

Vehicle Crossing Information Pack



Updated August 2025



Included in this Pack:

- Specific Conditions
- Standard Drawings

Additional information that can be obtained from the Selwyn District Council:

- Standard Specifications
- District Plan

Fees: As at 1st July 2025

- Residential/Rural Vehicle Crossing Fee \$185.00 (incl. GST)
- Commercial/Heavy Duty Vehicle Crossing Fee \$370.00 (incl. GST)
- Retrospective Applications Fee \$210.00 (incl. GST)
- Non Compliant Vehicle Crossing Inspection Fee \$155.00 (incl. GST)
- CAR and TMP fee \$834 (incl. GST)



Specific Conditions for Vehicle Crossing Construction

1. General Information

- The property owner is responsible for engaging a suitably qualified contractor to construct a vehicle entranceway from the kerb or sealed road edge to the property boundary.
- All vehicle crossings must be constructed in accordance with the relevant sections of the Selwyn District Council (SDC) Engineering Code of Practice (Section 11), the Councils District Plan (Part E, Appendix 13) and the Councils Partially Operative District Plan (Part 2: Energy, Infrastructure and Transport). In the event of any discrepancy between this guidance document, the Code of Practice, or the District Plans, the provisions of the Code of Practice and District Plan shall take precedence.
- Special designs and conditions will apply to vehicle crossings that traverse hillside channels, waterways, or other sensitive features. For user convenience, the relevant documents have been summarised herein; however, applicants are encouraged to consult the full versions available at Council Service Centres or via the Council website.
- A Vehicle Crossing Permit must be applied for and approved prior to the commencement of any dwelling construction. All applications must be submitted via the Online Vehicle Crossing Application Form available on the Council's website.
- The vehicle crossing must be constructed to the top course stage prior to the commencement of any building works on the site.
- A Corridor Access Request (CAR) is required for the construction of the vehicle crossing. This must be submitted through [Before U Dig](#), which provides access to underground service information and lodges the CAR. A Road Opening Notice (RON) will be issued, which includes applicable conditions. In the event of any conflict between this document and the RON, the conditions of the RON shall take precedence.
 - Please note: Traffic Management Plans can only be completed by a current Site Traffic Management Supervisor (STMS)
 - A CAR must be submitted for approval prior to submitting a vehicle crossing application
- For further information, please refer to: [Selwyn District Council - Working on the Road](#)

2. Type of Crossing

Vehicle crossings are classified into the following categories:

Residential Crossings

- In urban areas, residential crossings must comply with site-specific requirements and must be compatible with the existing channel and kerb type.
- In rural areas, residential crossings must conform to the shape of the existing road verge and ensure adequate drainage provisions are maintained.
- A culvert is required where the crossing traverses a swale channel, or alternatively, a soak hole must be constructed at the upstream end of the crossing.
- Where the crossing intersects an open drain or stock water race, a culvert with headwalls is required. The appropriate culvert size must be confirmed in consultation with the Water Services team at Selwyn District Council.
- All residential crossings must comply with the relevant drawings outlined in Section 13 of this document.

Commercial Crossings

- All commercial crossings must comply with the relevant drawings contained in Section 13.



3. Understanding Your Kerb Type and Requirements

Selwyn District Council uses two different kerb profiles across the district. Understanding which type you have determines what modifications (if any) are needed for your vehicle crossing.

Kerb Types:

- **Low Profile Kerb** - Lower height kerb that's easier to drive over (commonly used in Rolleston township)
- **Standard Kerb** - Higher kerb that requires modification to create a safe crossing (used in most other areas)

What you need based on your situation:

Single Driveway for one house:

- Low Profile Kerb: No kerb modification needed (still requires Council approval and proper construction)
- Standard Kerb: Kerb cutdown required

Right of Way (Single Access for 2+ Houses):

- All kerb types: Kerb cutdown ALWAYS required

Right of Way for 3 or More Houses:

- All kerb types: Kerb cutdown AND heavy-duty reinforcement beam required
- Why? Additional traffic requires extra structural support

Quick Reference:

| Situation | Low Profile Kerb | Standard Kerb |
|---------------------------------|---------------------------|---------------------------|
| 1 house, 1 driveway | No cutdown needed | Cutdown required |
| 2 houses, shared access | Cutdown required | Cutdown required |
| 3+ houses, shared access | Cutdown + heavy duty beam | Cutdown + heavy duty beam |

4. Location

Location of the vehicle crossings shall take into account the following:
Minimum sight distance from access point shall comply with the table below:

| TRAN-TABLE5 Vehicle Crossing Sight Distances | | | |
|----------------------------------------------|-----------|----------------------------|-----------------|
| Legal proposed speed limit (km/h) | | Minimum sight distance (m) | |
| | | Collector and Local Roads | |
| | Arterials | Residential zones | All other zones |
| 50 or less | 113 | 45 | 113 |
| 60 | 140 | 65 | 140 |
| 70 | 170 | 85 | 170 |
| 80 | 203 | 115 | 203 |
| 90 | 240 | 140 | 240 |
| 100 | 282 | 250 | 282 |

Advisory notes:

- Advice on vehicle crossing sight distances should be sought from [Waka Kotahi](#) and approval provided before any physical works are carried out within the State Highway



Distance from intersections shall comply with the table below:

| TRAN-TABLE4 Vehicle Crossing Distances From Intersection | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------|
| | Minimum required distance between proposed vehicle crossing and any intersection. | |
| Posted speed limit of frontage road (km/h) | Where the frontage road is a local road | Where the frontage road is not a local road |
| 60 or less | 20m | 30m |
| 70 | 45m | 100m |
| 80 | 45m | 100m |
| 90 | 60m | 200m |
| 100 | 60m | 200m |
| Where the boundaries of a site do not enable any vehicle crossing to conform to the above distances, a single vehicle crossing for the site may be constructed in the position which most nearly complies with the provisions of TRAN-TABLE4 | | |

Vehicle crossings must be located so as not to interfere with any existing public infrastructure or street assets, including but not limited to:

- Fire hydrants
- Water valves and tobys
- Stormwater outlets and sumps
- Street trees and landscaping features
- On-street car parks
- Beautification strips
- Electrical and telecommunication installations
- *(Refer to Section 7 for further guidance on service locations.)*
- Residential vehicle crossings must maintain the following minimum clearances:
 - 2 metres from any tree located on the left-hand side when exiting the crossing.
 - 3 metres from any tree located on the right-hand side when exiting the crossing.
- Business/Commercial vehicle crossings must maintain the following minimum clearances:
 - 3 metres from any tree located on the left-hand side when exiting the crossing.
 - 6 metres from any tree located on the right-hand side when exiting the crossing.
- All vehicle crossings must maintain 1 metre from any power pole or streetlight.

5. Width of crossing

All vehicle crossings shall comply in full width the Council's District Plan. Crossing widths shall comply with the table below.

| TRAN-TABLE6 Vehicle crossing width requirements | | |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| Zone | Width (m) | |
| | Minimum | Maximum |
| All Residential | Residential activities — 3m Residential activities servicing an accessway over 90m — 4m Non-residential activities — 4m | Residential activities — 6m Non-residential activities — 7m |
| Commercial & Mixed Use General Industrial Zone Knowledge Zone | 5m | 7m, or 8m for shared crossings |
| Rolleston Industrial Precinct Port Zone | 5m | 12m |

Advisory notes:

1. SDC's Engineering Code of Practice includes more detail on the design requirements of vehicle crossings.
2. SDC's Vehicle Crossing Information Pack provides further information on the design of vehicle crossings and the associated process.
3. The vehicle crossing widths are to be measured at the property boundary (parallel with the road) as per the Councils Standard Drawings — [21272 Roading R1](#).



6. Materials

Vehicle crossings must be constructed using the following materials:

Urban Areas

- Asphaltic concrete is required from the kerb to the property boundary.
- Where no kerb and channel exists, the crossing must be surfaced with either chip seal or asphaltic concrete, matching the existing carriageway surface.

Rural Areas

- Where access is from a sealed road, the crossing must be surfaced with chip seal or asphaltic concrete.
- Where access is from an unsealed road, the crossing must be constructed using metal.

Prohibited Materials:

The use of the following materials for vehicle crossings is not permitted:

- Plain concrete
- Stamped or patterned concrete
- Coloured concrete
- Cobbles
- Pavers
- If a vehicle crossing is constructed using any surfacing material other than those specified above, the applicant will be required to remove and replace the surface with a compliant material, at their own expense.

7. Relocation of services

- Permission may be granted at the discretion of the Council for vehicle crossing location that conflicts with existing services under certain conditions.
- No existing services are to be moved without the written permission of the service provider.
- The applicant is responsible for making sure that any conditions imposed by the service provider have been met.
- No water connections or valves are to be within the vehicle crossing.
- The cost of removing/ relocating any services will be the responsibility of the applicant.

Contact details for each of the services are as below:

| Type of Service | Service Owner | How to request for relocation of service |
|--------------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Stormwater outlet Land drainage Water races | Selwyn District Council | Call the Council's Surface Water Operations Engineer to discuss options. Stormwater laterals to be sited 1m from the vehicle crossing. |
| Water to by | Selwyn District Council | Call the Council's Water Services Staff to discuss options. |
| Street Tree & Street Garden, Irrigation Line | Selwyn District Council | Call the Council's Reserves Staff to discuss options. Tree to be sited 2m from the vehicle crossing on the left hand side when exiting and 3m on the right hand side on residential properties. For Business/Commercial properties the trees are to be sited 3m and 6m respectively. |
| Power pole | Owner of the network — Orion | Call the service owner. Telephone number can be found in your telephone directory. |
| Streetlight pole | Selwyn District Council | Call the Council's Roading Team to discuss options. |
| Telephone Manhole tops | Owner of the telephone service, e.g. Spark, Chorus, etc. | Call the service owner. Telephone number can be found in your telephone directory. |
| Other Street furniture (Sign, Post, Street name, etc.) | Selwyn District Council | Call the Council's Roading Team to discuss options. |



8. Construction Requirements

Prior to any vehicle accessing the site, the following steps must be completed:

- Saw-cut the kerb (standard kerb and channel for cut-down applications) and footpath at the designated excavation limits.
- Excavate the vehicle crossing to the depths specified in the applicable construction drawings.
- Council inspection is required prior to backfilling the excavated area.
- Backfill the excavation with the specified sub-base material in accordance with the approved drawings.
- Before asphaltic concrete is applied, the foundation must meet the following standard:
- The Clegg Impact Value (CIV) must be no less than 35 for both residential and commercial vehicle crossings.

9. Inspections

The applicant must allow for Council inspection at the following construction stages:

- Following excavation and prior to any backfilling
- Upon completion and compaction of the basecourse, prior to laying the asphaltic concrete
- Upon completion of final surfacing
 - The Council must be notified at least two (2) working days in advance of each required inspection to ensure arrangements can be made.
 - If additional inspections or site supervision are required due to non-compliant or faulty workmanship, the associated costs may be recovered from the applicant.
 - Any vehicle entrance constructed without required inspections will be deemed non-conforming.

Council Contact Numbers: Rolleston: (03) 347 2800 Darfield: (03) 318 8338

10. Insurance

The appointed contractor shall hold a minimum of \$1,000,000 in Public Liability Insurance. This insurance policy must indemnify both the Selwyn District Council and the Contractor against all claims arising from the construction works.

The contractor must provide a copy of the insurance policy to Council upon request.

11. Safety

- A Temporary Traffic Management Plan (TMP) must be submitted at least five (5) working days prior to the proposed commencement of works.
 - Approval of the TMP must be obtained before any construction activity begins.
 - From initial construction through to final surfacing, the vehicle crossing must be maintained in a safe and serviceable condition to ensure the safe passage of pedestrians.
- Interruptions to both pedestrian and vehicular traffic must be minimised at all times.

12. Maintenance

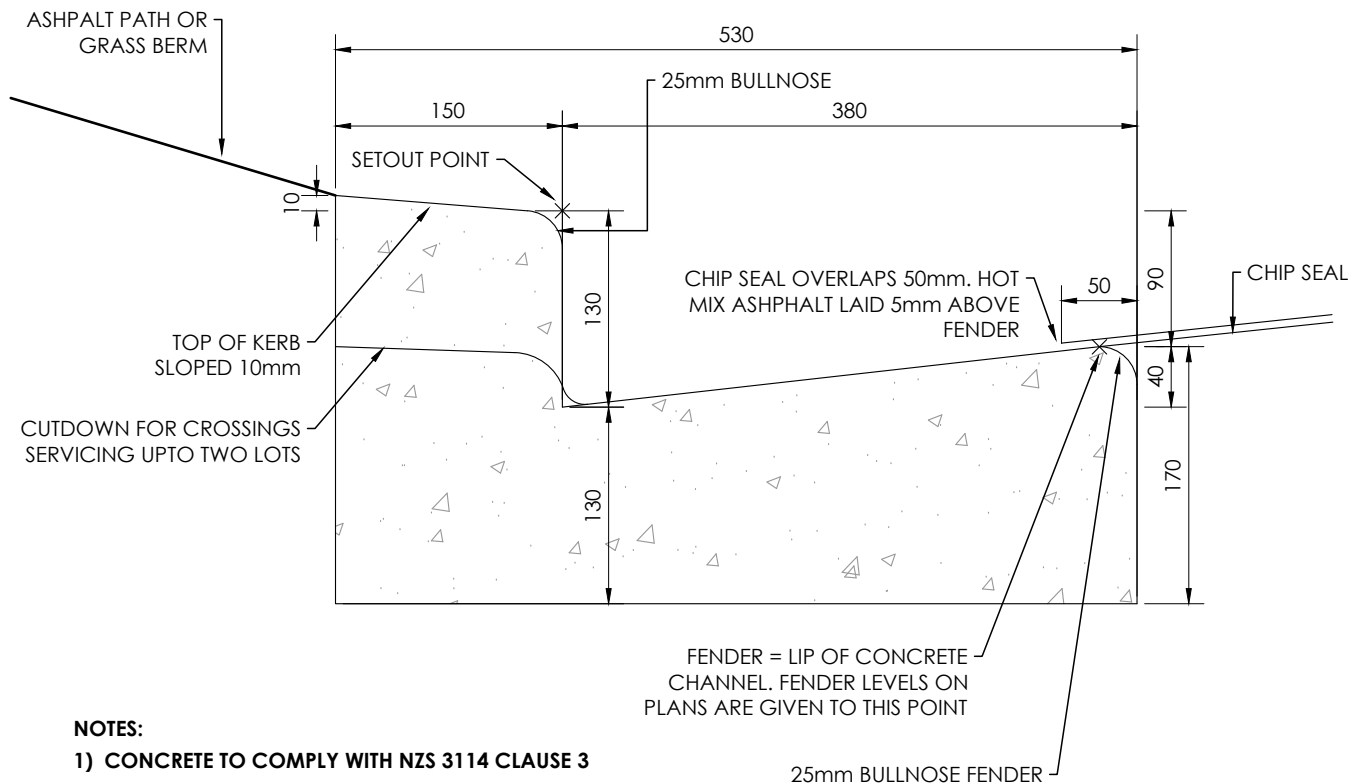
The Council must be notified once the final surfacing (seal) has been completed.

A maintenance period of 24 months will commence from the date of final surfacing.

The applicant is responsible for any remedial works arising from defective materials or workmanship during the maintenance period, including associated costs.

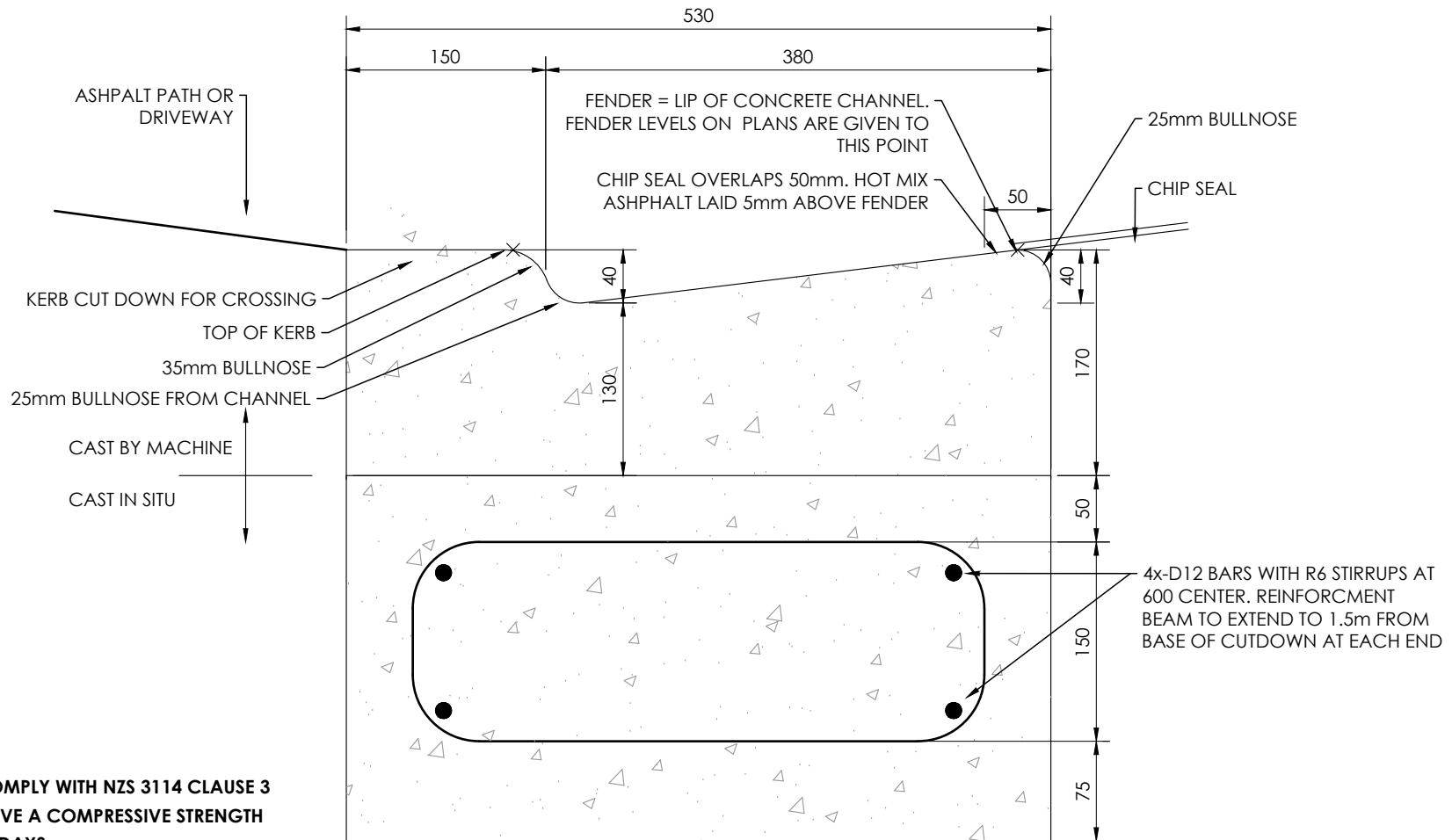
13. Standard Drawings

- The following standard drawings must be referred to when constructing a vehicle crossing:
- Standard Kerb and Channel
- Low Profile Kerb and Channel
- Township Vehicle Entranceway (without cut-down)
- Township Vehicle Entranceway (with cut-down)
- Township Vehicle Entranceway – Local Road with No Kerb and Channel
- Rural Vehicle Entranceway – Local Roads
- Rural Vehicle Entranceway – Arterial and Collector Road



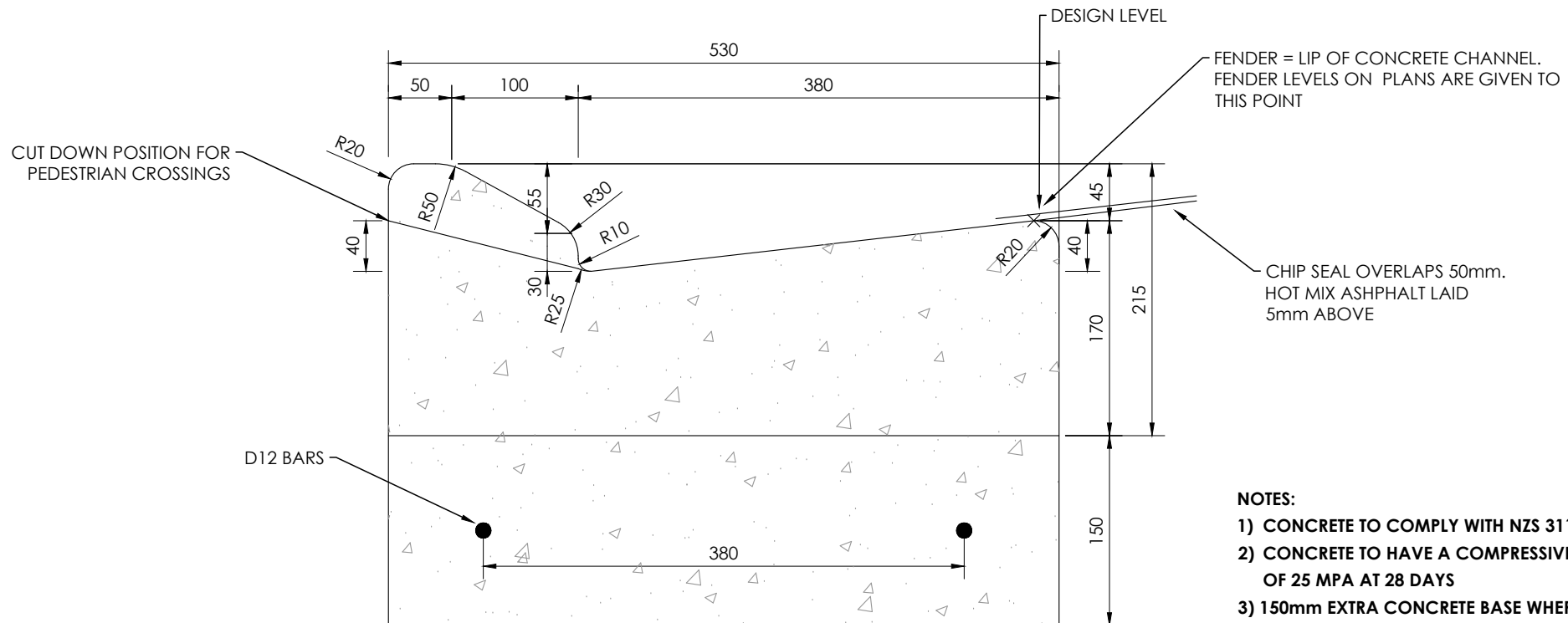
NOTES:

- 1) CONCRETE TO COMPLY WITH NZS 3114 CLAUSE 3
- 2) CONCRETE TO HAVE A COMPRESSIVE STRENGTH OF 25 MPA AT 28 DAYS



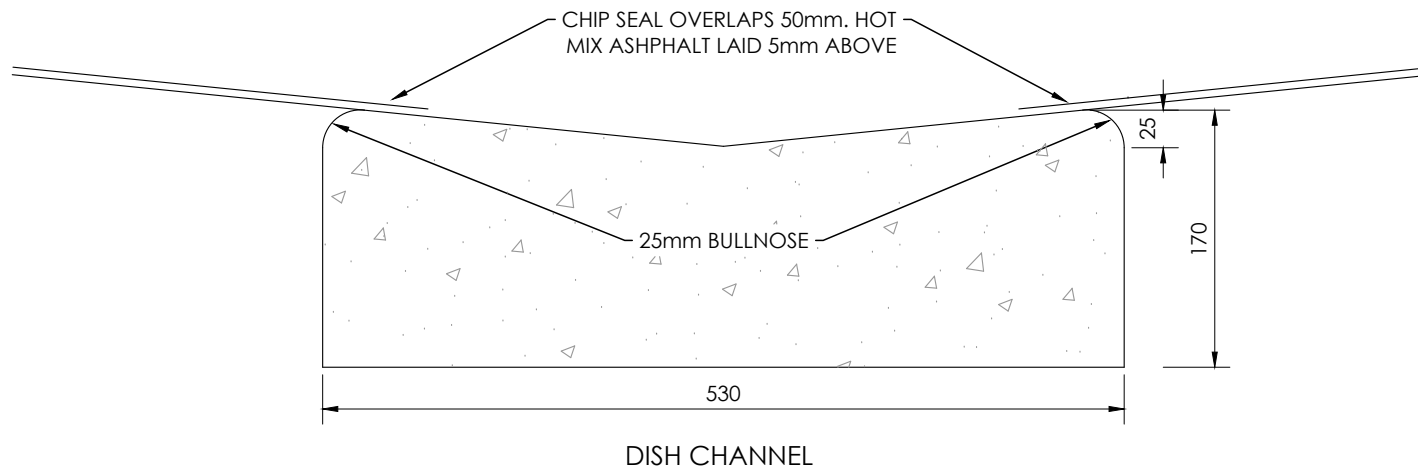
NOTES:

- 1) CONCRETE TO COMPLY WITH NZS 3114 CLAUSE 3
- 2) CONCRETE TO HAVE A COMPRESSIVE STRENGTH OF 25 MPa AT 28 DAYS
- 3) BEAM EXTENDS 1.5m BEYOND BASE OF KERB & CHANNEL CUTDOWN



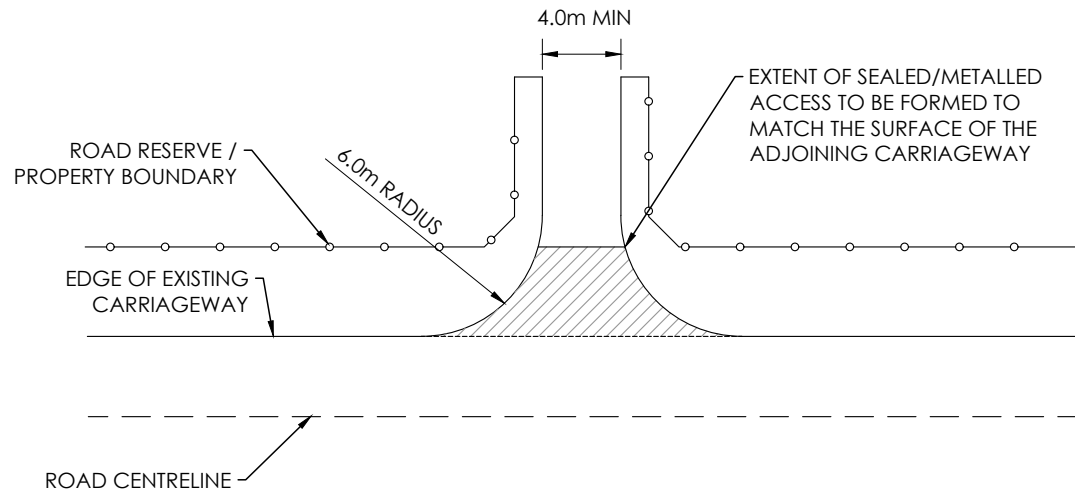
NOTES:

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- 3) 150mm EXTRA CONCRETE BASE WHERE DIRECTED FOR BUS STOPS, CORNER ROUNDINGS, LIGHT INDUSTRIAL AREAS AS REQUIRED. D12 BARS 75mm COVER
- 4) PEDESTRIAN CROSSING CUTDOWN IS TO INVERT OF CHANNEL.
- 5) FOR DRIVEWAY SERVICING TWO LOTS / DWELLINGS CUTDOWN REQUIRED WITH 25mm BULLNOSE FROM CHANNEL.



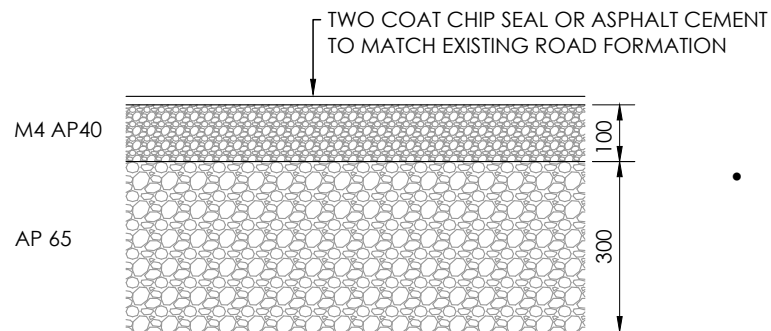
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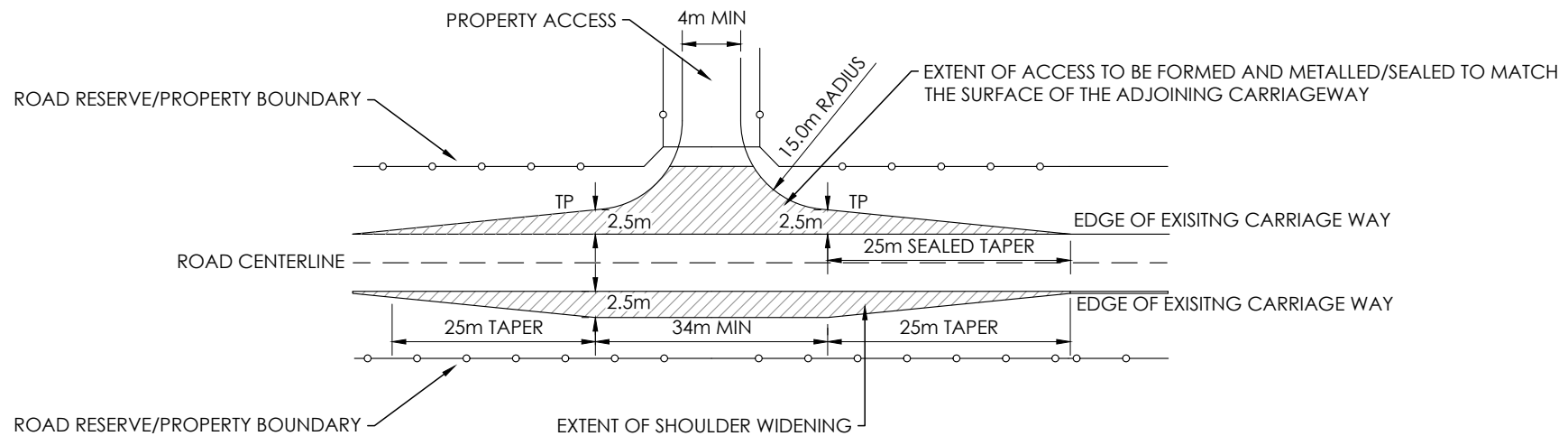
TYPE C1

NOTE: ALL DIMENSIONS IN METRES



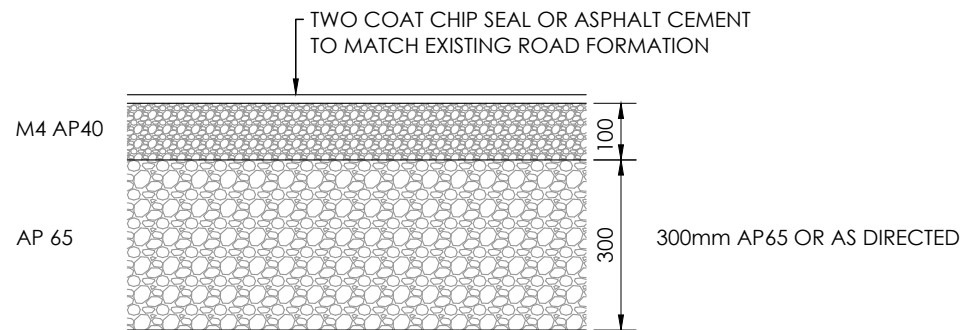
- IF THE ROAD IS NOT SEALED, THE ENTRANCEWAY BACK TO THE BOUNDARY SHALL BE EXCAVATED AND FORMED WITH AT LEAST 300mm OF AP 65 AND TOPPED WITH A MINIMUM OF 100mm AP40 BASECOURSE

DETAIL FOR NEW FOUNDATION AND SHOULDER RECONSTRUCTION

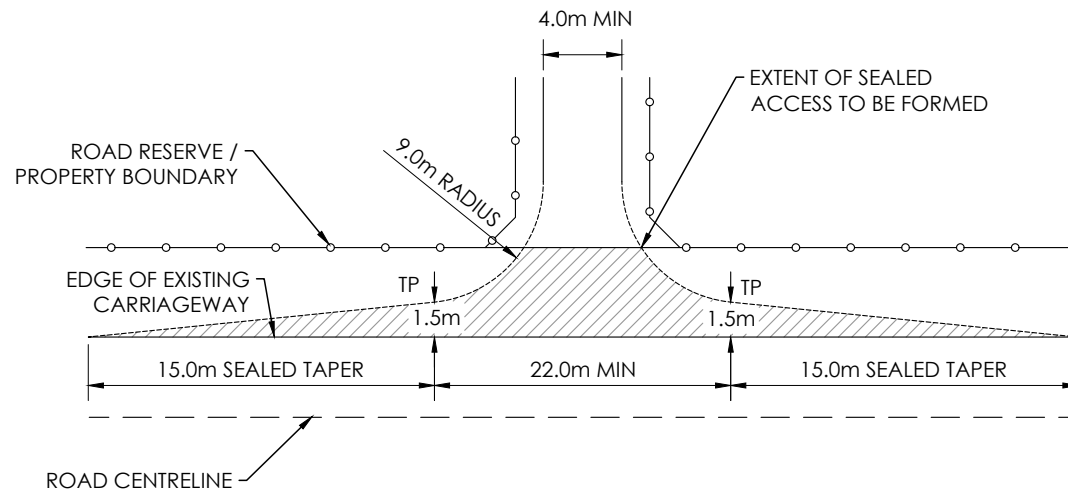


TYPE D

NOTE: ALL DIMENSIONS IN METRES

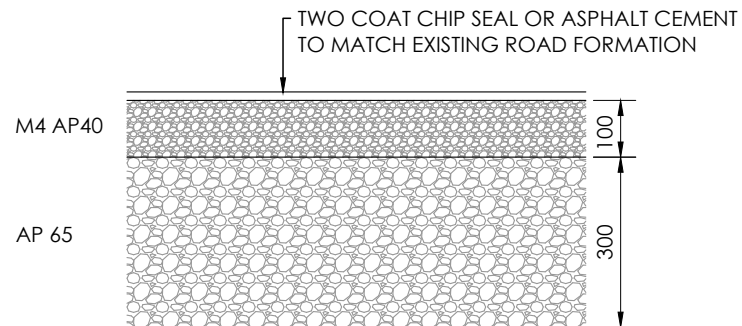


DETAIL FOR NEW HEAVY DUTY
FOUNDATION AND SHOULDER
RECONSTRUCTION

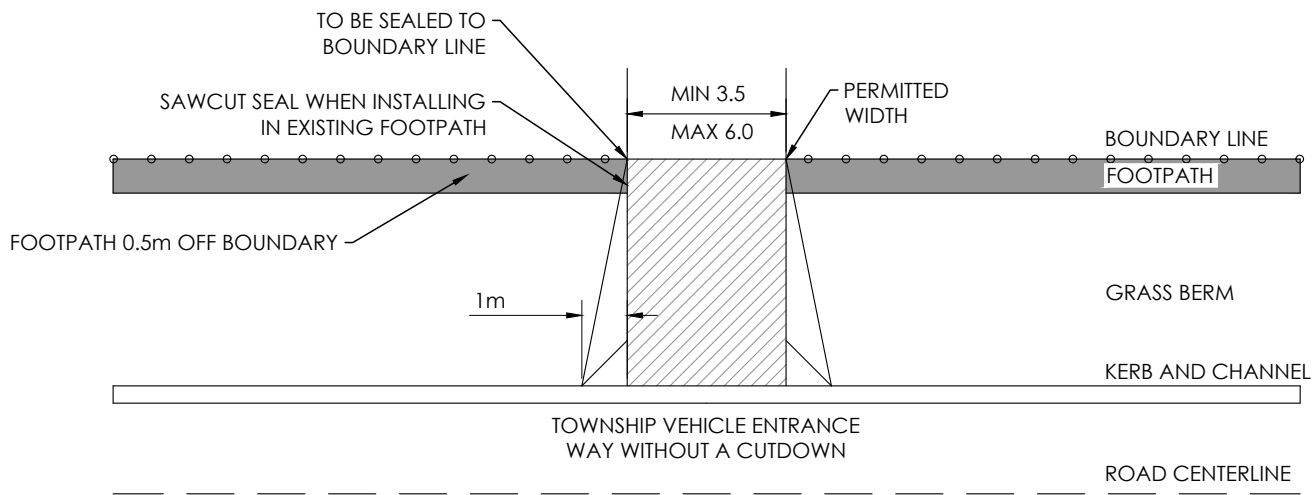


TYPE C2

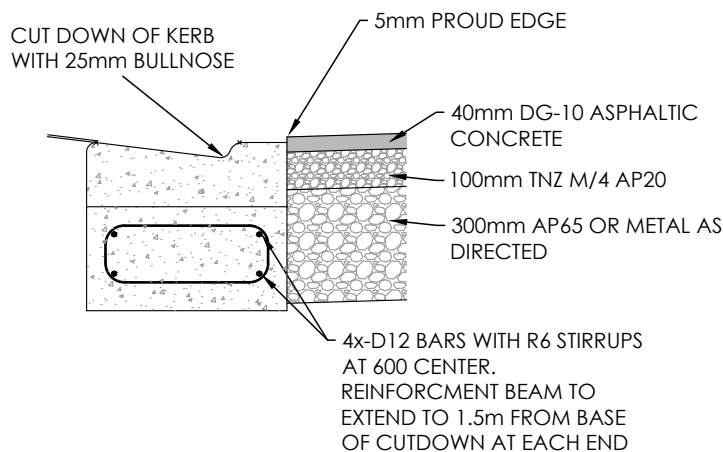
NOTE: ALL DIMENSIONS IN METRES



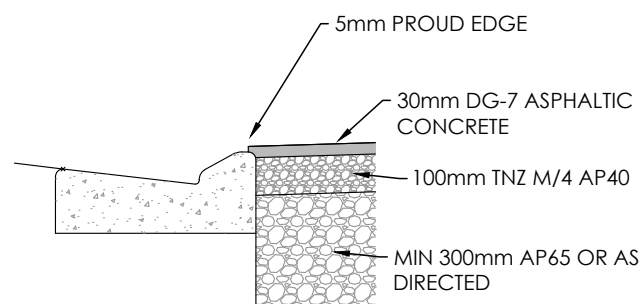
DETAIL FOR NEW FOUNDATION
AND SHOULDER RECONSTRUCTION



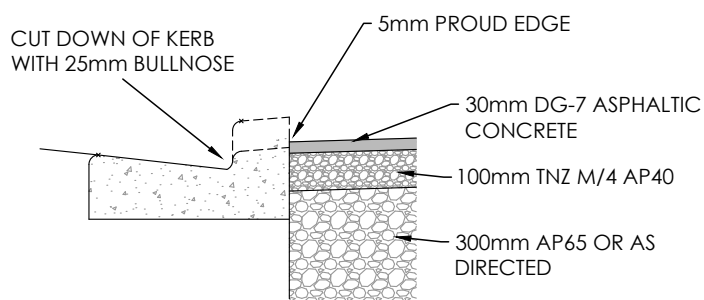
TOWNSHIP VEHICLE ENTRANCEWAY WITH FOOTPATH AT BOUNDARY LINE



HEAVY DUTY KERB AND CHANNEL WITH CUTDOWN FOR COMMERCIAL AND FOR THREE OR MORE LOTS OFF A RIGHT OF WAY



LOW PROFILE KERB AND CHANNEL CROSSING FOR SINGLE PROPERTY

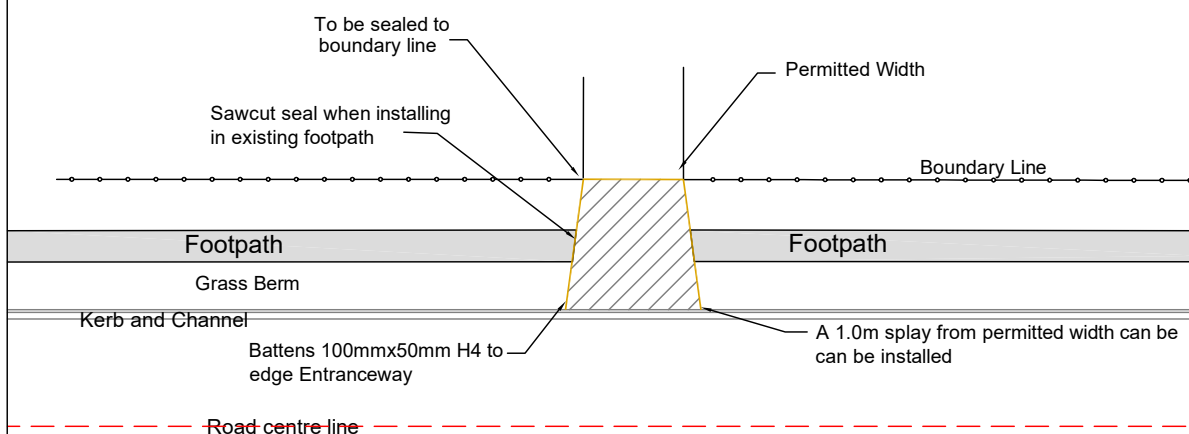


STANDARD KERB AND CHANNEL CROSSING TO RIGHTS OF WAYS SERVICING TWO LOTS

NOTES:

- DEPTH OF BASECOURSE IS THE MINIMUM
- EXTRA DEPTH MAY BE NEEDED DEPENDING ON SUBGRADE TO ACHIEVE COMPACTED STRENGTH
- CROSSFALL TO BE NOMINALLY 3% (MIN 1%, MAX 4.5%) OR AS SHOWN ON PLANS
- BATTENS NOT REQUIRED WHERE METALCOURSE CONTAINED BY CONCRETE KERBS OR CONCRETE FOUNDATIONS
- ALL EXISTING SEALED PATHS (FOOTPATHS) AND DRIVES TO BE SAWCUT AT LIMIT OF NEW PATHS
- NO CUTDOWN OF KERB ON LOW PROFILE KERBS UNLESS FOR PEDESTRIAN CROSSING

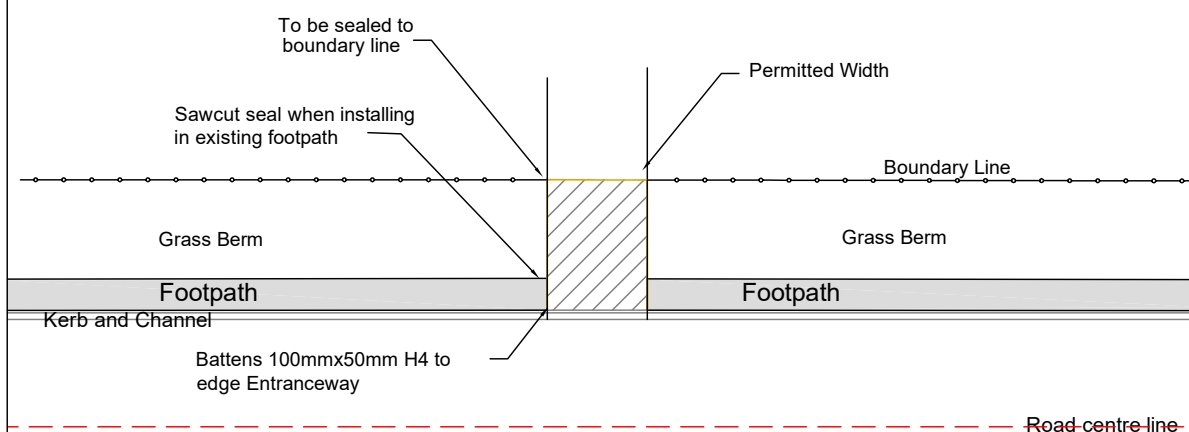
Township Vehicle Entraceway with a Footpath



Construction of Entraceway with Kerb & Channel

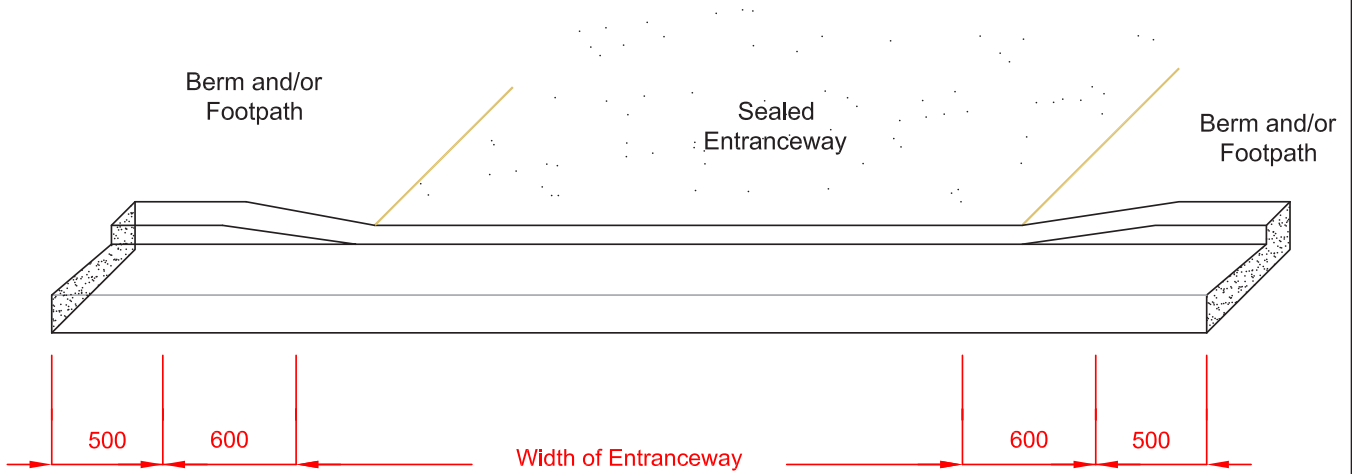
- 30mm Mix 10 Asphaltic Concrete
- 125mm TNZ M/4 AP20
- 100mmx50mm H4 Timber battens edging

Township Vehicle Entraceway with Footpath at Kerb line

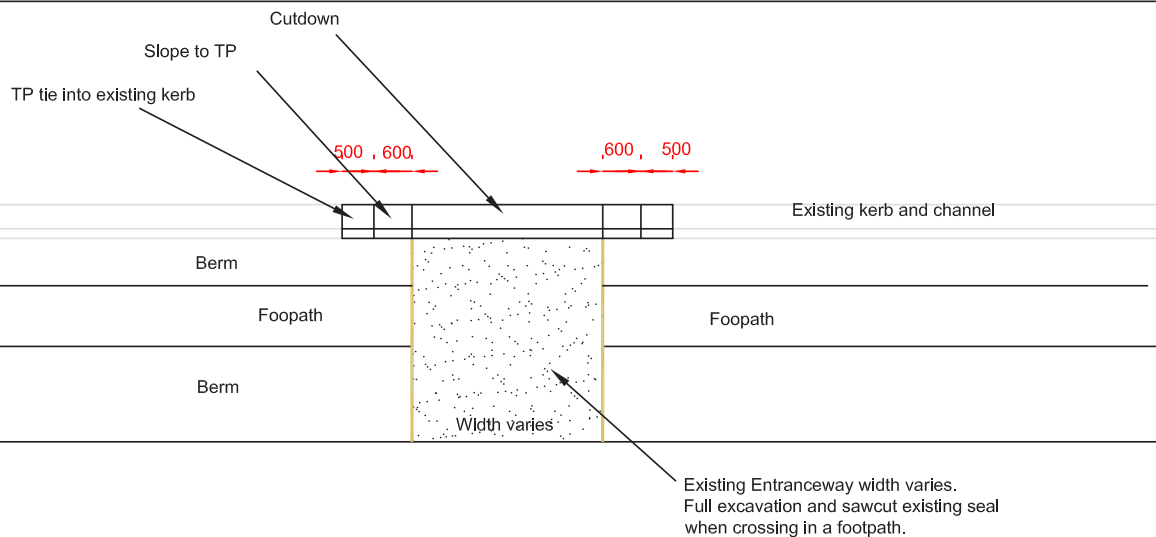


Construction of Entraceway with Kerb & Channel

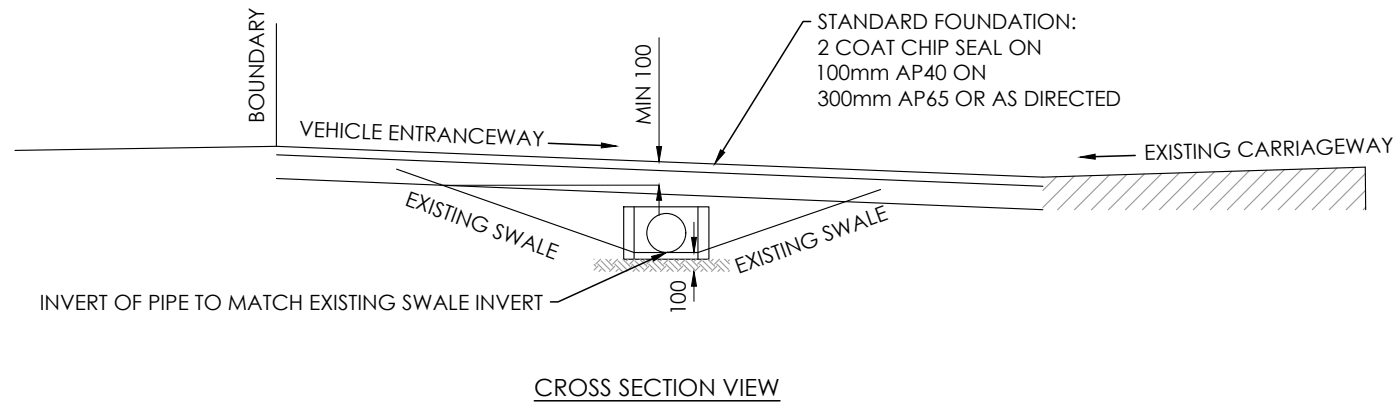
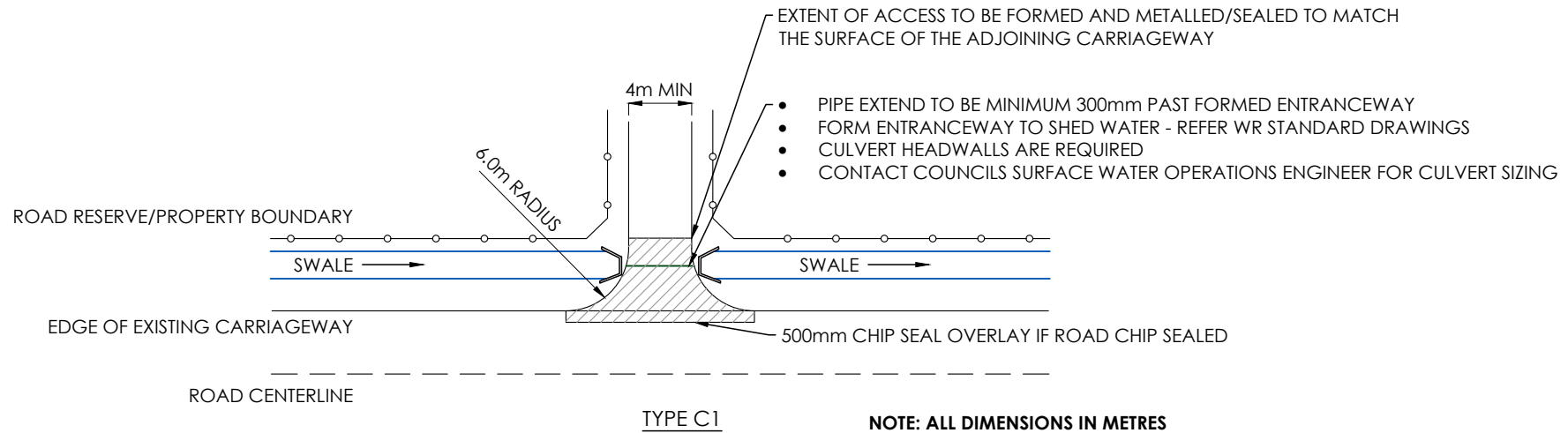
- 30mm Mix 10 Asphaltic Concrete
- 125mm TNZ M/4 AP20
- 100mmx50mm H4 Timber battens edging



Kerb and Channel with Cut Down



Kerb and Channel with Cut Down



NOTES:

- REFER WR STANDARD DRAWINGS FOR PIPE SIZES, PIPE TYPES & COVER DETAILS
- PRECAST HEADWALLS ARE APPROVED. ALL OTHER OPTIONS MUST HAVE PRIOR APPROVAL BY SDC WATER SERVICES ENGINEER