



CROSSOVER PERMIT APPLICATION GUIDE AND CHECKLIST (Construction of Crossover for a New Dwelling)

Crossover permit application is for the construction of a new crossover for all single residential sites. It is to be submitted to the City of Greater Geraldton Urban & Regional Development Department prior to a building permit being lodged. The Crossover Permit must be approved prior to commencement of construction.

The property owner(s) shall make the application to satisfy Regulation 13 of the Local Government (Uniform Local Provisions) Regulations 1996. The builder may make the application on behalf of the property owner(s). A verge bond may apply in some areas, where there is a risk of damage to the city's infrastructure (please refer to the City's [Activities in Thoroughfares and Public Places and Trading Local Law 2011](#)).

All site plans submitted for the crossover permit application shall show design levels for the construction of the proposed crossover regardless of whether the subject lot is an elevated site or not. Please refer to the checklist on the following page.

The levels shown of the submitted site plan, for the construction of the proposed crossover, shall show the existing verge level at the front boundary of the subject lot, and comply with the Residential Design Codes.

The design levels shown on the submitted site plan, for the construction of the proposed crossover, shall also comply with the City's standard crossover drawings available on the City's website www.cgg.wa.gov.au.

All crossovers to be fully constructed with an approved all weather surface (these include concrete, bitumen and block/brick paving) between the front boundary of the property and back of the kerb/edge of road. The internal driveway may be constructed at a later time, if so desired. This does not apply to battle-axe lots, strata's and subdivisions.

The property owner(s) shall be responsible for any unauthorised works carried out on the road verge adjoining their property.

The City of Greater Geraldton will no longer approve the construction of any crossovers that is in direct conflict with existing stormwater side entry pits.

Where the City of Greater Geraldton approves or requires the construction of a crossover the City will contribute 50% of the cost of the standard crossover – Regulation 15 of the Local Government (Uniform Local Provisions) Regulations 1996.



CROSSOVER PERMIT APPLICATION CHECKLIST

The following checklist is designed to assist in preparing a site plan for submission to the City of Greater Geraldton Urban & Regional Development Department;

NO MODIFICATION TO THE EXISTING VERGE LEVELS IS PERMITTED – A 2% VERGE MUST BE MAINTAINED TO PROTECT THE INTEGRITY OF THE UTILITY PROVIDERS SERVICES WITHIN THE VERGE (WHERE APPROPRIATE).

The Site Plan should include the following where applicable:

<input type="checkbox"/>	Site Plan to be drawn to scale (i.e. preferably 1:200).
<input type="checkbox"/>	Roadway to be shown on the Site Plan.
<input type="checkbox"/>	Lot Number, lot dimensions and lot area to be shown of the Site Plan.
<input type="checkbox"/>	All utilities that may fall within the verge adjoining the lot are to be shown on the Site Plan – e.g. SEP (Side-Entry Pits – street drainage), street light poles, pathways etc.
<input type="checkbox"/>	Crossover(s) and driveway(s) to be shown on the Site Plan along with the type of All Weather Surface proposed (i.e. Concrete, bitumen or block/brick paving). <i>Note: Crossover wings/flares are not to cross an adjoining property boundary.</i>
<input type="checkbox"/>	Site Plan to show all existing and proposed site levels (including boundaries, existing kerb-lines and proposed crossover/driveway) related to a temporary datum with an RL of 10.00 – e.g. a nominated point on top of the kerb-line/roadway; and
<input type="checkbox"/>	FFL (Finished Floor Level) for both the dwelling and garage to be noted on the Site Plan.

ADDITIONAL NOTES

- Unless authorised by the Local Government Authority, you must not disturb Local Government Land or anything on it and you must not obstruct or encroach into a public thoroughfare (road reserve).
- The property owner(s) will risk a maximum penalty of \$5,000.00 with an initial fine of \$1,000.00 (as per the Local Government Act 1995 and the Local Government Regulations 1996).

