.
- Where required, existing semi-mountable or barrier kerbing must be cut using a concrete saw and removed without causing damage to remaining kerbing and road pavement.

- All surplus materials from the construction site must be removed and disposed of properly, leaving the site clean and tidy at all times.
- Any kerbing, concrete, brick paving, or bituminous road surfaces damaged during the construction of the crossover must be reinstated to its original condition.
- The verge area adjoining the crossover must be reinstated after construction to the City's specifications.
- Crossovers that are no longer required or no longer connect with an internal driveway must be removed. The applicant is responsible for reinstating the verge, kerb, and footpath (if applicable) at their own cost.
- Application to relevant public utility authorities is necessary to alter any utility service that conflicts with the proposed crossover. Costs incurred in these alterations and subsequent reinstatements are borne by the applicant.
- The applicant must cover the costs associated with any required traffic management to ensure the safety of road users, contractors, and pedestrians during crossover construction. Only qualified traffic management personnel should be employed, and all practices must align with MRWA Code of Practice 'Traffic Management for Roadworks' and Australian Standard AS1742.3-2002. A traffic management plan must be submitted to the City for approval before commencing works.
- It is recommended to contact Before You Dig Australia via their website <https://www.byda.com.au/> prior to starting any excavation works to ascertain the location of services within the road reserve.
- The property owner is required to maintain the crossover in a safe and trafficable condition once construction is complete.

3 CROSSOVER

A crossover is the driveway section that spans from the road to the front boundary of the property, crossing the Council verge. The property owner is responsible for both the cost of constructing the crossover and its ongoing maintenance.

3.1 Approval

In accordance with Schedule 9.1, Clause 7 of the *Local Government Act 1995* and *Regulation 12, 13, and 15 of the Local Government (Uniform Local Provisions) Regulations 1996*, an application to the Local Government must be submitted by the property owners for the approval of crossover construction.

The building licence for construction activities inside the property boundary does not cover the construction of a crossover. the construction of the crossover, including its position, width and construction details requires a separate application process.

Prior to commencing any crossover works on the Council verge (the area between your property boundary and the road edge), property owners must submit a Crossover Application Form to the City. This allows the City to assess your application thoroughly to ensure compliance with all relevant requirements.

Please be aware that constructing a crossover without obtaining the City's approval may result in a requirement to remove the crossover if it is found not to comply with the City's specifications.

The Crossover Application Form (**Appendix 1**) must be completed including a copy of the site plan (**Appendix 2**), which must clearly show:

- Proposed location and dimensions of the crossover (length and width)
- Setback distance from the side boundary.
- Location and setback distance to any existing street trees; and

- Any existing infrastructure or services that may be affected by your proposed crossover (power poles, drainage pits/manholes, Telstra pits, bus shelters etc.).

3.2 Who can construct the crossover

Once approved by the City, the construction of the crossover can be carried out by your builder, or a private contractor engaged by you.

If you are building a new dwelling, even if the crossover construction is included in your building contract, a separate crossover application must still be submitted and approved by the City. It's important that your builder or contractor follows the City's Crossover Specifications to ensure compliance with the City's standards.

3.3 Subdivision Condition Clearance - Bond

The below outlines the process for clearing subdivision conditions relating to crossovers.

(a) Bond

- Instead of immediately constructing the crossover, the property owner can pay the City an upfront cost.
- The City will provide the property owner an estimate of the job cost for the crossover works.
- Once payment is received by the City, this amount is held as a **crossover bond** and will be transferred to the new owner if the property is sold.

(b) Construction Responsibility

- The property owner is responsible for constructing the crossover to the City's specifications once the building and internal driveway works are completed.
- Specifications and requirements are available at the back of this booklet.
- A Crossover Application must be submitted to the City for assessment, and written approval received by the applicant prior to crossover works commencing.

(c) Refund and City Intervention

- Once the crossover is built to the City's satisfaction, the **bond will be refunded** to the property owner.
- If the owner does not construct the crossover **within three (3) months** after completing the building works and internal driveway, **the City may use the bond to complete the works.**
- If costs increase by the time the City carried out the work, **the property owner must cover any additional expenses.**

3.4 Council Subsidy

In accordance with the City's *Crossovers Policy (Appendix 4)*, and under *Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996*, a standard crossover is defined as a minimum of 3 metre wide at the property boundary line and constructed in concrete according to the City's specification.

To be eligible for the Crossover Subsidy, you must meet the following criteria:

- The crossover must be the first one constructed to the property.
- The crossover must meet the definition of a standard crossover as specified. If a subsidy has been claimed previously for a standard brick paved or concrete crossover, you may not claim another subsidy for the same type.
- The Crossover Subsidy Application (**Appendix 3**) must be submitted within six (6) months of the crossover being constructed. Consideration for the crossover subsidy application to be done online via the City's website?

- Attach documentary evidence such as the contractor's invoice or receipt clearly stating the applicant's address.
- The Crossover Application must have been lodged and approved prior to the commencement of crossover works. All conditions of the Crossover Approval, including set levels and inspections by City's representative, must be met.
- In the event a crossover has been constructed which does not comply with the City's requirements, the applicant would not be entitled to the City's crossover subsidy.
- The City will bear 50% of the estimated cost of a standard grey concrete crossover, as determined by the Local Government.

The City of Bayswater defines a standard crossover as:

- A minimum of 3m wide at the property boundary line.
- Construction in concrete to the City's specifications.

4 GENERAL CONSTRUCTION

4.1 Crossover Density

The principle for designing crossovers in Western Australia is to minimise their number within an area to enhance safety, reduce costs, and optimise space for other uses like street trees and parking.

All residential lots are entitled to access regardless of the constraints such as location and sightlines (AS2890.1: Clause 3.2.3a).

Standard Specifications (**Appendices 5 and 6**) allows for one crossover between 3 and 6 metres wide. Requests for a second crossover, widening of an existing crossover, crossovers exceeding 6 metres wide or other variations are generally not approved but may be considered on a case-by-case basis.

A submission must be lodged in writing and include a site plan showing the position and width of all existing and proposed crossovers for consideration.

4.2 Geometry

Crossovers must be aligned perpendicular (at right angles) to the street alignment whenever possible. Crossovers shall align directly with the internal driveway leading perpendicular to the garage or carport opening on the property.

In cases where existing infrastructure (such as utilities, trees, or other fixed elements) prevents the ideal alignment described above, modified shaped crossovers may be considered at the discretion of the City and will be assessed on a case-by-case basis.

4.3 Prohibited Locations

As per Australian Standards (AS2890.1: Figure 3.1) and Drawing 40/07 (**Appendix 6**), no new crossover shall be constructed within 6 metres of the kerbing transition point, the side boundary alignment, or the front boundary truncation peg, whichever is furthest from the alignment of the adjacent side road. This rule applies unless the size and/or shape of the property physically prevent complying with this preferred locality.

This exclusion zone may be increased if necessary for signalised intersections to ensure the driveway is not within the influence of traffic queues.

The requirement does not apply if constructing a crossover within the exclusion zone is the only feasible way to provide access to a property.

Additional restrictions may apply to non-domestic driveways. Applicants should discuss specific requirements with the City.

In the event the crossover application is not supported by the City (i.e. reason such as non-conforming to City crossover standards, in a prohibited location, etc.) the applicant may wish to submit an independent traffic/road engineering assessment/review to support their proposal.

There is no guarantee that the City's Engineering Department would accept the proposal based on the submitted traffic/road engineering assessment/review.

Should the City support the non-complying crossover proposal based on the submitted independent assessment/review, the application and independent engineering consultants/contractors would take full responsibility and accountability for the design, construction and liabilities resulting from the constructed crossover. The City's Engineering Department would not be held liable or accountable for any future vehicle/pedestrian accidents resulting from the constructed crossover in this case.

4.4 Abutting Neighbouring Crossovers

When one crossover meets another at the property boundary, the gap between them should be filled with either brick paving or concrete. The maximum width for this infill should not exceed 1.5m.

The adjoining neighbour's crossover must be cut straight at the property line where it meets the neighbouring crossover.

4.5 Kerbing

Property owners are strictly prohibited from modifying or changing the style of kerbing in the street. Most roads within the City of Bayswater have barrier or semi mountable kerbing.

Crossovers must be constructed according to the crossover standard drawings specified in **Appendices 7 and 8**.

The transition between the wing and kerb will not form a point lower than any crest or drainage provision in the crossover adjacent to the road.

Property owners should refer to **Appendices 9 and 10** for detailed instructions on constructing crossovers where mountable kerbing is present.

4.6 Sightlines and Pedestrian Interface

Crossovers are categorised as 'Road-Related Areas' under the *Road Traffic Code 2000*. Pedestrians and cyclists have priority over vehicles within these areas, as per *Regulations 12, 13, 14, and 15 of the Local Government (Uniform Local Provisions) Regulations 1996*.

In addition, The City's *Footpath Policy (Appendix 5)* takes precedence over crossover construction. Footpath panels in-line with the crossover must be plain grey concrete and adhere to the City's specifications.

If any footpath panels are damaged or do not meet the minimum thickness requirement of 100mm, they must be upgraded to the City's specifications. All costs associated with upgrading damaged footpath panels are the responsibility of the applicant or property owner.

Crossovers must be positioned to ensure unobstructed sightlines between path users (pedestrians, cyclists) and vehicles. Permanent fixtures such as fences or trees should not obstruct these sightlines. Additionally, crossovers must not be constructed within the truncation of the property, ensuring clear visibility and safety for all users.

4.7 Traffic Management

Works within the City's roads reserves require a permit pursuant to the City of Bayswater's *Local Law for [Activities on Thoroughfares and Trading in Thoroughfares and Public Places](#)*.

A Traffic Management Plan (TMP) is required for any activity on the road reserve or within the road reserve, that obstructs the passage of vehicles or the movement of any other road user, including pedestrians utilising the road reserve, verge or footpath, as a passageway or traversing. Please refer to Main Roads' [Traffic Management for Works on Roads Code of Practice](#) and [Traffic management - City of Bayswater](#).

All crossover works require a Traffic Management Plan (TMP), assessed and approved by the City, prior to any works commencing. The TMP must be written, and lodged with the City, by a Main Roads WA (MRWA) accredited 'Traffic Management Company' (TMP company).

If the works are carried out without a TMP in place and accidents or mishaps occur (to the road users or workers onsite), the owner is legally liable. For more information regarding the process and to have a TMP approved for the works, please engage the services of a TMP company.

4.8 Redundant Crossovers

Crossovers that are no longer required or do not connect with an internal driveway are considered redundant. Under the City's Local Laws governing activities on thoroughfares and trading in thoroughfares and public places, property owners are required to remove redundant crossovers.

The removal process includes reinstating the verge, kerb, and footpath (if applicable) to meet the City's specifications at the cost of the applicant or property owner.

4.9 Protection And Safety

All construction works must adhere to the requirements of the *Occupational Safety and Health Act 1984* and its regulations. Any damage to City infrastructure or private property resulting from the construction works is the sole responsibility of the applicant and their contractors. They will be liable for the replacement or repair of damaged property and any associated liabilities.

Crossovers must be constructed under the supervision of the City's nominated officer and in accordance with the City's policies, standard drawings, and specifications.

The applicant and their contractors are responsible for ensuring the safety of the works and the public during and after construction. This includes installing necessary warning signs, barriers, warning lights (during darkness), temporary bridges, or any other measures directed by the City's representative. Failure to do so shall constitute an offence under Section 377 of the *Local Government Act 1995*.

Crossovers must maintain minimum clearances from the following:

- Side boundary 0.5m
- Street tree 2.0m
- Drainage side entry pits 1.0m
- Western Power Poles 0.5m
- Public Utility infrastructure as per their requirements.
- Pram ramp 1.0m

Before commencing any crossover construction, applicants must contact relevant service authorities, Water Corporation, Western Power, ATCO Gas, and Telstra, via Before You Dig Australia. This ensures that existing infrastructure within the road reserve, such as utilities, public transport facilities, and stormwater objects, is accounted for. Special attention should be given to high-pressure gas lines located within the road reserve; ATCO GAS (13 13 56) must be contacted prior to any works. If modifications are necessary to accommodate the crossover, approval must be obtained from the City and relevant authorities, and any associated costs are the responsibility of the applicant. The City is not liable for any damage or interference caused by service authorities performing works within the road reserve.

4.10 Street Trees

Street trees located on Council verges will not be removed to accommodate crossovers unless all alternatives have been duly considered. A minimum clearance of 2 metres must be maintained between the base of existing street trees and the location of proposed crossovers.

During the construction of crossovers, it is crucial to take utmost care to protect the street trees. This includes safeguarding the root structure of the trees and refraining from pruning their canopy unless specifically authorised in writing by the City.

4.11 Approval by Other Statutory Authority

4.11.1 Main Roads WA Approval

Vehicle crossovers adjacent to the following primary distributor roads require approval from Main Roads WA (MRWA), in conjunction with the City of Bayswater. Applicants must submit a copy of the crossover construction approval from the Commissioner of MRWA with their Crossover Application.

- Guildford Road (all sections)
- Morley Drive (between Wellington Road and Tonkin Hwy)

Access and egress from properties along these roads must be in forward gear only. Applicants are to contact MRWA directly on 13 81 38 for further information.

4.11.2 Western Australian Planning Commission Approval

Vehicle crossovers adjacent to the following Regional Roads and Local Distributor Roads require approval from the Western Australian Planning Commission (WAPC):

Beechboro Road North	Beechboro Road South	Benara Road
Broun Avenue	Camboon Road	Collier Road
Coode Street	Crimea Street	Drake Street
Emberson Road	Embleton Avenue	Garratt Road
Grand Promenade	Grey Street	King William Street
McGilvray Avenue	Morley Drive East	Peninsula Road
Railway Parade	Walter Road West	Wellington Road
Widgee Road	Whatley Crescent	

Access and egress from properties on these roads, carparks, and Right of Ways (ROWs) must also be made in forward gear.

Direct enquiries to the WAPC at (08) 6551 9000 for additional details.

4.12 Maintenance of the Crossover

According to the *Local Government Act 1995*, maintenance of crossovers is the sole responsibility of the adjacent property owner to ensure the crossover remains safe and trafficable once constructed.

Property owners are strongly encouraged to upgrade old bitumen crossovers to comply with the City's current specifications (concrete or brick paving). This is promoted through the conditions of development approval, and directly through the City.

Property owners may be eligible for a crossover subsidy (refer Clause 3.4)

5 TECHNICAL CONSTRUCTION

Please note that the technical construction details provided here are a partial representation of the overall specifications governing the construction of crossovers within the City of Bayswater. For comprehensive guidance and specific requirements, including additional technical details, applicants are advised to contact the City's Crossover and Verge Compliance Officer on 9272 0622.

5.1 Excavation and Sub-Grade Preparation

Excavation shall be carried out to the levels, lines and grades shown on standard drawings.

If an existing footpath is present, its level should guide the crossover construction. In the absence of an existing footpath, the City will set the level at the property boundary upon request from the contractor. A minimum notice of 48 hours is required for level setting arrangements (contact telephone: 041 222 0038).

In accordance with the City's Footpath Policy, the footpath takes priority over the crossover. Footpath panels must remain in plain grey concrete built to Council specifications, to maintain the visual and physical continuity of the path along the street. If any footpath panels within the crossover alignment are damaged or less than 100mm thick, they must be upgraded at the applicant/property owner's cost. Refer to Appendix 12 for current footpath specifications.

All grass, roots, vegetation, clay, or other deleterious matter must be excavated to a depth not less than 300mm below the finished sub-grade level.

Subgrades (underside of concrete) must be thoroughly compacted to achieve a minimum Perth penetrometer reading of seven blows per 300mm, calibrated to 95% Maximum Dry Density.

Any differences of built-up lawn level and newly constructed crossover levels shall be graded out over a 1.5m distance to provide a safe grade of 25% (1 in 4).

5.2 Crossover Width

The following crossover widths would be applicable;

(a) Residential crossovers

The minimum width of a single crossover is 3.0m and the maximum width is 6.0m.

(b) Commercial/ Industrial crossover

Crossovers servicing commercial or industrial precincts must be between 6.0m and 10.0m in width.

This standard would be only applicable to commercial properties that are subjected to regular vehicular loadings from both incoming and outgoing light commercial and heavy industrial vehicles.

Standard drawings (Appendices 7 and 8) allow for one residential crossover between 3.0m and 6.0m wide, minimum clearance from the side boundary of 0.5m. Additional crossovers or wider configurations require a written request with a site plan, assessed on a case-by-case basis. The standard drawings (Appendices 7 and 8) would still be applicable to the commercial / industrial crossovers with the exception of the allowable width between 6m -10m.

For battle-axe developments, a single lot requires a minimum 3.0m driveway, and adjoining lots share a combined maximum driveway width of 6.0m.

Generally, the width of the crossover will not exceed 50% of the length of the total boundary facing the street (except for battle-axe access and narrow cul-de-sac frontages).

5.3 Crossover Depth

The depth of the crossover must adhere to specifications outlined in the standard drawings 'Crossover Standard (Brick Paved) Drawing 32/24' or 'Crossover Standards (Concrete) Drawing 30/24' (Appendices 7 and 8).

5.4 Materials

Crossovers may be constructed in one of the following materials:

- Minimum In-situ 25MPa concrete - **Broom finish** and exposed aggregate only (wood float finish is not permitted).

- Clay brick paving (60mm thickness)
- Concrete block paving (60mm thickness)

Commercial crossovers shall be constructed to meet the requirements of the traffic likely to use the crossover. While the following above specification outlines the minimum design requirements for loadings associated with medium to heavy commercial and/or industrial traffic, designers should check the pavement capacity with actual traffic loadings prior to their application to Council.

5.4.1 In-Situ Concrete

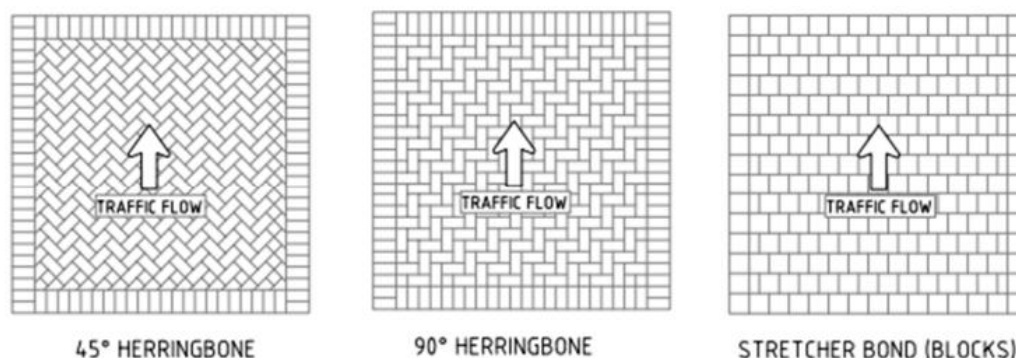
An in-situ concrete crossover shall consist of a 100mm thick slab of concrete placed on a compacted sub-grade in accordance with the City's specifications.

- Concrete strength shall be minimum of 25MPa in accordance with AS 3600. Maximum aggregate size shall be 20mm and slump at the point of delivery shall be 75mm $\pm$ 15mm
- Expansion joints 10mm thick shall be placed at the boundary and between the slab and the kerb (refer standard drawings). The expansion joint shall be the full depth of the panels using foam plastic, or bitumen impregnated canite type.
- Contraction joints shall be provided consisting of minimum 5mm grooves placed into the surface of the concrete prior to setting with an approved tool and shall conform per the standards drawings.
- The surface of the slab shall be screeded to correct levels. Broom finished to provide a dense uniform non-slip surface. The surface shall be free of depressions, joint marks, honeycombed sections, or dusty sections which may cause excessive wear.
- On steep crossovers, the City's representative may direct that the surface be grooved in order to provide sufficient non-slip properties.

5.4.2 Brick or Block Paving

Paving bricks for crossovers shall be either clay brick or concrete pavers sourced from an approved manufacturer.

- Pavers shall be laid on a prepared sub-base consisting of a compacted sub-grade in accordance with specifications, overlaid with a bedding layer of clean coarse sand as recommended by the manufacturer.
- Rigid block or concrete edging must be installed around the perimeter of all block-paved crossovers to prevent lateral movement of the header course. These restraints must be robust enough to withstand vehicle impact and prevent the movement of paving blocks laterally. Edge restraints should be installed at the same level as the crossover.
- Brick or block-paved crossovers shall include a 1.8m concrete apron between the road and the crossover, as detailed in **Appendix 8**.
- Pavers must be laid in either a herringbone pattern or a stretcher bond pattern at 45° or 90° for square pavers.



Residential Block Paving Patterns

APPENDIX 1 – CROSSOVER APPROVAL APPLICATION FORM

Applicant/s Name:			
Mailing Address:			
Suburb:		Postcode	
Email:			
Telephone: (daytime contact)			
Address of proposed crossover:			

This application is for: (please tick)

- ☐ A new crossover
 ☐ For subdivision (request to **bond** crossover works)
- ☐ Upgrade of an existing crossover
 ☐ Widening of an existing crossover

Type of construction:

- ☐ Concrete
 ☐ Brick / block paving

NOTE: You **must** attach a copy of your approved site plan, which shows the following details:

- Location and dimensions of proposed crossover
- Name of street frontage
- Distance from the nearest site boundary
- Location of all existing infrastructure (e.g. utility, pit, street tree, drainage, bus shelter etc.).

ACCEPTANCE

I hereby accept the conditions as set out in the City of Bayswater *Crossovers Policy* and confirm that the application is in accordance with all relevant planning conditions relating to the property.

Applicant/s signature: _____ **Date:** _____

Please return completed application to: mail@bayswater.wa.gov.au, alternatively mail to City of Bayswater, PO Box 467, Morley WA 6943

APPENDIX 2 – CROSSOVER SITE PLAN INFORMATION

LOCATION PLAN

If this application is to **upgrade OR widen** an existing crossover in the same location.

Attach a sketch or site plan of the property showing:

- The internal parking area and crossover location and dimensions
- Name of Street frontage
- Distance from nearest side boundary
- Location of verge assets (bus shelter, utility pits, drainage grates etc)
- Reversing bays (if applicable)
- Any existing street tree showing the distance between the tree and the crossover
- Clearly mark if you are:
 - upgrading the existing crossover
 - widening the existing crossover

If this application is for **subdivision clearance, a new dwelling, or seeking approval for an additional crossover/change of location:**

- Please attach a copy of your Site Plan (scale 1:200) showing:
 - Driveway and Crossover location and dimensions
 - Driveway and hardstand materials
 - Name of Street frontage
 - Distance from nearest side boundary
 - Contours and/or spot levels
 - All setback distances
 - Location of retaining walls (if applicable)

Does this application have Development Approval? ☐ Yes ☐ No

Development Application number: _____

APPENDIX 3 – CROSSOVER SUBSIDY CLAIM FORM

Attention: Verge Bond/Crossover Officer

Date: Click or tap to enter a date.

The address of the crossover to be inspected is: Click or tap here to enter text.

Crossover was constructed by: Click or tap here to enter text. Date: Click or tap to enter a date.

Note: A copy of the contractor's receipt must be attached to this claim form.

Levels pegged by the City? ☐ Yes ☐ No Date: Click or tap to enter a date.

Box inspection/Form work inspected by City officer? ☐ Yes ☐ No Date: Click or tap to enter a date.

Note: The crossover subsidy is only payable for the crossover constructed strictly in accordance with the City's specifications, crossover policy and current fees and charges. This also includes inspections undertaken at the formwork/base stage and after completion.

OWNER'S DETAILS

Owner's Name:			
Email:			
Postal Address:			
Contact number:	H/W:		Mobile:

BANK DETAILS

Name of Financial Institution:			
Branch:		Account Name:	
BSB No. (6 digits)		Account Number:	

CONDITIONS OF CONSENT

- I hereby declare that I am the owner of the abovementioned property and that this is the first subsidy claim made for the said property. I have attached a copy of the contractor's receipt to this application. (Note: Subsidy can only be paid to the current owner and must be made within six months of crossover construction).
- I understand that the crossover subsidy will be paid by Electronic Funds Transfer (EFT – payment made directly to the depositor's bank account).
- The authorised representative is responsible for the accuracy of the particular above.
- The authorised representative is responsible for advising the City of Bayswater (COB) in writing of any changes to the particulars above. Upon receipt of such notification, COB will amend its records accordingly.
- COB will accept the authority of the Authorised Representatives as conclusive evidence of that person's authority to sign this consent. COB is under no obligation to verify that authority or any of the details provided above but may do so it chooses.
- COB will use all reasonable measures to maintain the confidentiality of the information provided. The authorised representative acknowledges that details will be available to COB staff or other individuals carrying out their normal duties in processing invoices/accounts for payment on behalf of COB.
- While the preferred method of payment is EFT, the authorised representative acknowledges that payment may still be made by other if circumstances require.
- By signing this form, the authorised representative acknowledges his or her responsibilities under the conditions of this consent form.

Name: _____ **Signature:** _____ **Date:** _____

APPENDIX 4 – CROSSOVERS POLICY



Crossovers Policy

Responsible Division Works and Infrastructure

Responsible Business Unit Engineering Works

Responsible Officer Manager Engineering Works

Affected Business Units Engineering Works

ECM Document Set ID 422

Purpose

To provide appropriate standard for the construction of crossovers in the City of Bayswater and to ensure the correct allocation of crossover subsidies as per schedule 9.1 (7) of the Local Government Act 1995.

Definitions

Nil.

Policy Statement

1. All new crossovers are to be constructed in accordance with the City of Bayswater Specifications for Crossovers.
2. Council will subsidise:
 - (i) One (1) standard crossover per single lot.
 - (ii) One (1) standard crossover for each individually titled lots.
 - (iii) A subsidy will be provided for the reconstruction of bituminous crossovers in concrete or brick paving, subject to the works complying with the City's specifications.
 - (iv) A further subsidy will not be payable where Council has previously subsidised one (1) standard concrete or brick paved crossover to a single residential property or if Council has previously subsidised one (1) standard concrete or brick paved crossovers for each individually titled lots.
 - (v) Council will not maintain bitumen crossovers or subsidise the construction or re-surfacing costs of bitumen crossovers.
 - (vi) No reimbursement shall be made for crossover repairs undertaken by or on behalf of the property owner and/or occupier.

Related Legislation

Nil.

Related Documentation

Nil.

APPENDIX 5 – FOOTPATH POLICY



Footpath Policy

Responsible Division	Works and Infrastructure
Responsible Business Unit/s	Engineering Works
Responsible Officer	Manager Engineering Works
Affected Business Unit/s	Assets and Mapping Services, Engineering Services, Development Approvals
Document Ref	4028313

Purpose

To provide a consistent and transparent process for dealing with the construction of Footpaths and Cycleways within the road reserve under the care, control and management of the City of Bayswater.

Objectives

The City will provide a 'fit-for-purpose' strategic contiguous footpath network to enable safe pedestrian access, free of discrimination for all users, within the community, to local, district, and regional destination facilities and linking to the wider public transport network.

To provide a consistent and transparent process for dealing with construction within the road reserve under the care, control and management of the City of Bayswater.

Scope

This policy applies:

1. To all construction work undertaken within the road reserve under the care, control and management of the City of Bayswater as defined by the *Local Government Act 1995*.
2. To all streets within the City, existing and proposed, that do not provide a safe environment for pedestrians as outlined in the Austroads Guide to Road Design – Part 6A (Pedestrian and Cyclist Paths).

Policy Statement

1. All streets within the City (excluding cul-de-sacs) are to have a footpath on at least one side and to provide a contiguous footpath network.
2. A road that is a Local Distributor and above should have a footpath on each side where there is a residential or commercial pedestrian frontage access, or it is providing a strategic contiguous footpath network.
3. New and reconstructed paths are to be adjacent to the kerb and constructed through existing crossovers, wherever possible, to maintain the visual and physical continuity of the path along the street. In exceptional circumstances paths may be located closer to the property boundary to suit existing path provision or streetscapes.

4. Community Interests - The City will endeavour to ensure that all construction undertaken within the road reserve under the control and management of the City does not, as far as is practicably possible, negatively impact the safety, amenity, accessibility or future use, serviceability, or enjoyment of the road reserve for the community as a whole. The individual needs of a particular developer, existing or proposed community group or individual, shall not take precedence over the interests of the wider community.
5. All works within the road reserve shall, to the extent permitted by current legislation, be designed, planned, executed and where appropriate, tested, supervised, inspected, and maintained to a minimum standard to be determined by the City.
6. The City shall review the existing new path program whereby new path provision is prioritised based on the following criteria and ranking:

Criteria	Ranking
Road Hierarchy	
District Distributor	3
Local Distributor	2
Local Access	1
Bus Route and Bike Plan Connectivity	
High Frequency Route/Direct Connection	2
Low Frequency Route/Indirect Connection	1
Community Facility	
Regional facility	2
Local Park	1
School/Aged Care	
Adjacent	3
Direct Connection	2
Next Connection to direct	1
Shopping Centres	
Regional Centre	2
Neighbourhood	1

7. Consultation with the community will be undertaken in the year prior to construction to ensure that those who are affected by or who are likely to have an interest in a decision are informed and have an opportunity to provide comment and feedback.

Definitions

Local Distributor road is classified by the Main Roads WA road hierarchy as a road that distributes traffic within a suburb to and from, higher and lower category roads. Indicative traffic volumes are from 3000 to 7000 vehicles per day.

Related Legislation

- *Local Government Act 1995 (WA)*
- *Land Administration Act 1997.*
- *Road Traffic Code 2000.*
- *Disability Discrimination Act 1992.*

- Austroads Guide to Road Design Part 6A: Pedestrian and Cycle Paths.

Related Documentation

Nil

Relevant Delegations

Risk Evaluation

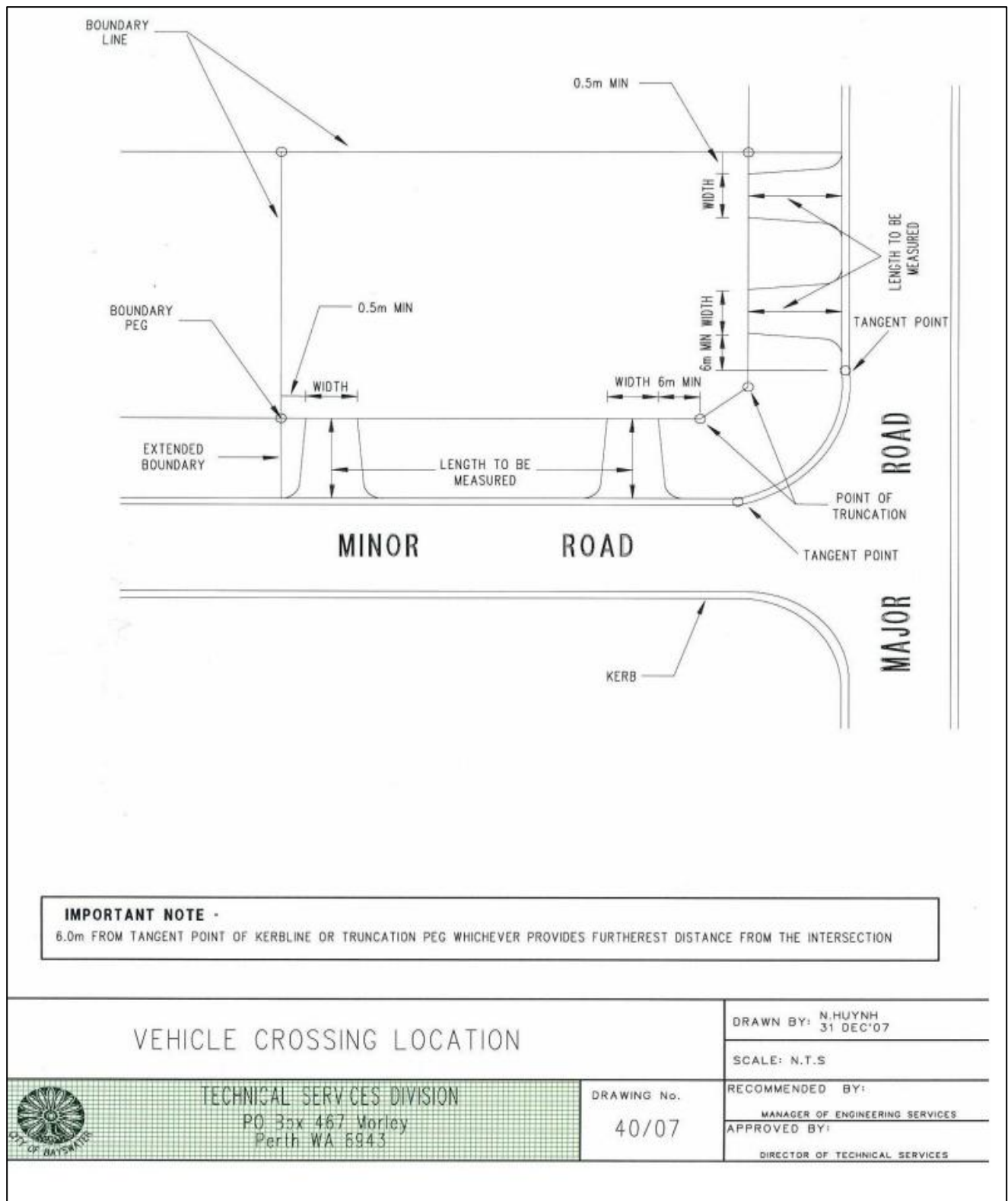
Council Adoption	25 May 2021	Item 10.6.1.5
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Review/Modified

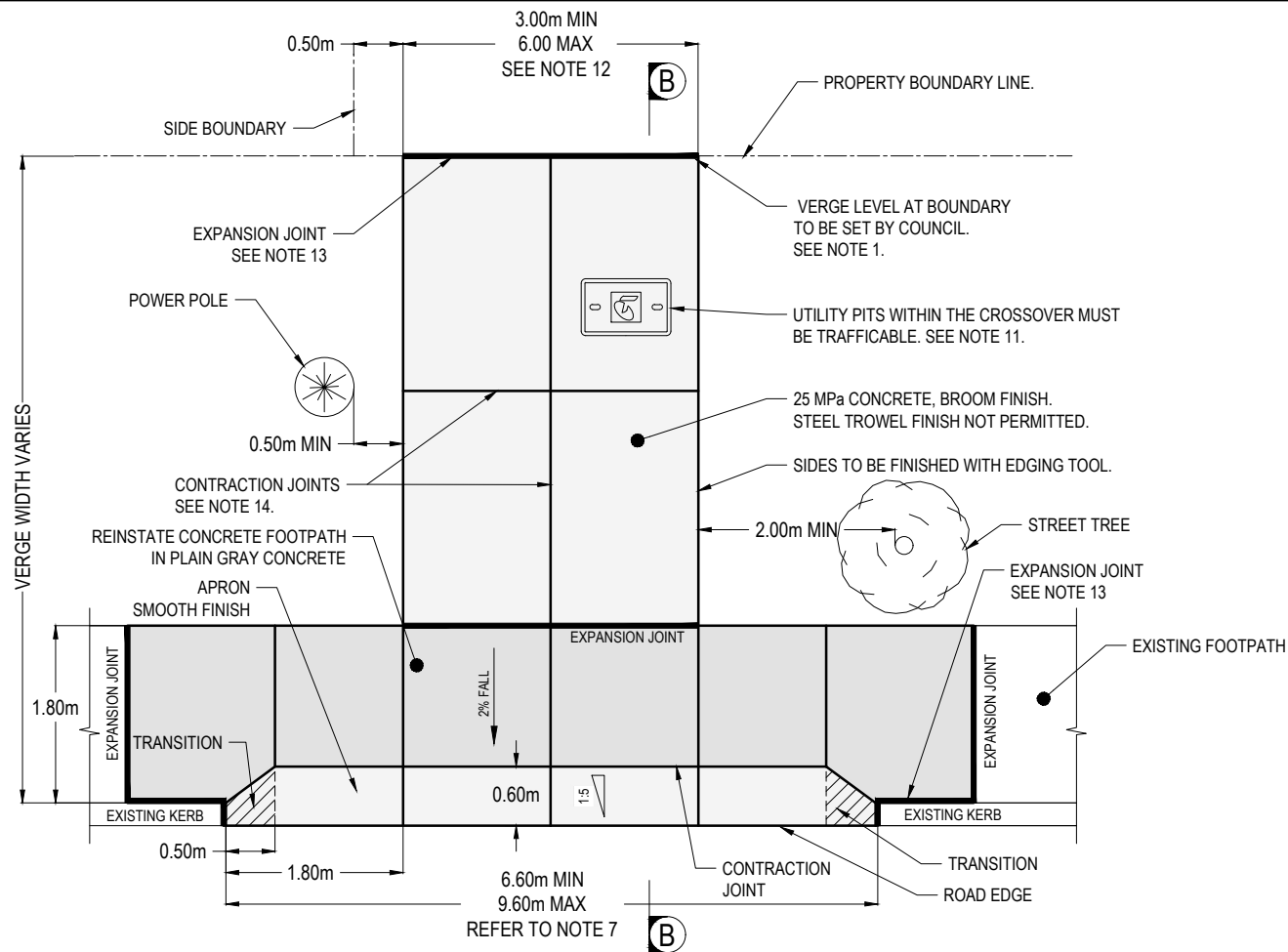
Review/Modified	23.03.21	Item 11.2 OCM
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Review/Modified	24.11.20	Item 10.6.2 OCM
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APPENDIX 6 – VEHICLE CROSSING LOCATION



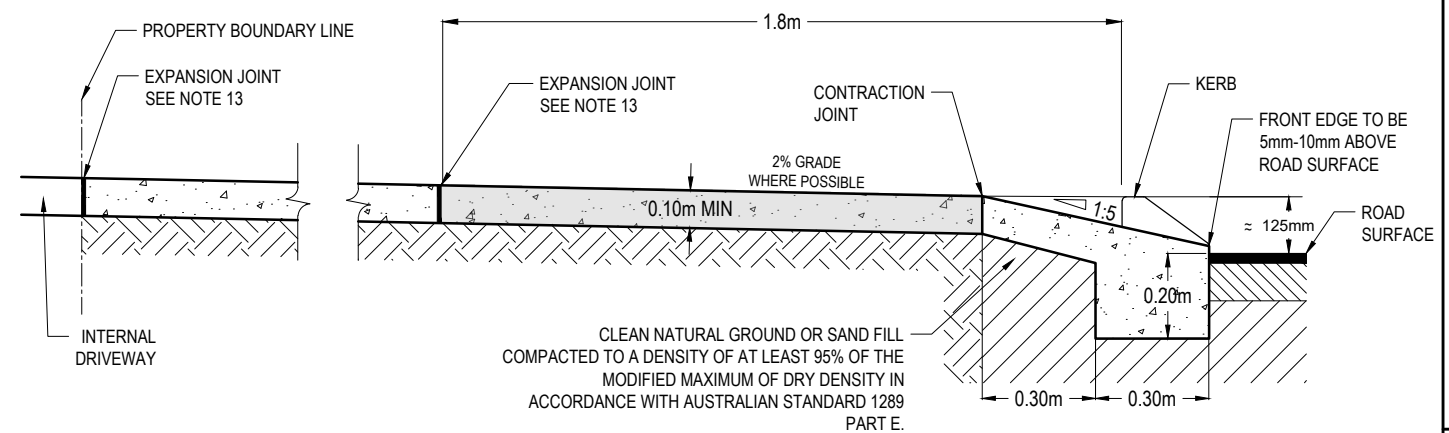
PROPERTY BOUNDARY LINE.



CONCRETE CROSSOVER WITH FOOTPATH PLAN VIEW

N.T.S.

1. THE CROSSOVER LEVEL AT THE BOUNDARY IS TO BE PEGGED BY THE CITY. THIS ARRANGEMENT MUST BE MADE WITH THE CITY, WITH A MINIMUM 48-HOUR NOTICE. WHERE THERE IS AN EXISTING FOOTPATH IN FRONT OF THE PROPERTY BOUNDARY, THE FOOTPATH LEVEL WILL BE THE DESIGNATED LEVEL.
2. INSPECTION BY THE CITY BEFORE POURING CONCRETE IS MANDATORY. CONTACT THE CITY DIRECTLY TO ARRANGE, ALLOWING 48-HOUR NOTICE (9272 0622).
3. THE VISUAL AND PHYSICAL CONTINUITY OF THE FOOTPATH SHALL BE MAINTAINED (OR REINSTATED) THROUGH THE CROSSOVER.
4. FOOTPATH MUST BE CONSTRUCTED IN PLAIN GRAY CONCRETE. EXPOSED AGGREGATE OR COLORED CONCRETE NOT PERMITTED.
5. WHERE REQUIRED, REPLACE FOOTPATH PANEL TO THE NEAREST JOINTS.
6. CONDUCT A BEFORE YOU DIG ENQUIRY PRIOR TO ANY EXCAVATION WORKS.
7. ALL MEASUREMENTS ARE IN METERS UNLESS OTHERWISE INDICATED.
8. RESIDENTIAL CROSSOVER WIDTH AT BOUNDARY IS TO BE A MINIMUM OF 3.0m AND MAXIMUM OF 6.0m. WIDTH AT KERB LINE IS TO BE MINIMUM 6.6m AND MAXIMUM OF 9.6m.
9. RESIDENTIAL CROSSOVERS ARE TO BE MINIMUM 100mm THICK CONCRETE.
10. LIGHT COMMERCIAL AND HEAVY DUTY RESIDENTIAL CROSSOVERS ARE TO BE 150MM THICK CONCRETE WITH REINFORCING MESH SL82.
11. HEAVY COMMERCIAL CROSSOVERS ARE TO BE DESIGNED AND CONSTRUCTED BY APPLICANTS. LOCATION AND SHAPE ARE TO BE APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
12. WHERE POSSIBLE, MAINTAIN A MINIMUM UNOBSTRUCTED DISTANCE OF 0.5m FROM PUBLIC UTILITY SERVICE PITS. OTHERWISE, THE APPLICANT MUST ARRANGE WITH THE RELEVANT SERVICE AUTHORITY FOR PIT CONVERSION TO TRAFFICABLE INFRASTRUCTURE, AT THE APPLICANT'S EXPENSE. IT'S IMPORTANT TO NOTE THAT IF PITS ARE NOT REPLACED AND SUSTAIN DAMAGE LATER, THE RESPONSIBILITY FALLS ON THE APPLICANT TO PROMPTLY ENSURE THEIR SAFETY AND REPLACE THEM AS REQUIRED.
13. CROSSOVER TO BE LOCATED A MINIMUM OF 0.5m FROM THE EDGE OF THE NEAREST UTILITY POWER POLE AND A MINIMUM OF 2.0m FROM THE EDGE OF THE NEAREST STREET TREE.
14. EXPANSION JOINTS SHALL BE 10mm THICK AND EXTEND VERTICALLY FULL DEPTH OF THE PANELS USING FOAM PLASTIC, OR BITUMEN IMPREGNATED CANITE TYPE OR A SIMILAR MATERIAL APPROVED BY THE CITY. EXPANSION JOINTS WILL BE PLACED AT RIGHT ANGLES TO THE CENTRE LINE OF THE FOOTPATH OR CROSSOVER. EXPANSION JOINTS SHALL BE PLACED AT THE JUNCTION OF CUT ENDS OF KERBS AND CROSSOVER WINGS, AND TIGHTLY PLACED AROUND ALL UTILITIES PITS AND/OR OTHER OBSTRUCTION IN THE PATH ALIGNMENT.
15. CONTRACTION JOINTS SHALL BE MADE WITH AN APPROVED JOINTING TOOL WITH 2.5m MAXIMUM SPACING EITHER LATERALLY OR LONGITUDINALLY. CONTRACTION JOINTS SHALL BE PLACED PARALLEL AND PERPENDICULAR TO THE PROPERTY BOUNDARY.
16. THE FINAL NON-SLIP FINISH SHALL BE BROOM FINISH. ALL CONCRETE WORKS ARE TO BE FULLY "PICTURE-FRAMED" TO A WIDTH OF 75mm OR MATCH INTERNAL CONCRETE FINISH TO THE SATISFACTION OF THE CITY.
17. THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CITY'S STANDARDS AND SPECIFICATIONS.



N.T.S.

IN THE ABSENCE OF THE APPROVED SIGNATURE THIS DRAWING SHALL BE TREATED AS PRELIMINARY

DRAWING:	SHEET 1 of 1
STANDARD CONCRETE CROSSOVER	DRAWING No. 30/24
DRAWING STAGE: APPROVED	AMENDMENT A

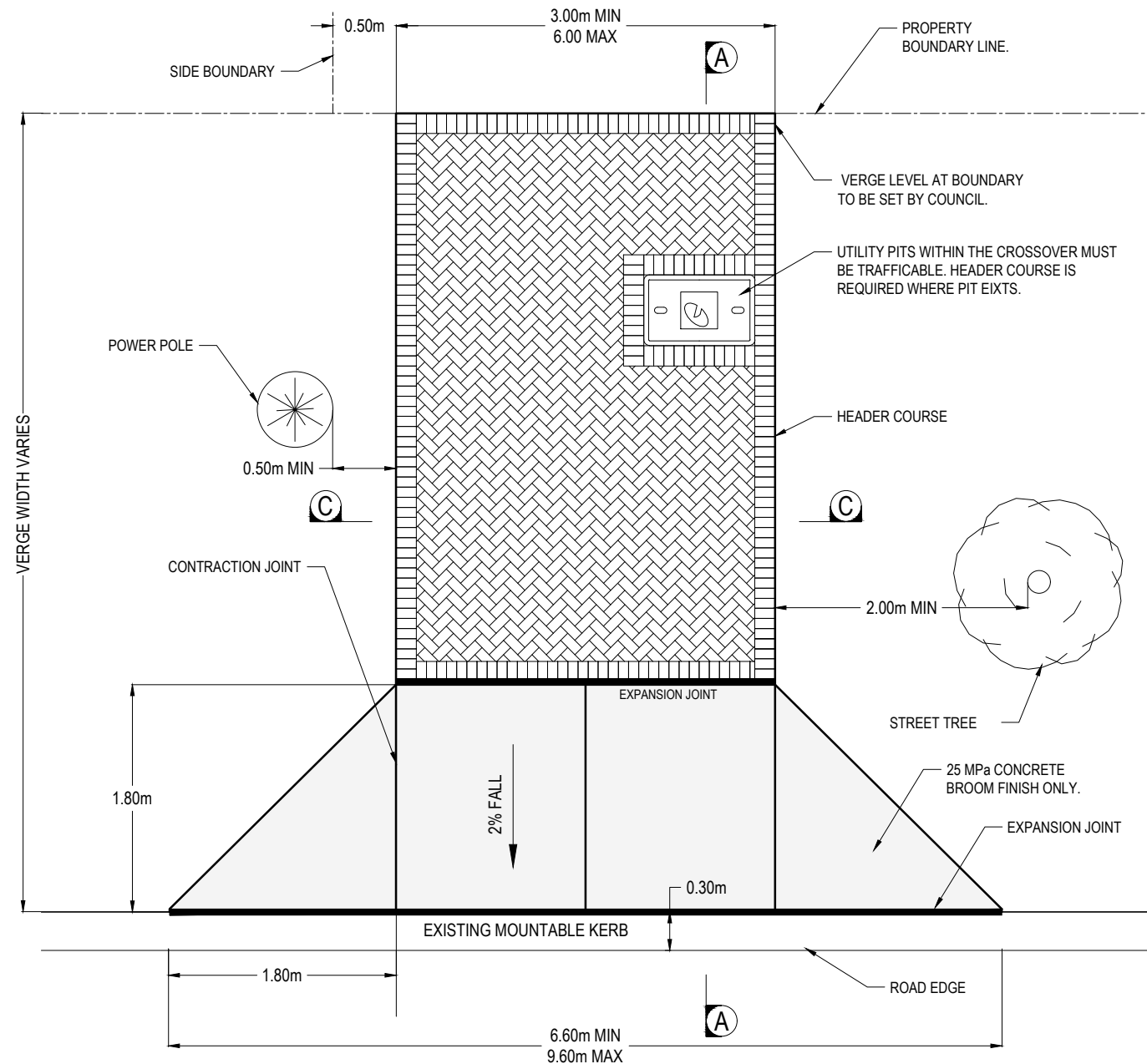


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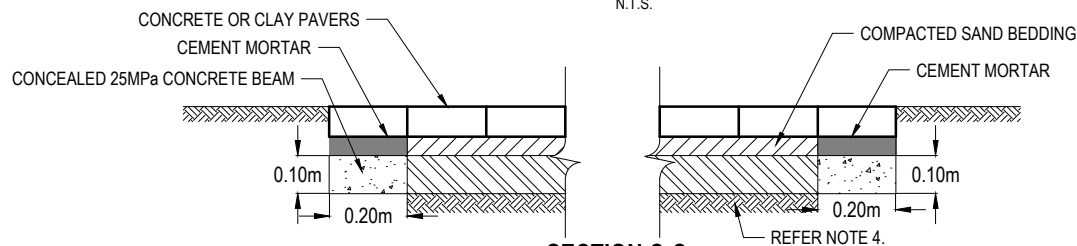
ADS APPROVAL:	DRAWING:	SHEET
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BRICK PAVING CROSSOVER
WITH EXISTING MOUNTABLE KERB

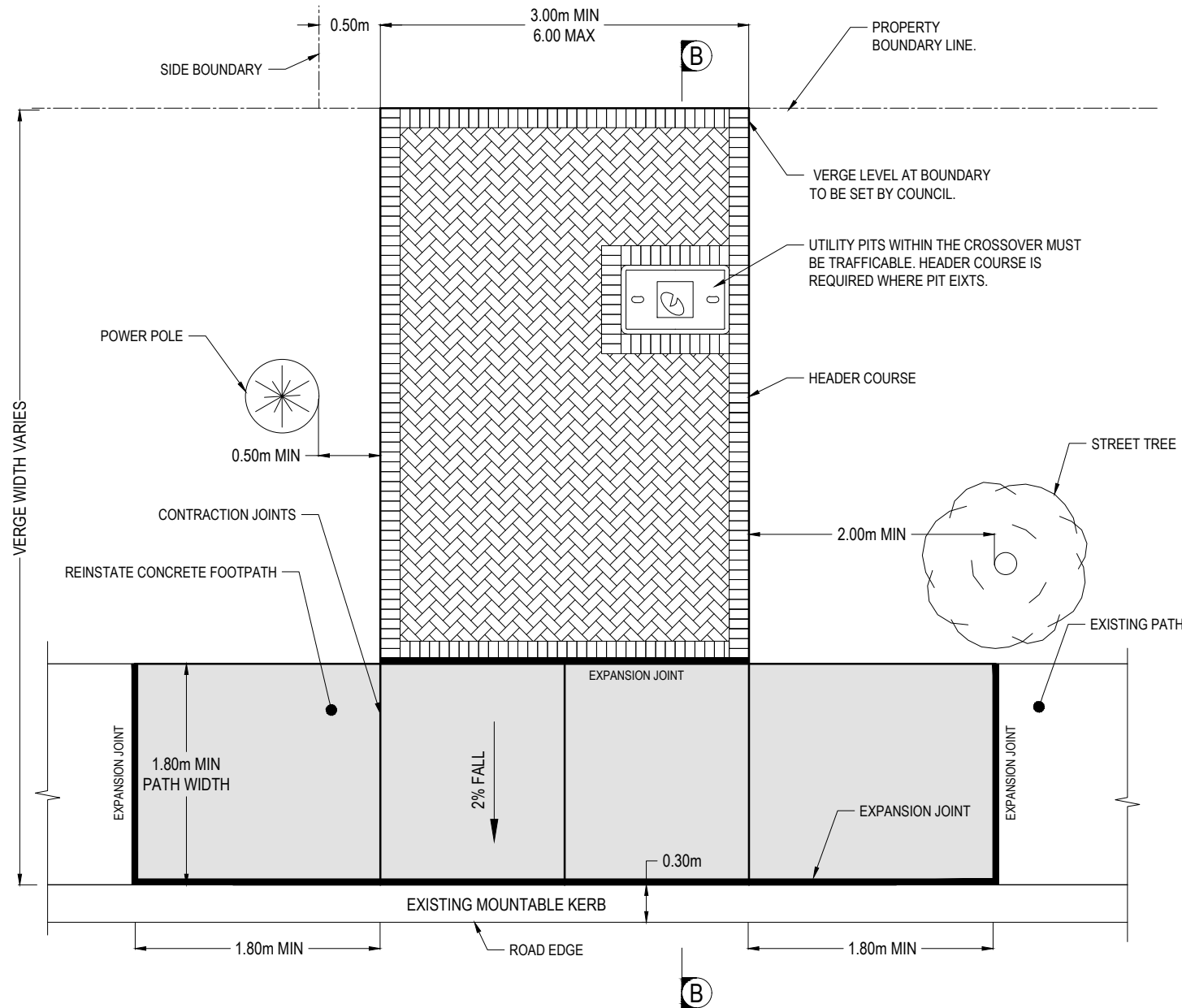
N.T.S.



SECTION C-C
N.T.S.

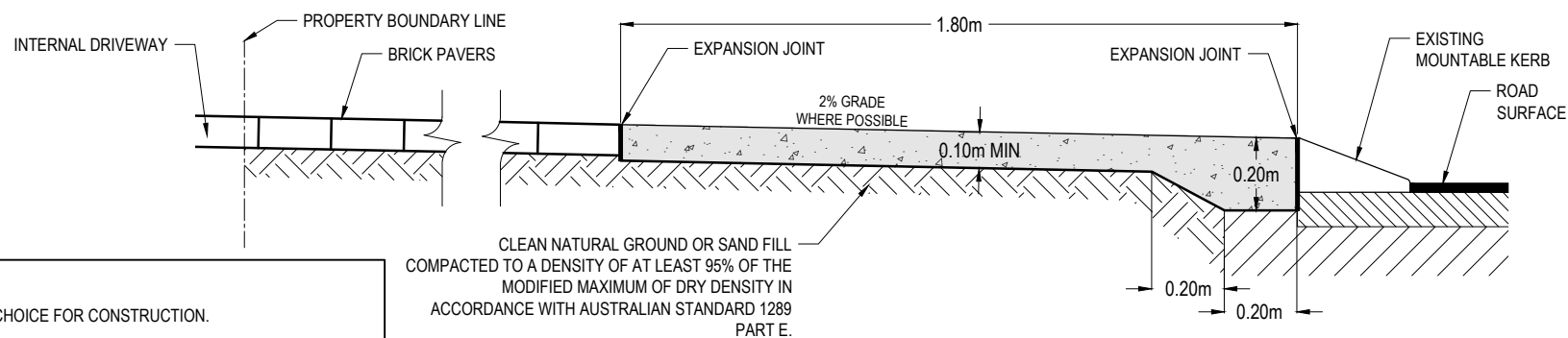
NOTES:

- THIS DRAWING SHALL BE READ IN CONJUNCTION WITH THE CITY'S STANDARD CONCRETE CROSSOVER DETAILS, DRAWING 32/24. DRAWING 32/24 IS THE RECOMMENDED CHOICE FOR CONSTRUCTION.
- THIS DRAWING APPLIES ONLY WHERE MOUNTABLE KERBS EXIST ON BOTH SIDES OF THE CROSSOVER, AND IF THE APPLICANT CHOOSES TO RETAIN THE EXISTING MOUNTABLE KERB AT THE FRONT.
- RESPONSIBILITY FOR ANY NECESSARY ALTERATIONS DUE TO GRADE STEEPNESS AFTER CONSTRUCTION, CAUSED BY THE EXISTING MOUNTABLE KERB, FALLS ON THE APPLICANT IF ADJUSTMENTS ARE DESIRED LATER.
- PAVERS SHALL BE LAID ON PREPARED BASE COMPRISING OF CRUSHED LIMESTONE OR ROCK BASE OVERLAID WITH A BEDDING LAYER OF 30MM COMPACTED COURSE SAND, IN ACCORDING WITH THE FOLLOWING:
 - BRICK PAVERS 75mm MINIMUM THICKNESS ON 125mm COMPACTED SUBBASE.
 - CONCRETE PAVERS 60mm MINIMUM THICKNESS ON 140mm COMPACTED SUBBASE.



BRICK PAVING CROSSOVER WITH FOOTPATH
AND EXISTING MOUNTABLE KERB

N.T.S.



SECTION A-A & B-B
N.T.S.

IN THE ABSENCE OF THE APPROVED SIGNATURE THIS DRAWING SHALL BE TREATED AS PRELIMINARY

AMENDMENTS	NO.	DATE	DESCRIPTION	BY	CHKD
	1	06/05/24	THIS DRAWING SUPERSEDES DRAWING 16/18.	T.H.	B.T.
	2	23/07/24	AMENDMENT	VER'D	DRAWN APP'D

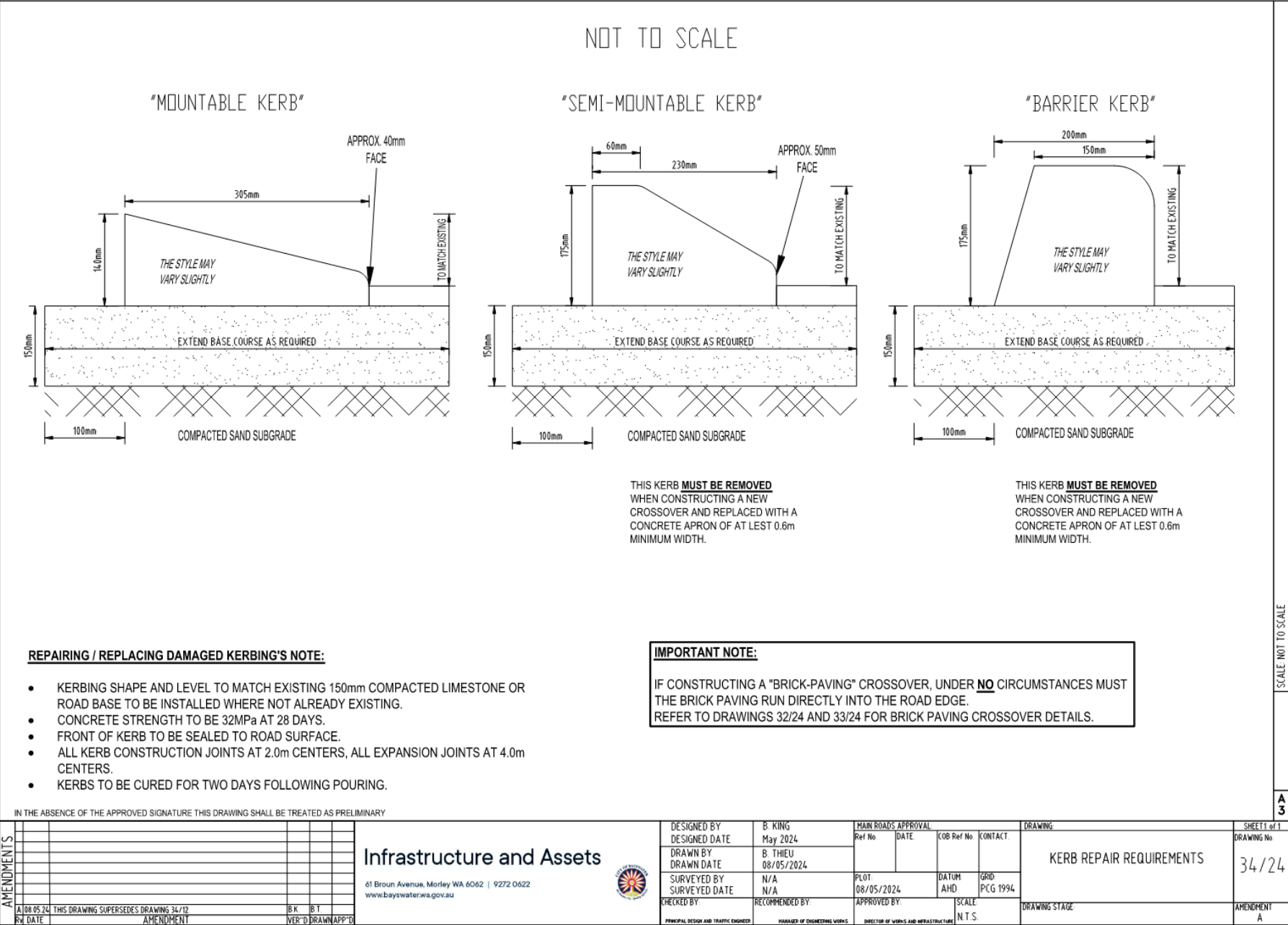
Infrastructure and Assets

61 Broun Avenue, Morley WA 6062 | 9272 0622
www.bayswater.wa.gov.au

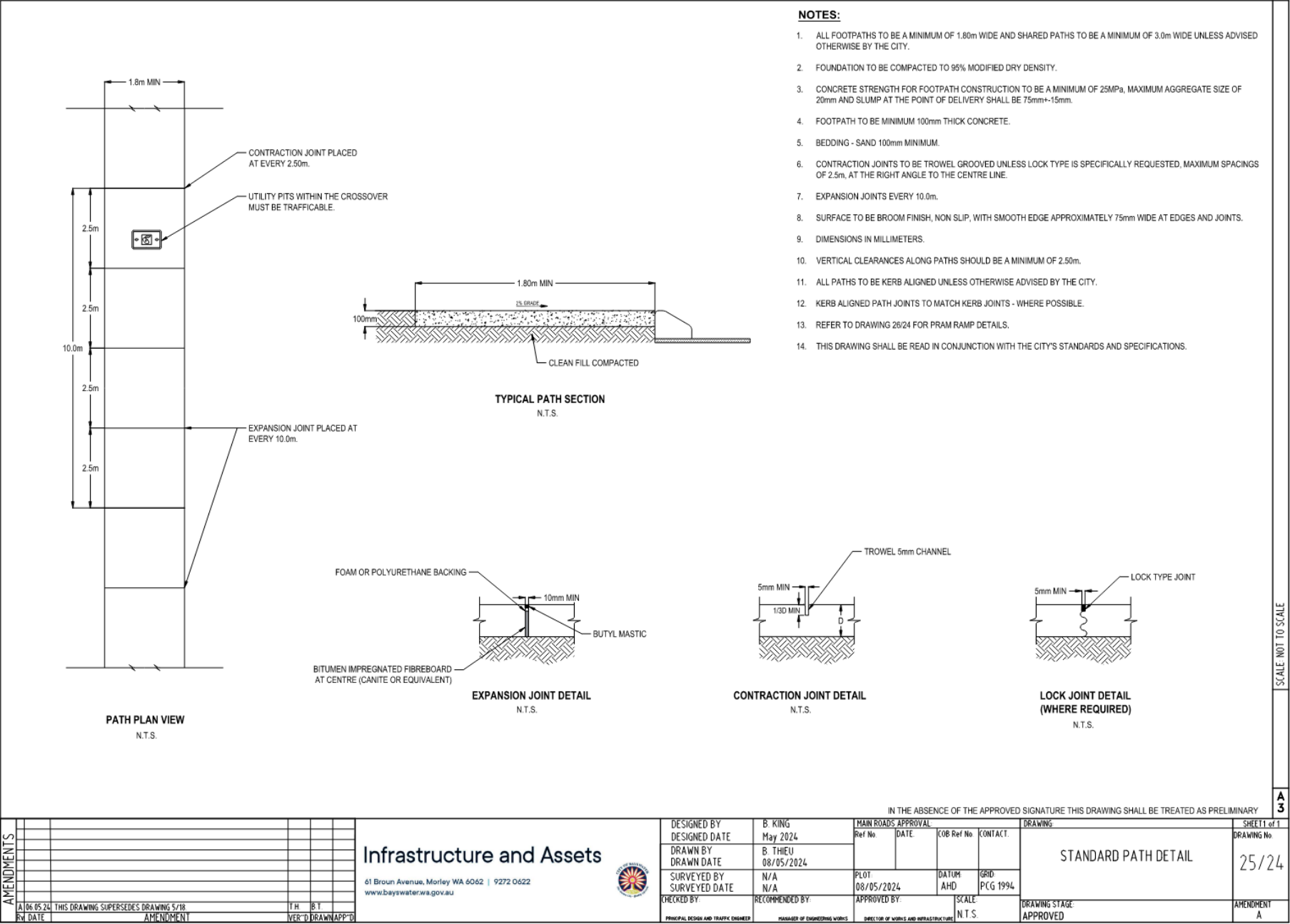


DESIGNED BY DESIGNED DATE	B. KING May 2024	MAIN ROADS APPROVAL: Ref No.	DATE.	COB Ref No.	CONTACT.	DRAWING: BRICK PAVING CROSSOVER WITH EXISTING MOUNTABLE KERB	SHEET 1 of 1 DRAWING No. 33/24
DRAWN BY DRAWN DATE	B. THIEU 02/05/2024	PLOT: 23/07/2024	DATUM: AHD	GRID: PCG 1994			
SURVEYED BY SURVEYED DATE	N/A N/A	APPROVED BY:	SCALE: N.T.S.	DRAWING STAGE: APPROVED			AMENDMENT A
CHECKED BY:	RECOMMENDED BY:	DIRECTOR OF WORKS AND INFRASTRUCTURE					

APPENDIX 11 – KERB REPAIR REQUIREMENTS



APPENDIX 12 – STANDARD PATH DETAILS



APPENDIX 13 – STANDARD PRAM RAMP DETAILS

