

Policy 5.5 Works

Urban and Rural Crossovers

Reference/s

Main Roads WA Standards and Guidelines
Austroads Guide to Road Design
Local Government (Uniform Local Provisions) Regulations
1996, s12 to s15

Date Proposed/Adopted

XX November 2025

Motion Number

XXXXXX

Reviewed	
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This policy supports the delivery of the Shire of Cranbrook Vision

That the Shire of Cranbrook is a proactive, sustainable, safe, friendly and prosperous place to be

PURPOSE

This policy sets out Council’s clear and precise guidelines for application, approval, construction and subsidy, if applicable, for both urban and rural crossovers.

SCOPE

Elected Members, Chief Executive Officer, Manager of Works

OBJECTIVE

- To outline the application and approval process for installation of new crossovers.
- To outline the Shire’s minimum ‘Standard Crossover’ specification.
- To define the Council’s requirements and financial obligations for the construction of urban and rural crossovers.

PRINCIPLES

A crossover is defined as the extension of a driveway from the edge of the property boundary to the edge of the road. A ‘Standard Crossover’ is one which is constructed in accordance with the specifications contained within this Policy.

The following specifications set out the minimum standards for the construction of an urban/rural crossover.

Application Process

A landowner must complete the Application for Crossover form which identifies the applicants’ details and intended crossover location. This will then be assessed, approved and signed off by the Shire. The assessment will be based on safety (sightlines and minimising traffic conflict), and constructability (drainage).

Urban Crossovers (minimum standard)

Crossovers are to be constructed as follows:

Width

- Minimum 3m for a one-way system;
- Minimum 6m for a two-way system.

Depth

- Concrete – minimum 100mm for residential crossovers and minimum 150mm, including F62 mesh, for commercial crossovers with vehicles larger than a standard car;
- Brick paving – 65mm pavers on a 120mm compacted clean sand and gravel base;
- Bitumen – 2 coat 7/10mm seal; or
- Asphalt – 25mm on a 150mm compacted gravel base.

Culvert (if deemed required by the Shire)

- 350mm minimum concrete or HDPE pipe and 2x concrete headwalls (unless otherwise approved by the Shire)
- Pipe cover as per the manufacturers specifications where the bottom of the pipe aligns with the base of the existing open drain and allows for water to flow effectively.

Rural Crossovers (minimum standard)

Crossovers are to be constructed as follows:

Width

- Minimum 4m for a one-way system
- Minimum 6m for a two-way system;

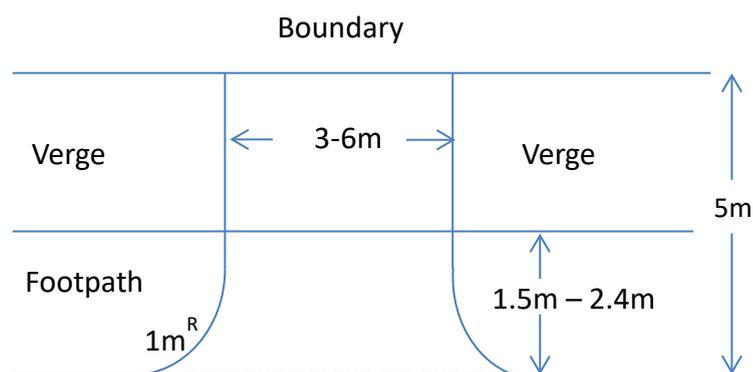
Depth

- Bitumen – 2 coat 7/10mm seal on a 150mm compacted gravel base where the crossover abuts a bitumen road;
- Gravel - 150mm compacted gravel base where the crossover abuts a gravel road.

Culvert (if deemed required by the Shire)

- 350mm minimum concrete or HDPE pipe and 2x rock pitched and mortar headwalls (unless otherwise approved by the Shire)
- Pipe cover as per the manufacturers specifications where the bottom of the pipe aligns with the base of the existing open drain and allows for water to flow effectively.

Example Standard Crossover



Shire Crossover Subsidy

- A 50% subsidy is payable by the Shire of Cranbrook upon successful installation of the first crossover to a property as per below maximum amounts:
 - Rural without culvert \$500
 - Rural with culvert \$800
 - Urban without culvert \$500
 - Urban with culvert \$1000

- This payment is subject to the application for a contribution being lodged within twelve (12) months of construction with receipts and following inspection and the crossover being deemed to conform with Council's policy.

PROCEDURE ASSOCIATED WITH THIS POLICY

Nil

ROLES AND RESPONSIBILITIES

Elected Members

- Ensure adequate budget is available to manage installation of initial crossovers installed within the Shire.

Chief Executive Officer

- Ensure adequate budget is available to manage installation of initial crossovers within the Shire; and
- Ensure adequate resources are available to assess and approve the new crossover locations within the Shire.

Manager of Works

- Responsible for implementing the budget for crossovers; and
- Ensure that employees are trained in current best practice techniques, prioritising road safety.

Strategic Community Plan

Corporate Business Plan

Asset Management Plan



APPLICATION FOR CROSSOVER – URBAN/RURAL

The Shire will permit a crossover to be constructed by a landowner or private Contractor procured by the landowner.

Please complete the details below;

Applicants Name:	Date:
Postal Address: (Street)	
Suburb	Post Code:
Contact Phone Number:	
Email:	
Property Address:	
Do you wish to be present during the site inspection: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Surface type: <input type="checkbox"/> Unsealed (gravel) <input type="checkbox"/> Sealed (Concrete)	
<input type="checkbox"/> Other (Please Specify) _____	
Please provide a sketch or attach an aerial image indicating the proposed crossover location including boundary roads:	
Office use only:	
Location Approved: _____	
<i>Manager of Works Signed</i>	<i>Date</i>
Eligible for Subsidy <input type="checkbox"/> Yes / <input type="checkbox"/> No	
<input type="checkbox"/> Issued letter granting permission to undertake works within shire reserve.	



APPLICATION FOR CROSSOVER SUBSIDY

- A subsidy is payable by the Shire of Cranbrook upon successful installation of the first crossover to that property.
- Please note that private developers are not eligible for a subsidy.
- This payment is subject to the application for a contribution being lodged within twelve (12) months of construction and following inspection, the crossover being deemed to conform with Council's policy.

I/We being the registered owners of the above property, make application for a crossover subsidy in accordance with the Shire of Cranbrook Crossover Policy.

I/We declare that I/We have not previously made an application to Council for a crossover subsidy at the above mentioned address.

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 Applicant Signature Date

Account Name:

BSB: Account No:

Please complete and submit this form, along with contractor invoices and receipts either in person to the Shire of Cranbrook, 19 Gathorne Street, Cranbrook or via email to admin@cranbrook.wa.gov.au or via post; PO Box 21 Cranbrook WA 6321.

Shire Inspection

Crossover Inspection Date:

Subsidy Approval (If applicable):

Yes Attach contractors/suppliers' receipts

\$.....Urban \$ Urban with culvert \$ Rural \$..... Rural with culvert

No Reason:

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 Manager of Works Date