

What is a crossover?

- A crossover is the section of driveway between the private property boundary and the road and serves as a connection point between the public road and the private space, allowing vehicles to enter or exit safely.
- Driveways/Crossovers are typically constructed with materials like concrete, asphalt, or gravel to support the weight of vehicles and provide an aesthetic enhancement to the property.
- Crossovers are to be designed and constructed in accordance with “Western Australian Local Government Association (WALGA) Guidelines and Specifications for Residential Crossovers” and any additional specifications issued by the Shire of York.

Who manages crossover applications & approvals in the Shire of York?

- In most cases, roads and streets within the Shire of York are managed by the Shire itself, including the application, approval and finalisation of residential crossovers. However, there are certain roads in the Shire that fall under the jurisdiction of Main Roads Western Australia (MRWA). For properties located along the following roads and streets, crossover applications and approvals must be handled directly through Main Roads WA.
 - York-Quairading Road
 - Northam York Road
 - Great Southern Highway & Northam Cranbrook Road
 - York-Perth Road
 - Balladong Street
 - Henrietta Street
 - Panmure Road
- MRWA contact details: (08) 9323 4111 or enquiries@mainroads.wa

How do I make an application for a Crossover?

- Open the application form link on the Shire of Yorks Web page
- Open the Tab – Plan and Build
- Under Building you will find “Crossovers”
- Click to enter and the application link, general information and a Crossover site diagram will be located there.
- Fill out and Submit the form when complete – if you need to get out of the form click save as draft (this will allow you to get back into the form at a later time to complete it).
- ***All parts and sub sections of the application must be filled out*** and a site diagram uploaded to assist in the expedition of the application. Where insufficient detail is provided, the Shire Projects Officer will return the application or contact the applicant for further information.

What information is required in the application for a Crossover?

- The application for crossover will require the following information
 - Address of proposed crossover
 - Crossover Details
 - New, additional, upgrade of existing
 - Construction material
 - Interferences/obstacles at crossover site
 - Is footpath being removed to build crossover
 - Is crossover part of planning consent or subdivision
 - Applicants' details (Applicant can be the Owner or the Contractor)
 - Owners' details
 - Subsidy details (information on this is in the general information document on the Shires website)

After I submit the application what is the next process?

- A Shire of York Officer will review the application to ensure that the detail provided allows them to make an informed decision regarding the proposed crossover.
- The Shire of York officer will then conduct a site visit to ascertain the suitability of the design and the site/location of the crossover.
- Additionally, the Shire Officer may request that further information or details be provided. Remember please fill out all section of the application.

What is the Shire of York Officer looking for in the site visit?

- That the proposed crossover follows WALGA and Shire of York guidelines.
- To identify where you propose to put the crossover on the property and that any interferences from utilities, street furniture and other objects are identified.
- To ensure that the proposed crossover is not encroaching restricted distances from boundaries, buildings.
- To ensure the information provided in the application is identified and validated.

What happens after the site visit?

- The application form will be returned to the applicant's email if the proposed crossover is approved for construction. If amendments are required for the design and construction of the crossover the Shire's Officer will inform the applicant in the return email.

What happens with construction and finalisation of the crossover?

- Once approved, the owner/contractor can commence the crossover construction as per WALGA and Shire specifications.
- The applicant/owner is to complete the Construction Complete form and send it back to the Shire. This will be attached to the email you received from the Shire regarding construction approval.
- The Shire of York Officer will inspect the site on completion of construction and complete a certification of completion to include photographs of the completed crossover.
- The subsidy rebate is finalised once the work is completed and if the completed work complies with the Shire's requirements.

What are the specification requirements for a Standard Crossover?

The objectives of having specification for crossover are:

- Establish uniform and practical design criteria applicable within the Shire of York.
- Ensure the implementation of best practices for stormwater management.
- Outline compliance requirements for subsidy eligibility.

Standard Crossover specification and limits

Alignment	Crossover shall be aligned at right angle to the street, wherever possible
Width (Urban)	A minimum width of 3.0m to a maximum width of 6.0m
Width (Rural)	A minimum width of 3.0m to a maximum width of 11.0m
Depth (Gravel)	Boxed out to a minimum depth of 150mm from the pavement to the boundary
Gravel size	Gravel size should be maximum 25mm – no debris, organic matter or clay lumps
Depth (Concrete)	Concrete layer minimum thickness of 100mm
Concrete Strength	@28 days should be 25MPA .
Asphalt/Bitumen	Asphalt/Bitumen layer should have minimum thickness of 25mm and Basecourse (crushed stone/gravel) thickness of 100 mm .
Splays/Wings	Splays/Wings of 1.5m allowable on each side of the crossover

Pipes and Headwalls are to be installed and constructed to the following specifications:

Crossover fall	The crossover is to be constructed so as to have an even fall, avoiding any hump at any pipe installed.
Pipe cover	The pipes are to be installed so that they have a minimum of 150mm compacted gravel cover.
Concrete headwalls	Concrete headwalls shall have a minimum thickness of 150mm concrete (20MPA) and must extend at least 150mm above the pipe.
Concrete apron	A concrete apron shall be constructed with a minimum thickness of 100mm and shall extend at least 450mm from the end of the pipe which is standard of a precast headwall.
Concrete wing walls	Concrete wing walls at least 150mm thick shall extend from the pipe to the end of the apron standard of a precast headwall.

What subsidy for crossovers can I apply for?

Guideline for crossover subsidy by shire of York follows the following:

- Piped Crossover (Concrete, Asphalt, Bituminous Seal): 50% of invoiced construction costs to a maximum of **\$1,040.00**
- Piped Crossover (Gravel): 50% of invoiced construction costs to a maximum of **\$575.00**
- Non-Piped Crossover (Concrete, Asphalt, Bituminous Seal): 50% of invoiced construction costs to a maximum of **\$575.00**
- Non-Piped Gravel Crossover: **Not Applicable for subsidy**

This payment is subject to the construction of the crossover being completed within six (6) months of the approved application, also following inspection and confirmation of compliance.

Crossover Subsidy is not applicable in following conditions:

- The portion of a crossover in excess of the standards is not subsidised by council. Subsidy is not applicable to MRWA verges.
- Only 1 crossover subsidy will be paid to each separate rate assessment. No Subsidy is applicable to subdivisions, amalgamations or boundary realignments.
- Subsidy will not be provided for non-piped crossovers constructed with gravel.

Who is responsible for the maintenance of my crossover once constructed?

Property owners are responsible for maintenance and repair of crossover on their premises including culverts and headwalls if applicable.

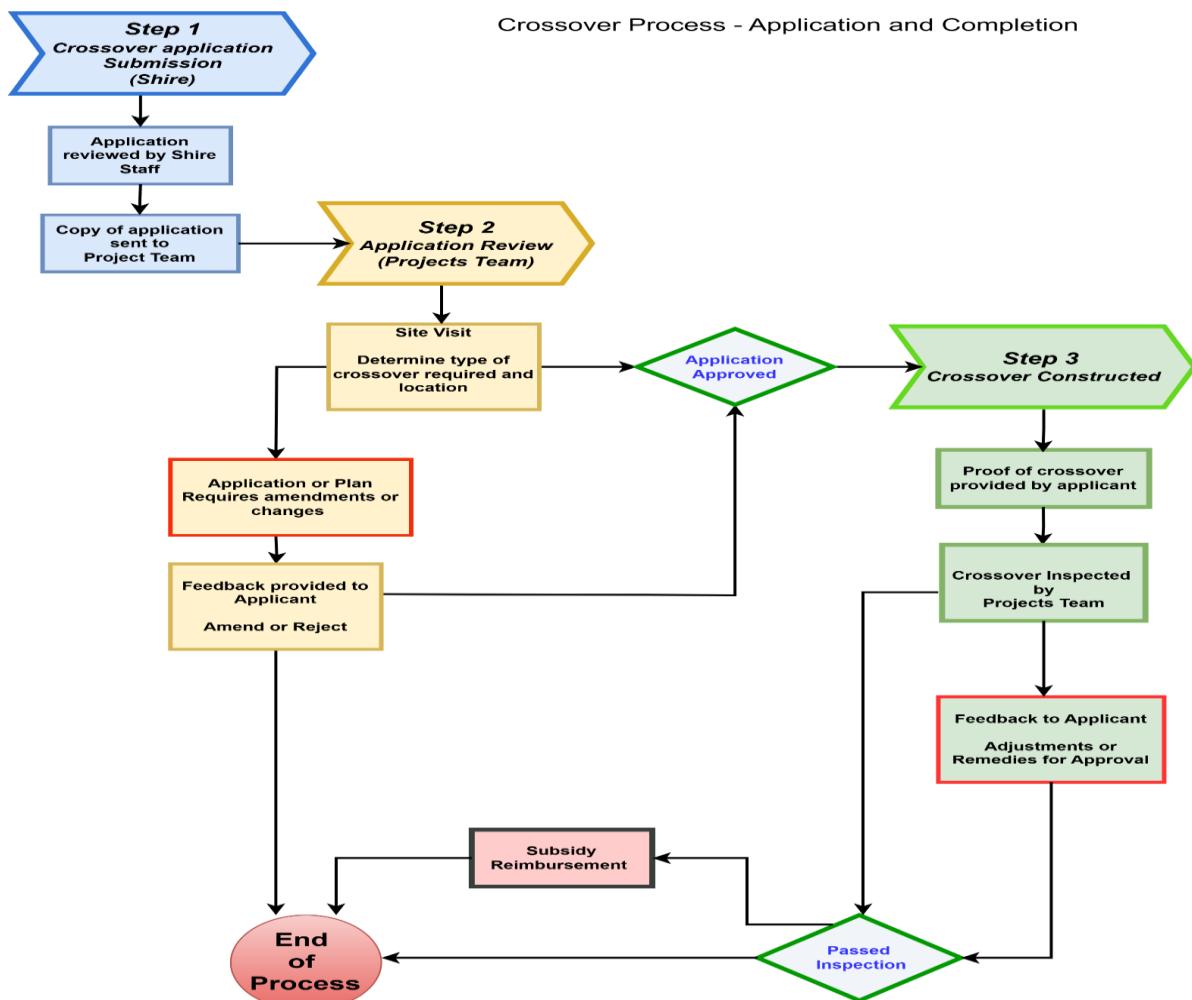
The Property Owner is responsible for the renewal of the crossover. The renewal process should follow the same steps as the construction of a new crossover. However, eligibility for a crossover subsidy will be based on the property's past record. If the property has previously received a subsidy for crossover construction, no subsidy will be provided for the renewal.

Key Terms and Definitions

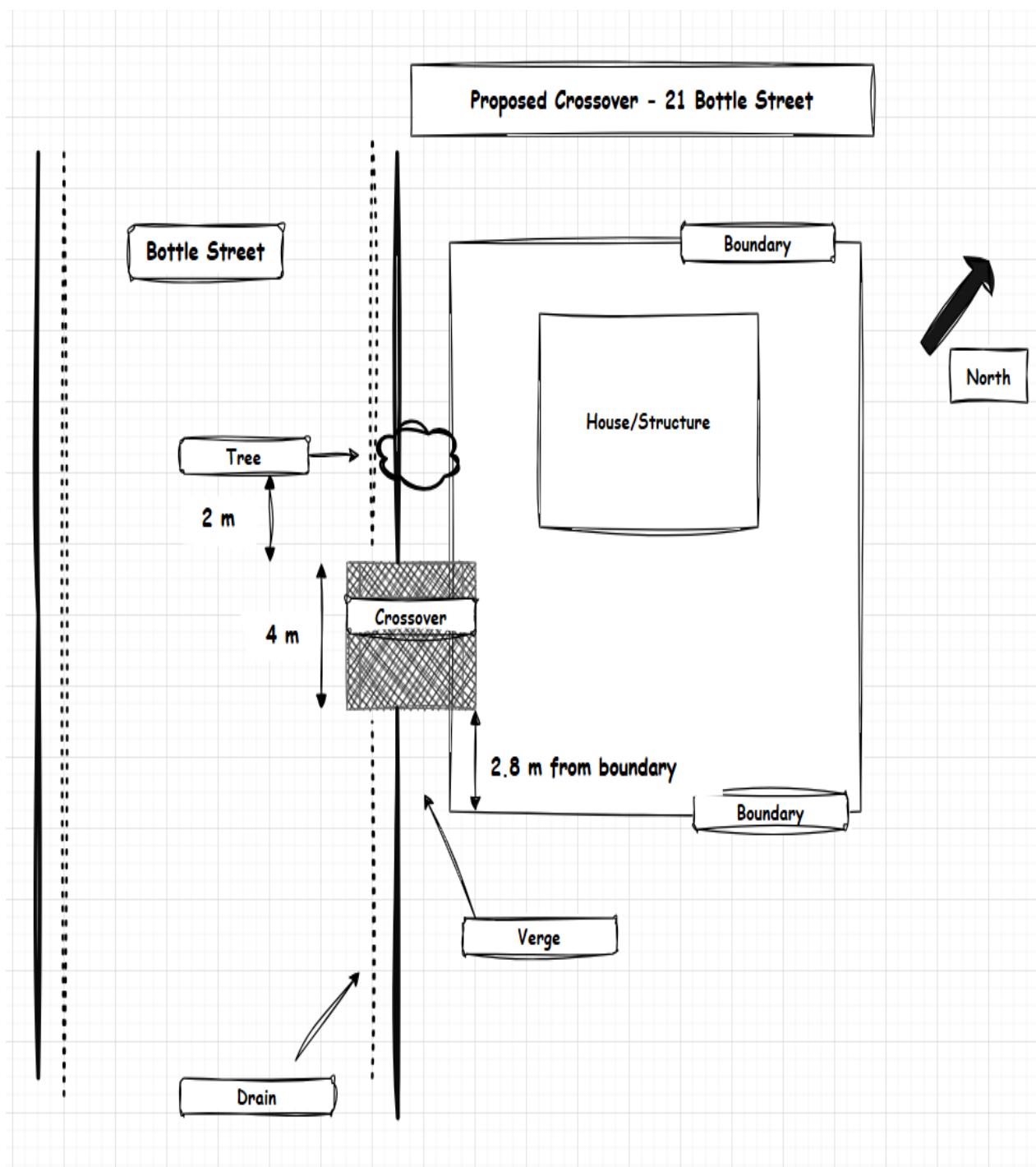
Name	Definition
Alignment of Path	The location of the path within the verge area
Block pavement structure	Block patterns generally used in construction of a driveway
Clearance	The space required between the path and an obstruction
Crossfall	Grade across the path width; necessary for adequate drainage
Crossover	A constructed crossing giving access from a public thoroughfare to private land or a private thoroughfare serving the land
Crossover splay/wings	The flared end edges of a driveway
Culvert	A tunnel carrying an open drain under a road
Edge Restraint	A support constructed at the edge of a driveway to improve longevity
Gates	Vertical elements to control access to the path
Grade	The slope of a path or driveway
Gutter	The edge of a road where it meets the kerb
Hazards	Any object that constitutes a risk to users

Kerb	Roadway edge treatment
Narrow lots	Describes lots with a frontage width of <12m
Obstructions	An object that constitutes an obstacle to crossover/path users
Paired crossovers	Combined crossovers which service more than one property located adjacent to one another
Shared Path	A pathway that is specifically intended to be used by both pedestrians and bike riders. Note that not all paths may be used by cyclists and pedestrians
Side-entry pits	A stormwater pit located adjacent to the kerb and designed to collect stormwater for the road surface
Sightlines	The visual envelope of vehicles and path users
Standards and policies	Applicable guidelines for use in Western Australia
Stopping sight distance	The distance a vehicle driver needs to be able to see in order to have room to stop before colliding with something in the roadway
Streetlights	A light which illuminates surrounding roads and footpaths, usually mounted on a tall pole
Street trees	Trees located within the verge area
Utility boxes	An enclosure which houses utility services for electrical, communications, etc.
Vegetation	Soft landscaping element

Ref: Guidelines and Specifications for Residential Crossovers – WALGA 2017



Basic Site Diagram Example



Basic Pipe and Headwall Diagram

