



### APPLICANT TO COMPLETE

I, \_\_\_\_\_ wish to advise that I have made arrangements with

(Print Name)

(Contractor)

to construct a brick paved crossover to Council's standard specification from the boundary of my property to the road at:

(House and Lot Number)

(Street name)

(Town and Postcode)

You (the applicant) acknowledge and agree to the following before commencing any crossover construction work:

#### Consultation and Approval

- No work may begin until written approval has been provided by the Shire of Waroona.
- All work must follow standard specifications set by the Shire's Infrastructure Services Department.

#### Drainage Responsibilities

- If drainage pipes and headwalls are required;
  - You are responsible for supplying and paying for them.
  - You must maintain these drainage pipes ( e.g. keeping them clear) to prevent flooding.

#### Required Documents and Approvals (To Be Submitted with Application)

You must obtain and submit copies of the following before your crossover application is approved:

- Approved Native Vegetation Clearing Permits (if applicable)
- Traffic Management Plan(s) (is applicable)
- Dial Before You Dig enquiry

#### Additional Pre-Construction Requirement

- Before work begins, you or your contractor must also submit a 'Works Within Road Reserve' application to the Shire.

**SIGNATURE OF PROPERTY OWNER:**

**DATE:**

**CONTACT NUMBER:**

**EMAIL ADDRESS:**

**ADDRESS:**

### APPLICANTS PAYMENT DETAILS

The payment of the crossover subsidy will be made if the application has been approved and the crossover was constructed as per the specifications outlined in this document.

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_

BSB: \_\_\_\_\_ Account No: \_\_\_\_\_

Account Name: \_\_\_\_\_

## CONTRACTOR TO COMPLETE

I \_\_\_\_\_ Certify that this crossover has been constructed in accordance with Council's standards and specifications. Also, the total cost for the construction of the crossover exceeds \$500.00 and the maximum subsidy of \$250.00 is hereby requested.

**SIGNATURE OF CONTRACTOR:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT NUMBER:** \_\_\_\_\_

## OFFICE USE ONLY

### CROSSOVER INSPECTION CHECKS AND APPROVALS

#### 1. Site Inspection/ Applicant Consultation

A site inspection and consultation with the applicant was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Shire Initial: \_\_\_\_\_ Contractor Initial: \_\_\_\_\_

#### 2. Pre-backfill Inspection

A site inspection prior to the backfilling of the crossover was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Shire Initial: \_\_\_\_\_ Contractor Initial: \_\_\_\_\_

#### 3. Final Inspection

The final site inspection of the crossover was completed on \_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Shire Initial: \_\_\_\_\_ Contractor Initial: \_\_\_\_\_

#### 4. Approval for Subsidy

☐ Yes

☐ No

Additional Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ / \_\_\_\_/\_\_\_\_

Director Infrastructure Services

## SPECIFICATIONS FOR THE CONSTRUCTION OF RESIDENTIAL CROSSOVER

### 1. GENERAL

- a) This specification is made pursuant to the provisions of Section 357 and Section 358 of the Local Government Act 1950 -1982 as may be amended.
- b) The construction of vehicle crossings shall be executed under the supervision of and to the direction of the Director Infrastructure Services or his authorised representative (hereinafter referred to as "the DIS")
- c) All material used in the construction of vehicle crossings shall be in accordance with the standard specification of Council and any materials which are inferior to those specified or as directed by the Director Infrastructure Services shall be liable to rejection and replacement without any payment or compensation being made to the Contractor for the supply, delivery, laying, placing, finishing, removal, or disposal of anything so rejected as directed by the DIS.

**NOTE: The Contractor shall be known as the person responsible for the construction of the driveway.**

- d) Protection of works and the public shall be provided and maintained by the contractor who shall supply and keep supplied as directed all the necessary signs, barricades, road warning lamps, temporary bridges or any other thing necessary or as may be directed by the Director Technical Services to provide for the safety of the public generally and to protect the works from damage for the minimum period of three days following completion of the works and failure to provide or keep provided shall render the Contractor liable under Section 377 of the Local Government Act 1960 - 1982, as amended. All such protective equipment shall comply with the relevant S.A.A. Code.
- e) Any damage which may occur to any Council facilities or private property or the vehicle crossing itself during the course of the works or which may subsequently become evident from the operation thereof shall be the sole responsibility of the Contractor, legal claims, liability, or any other things which may arise from the carrying out of any such works.

### 2. LOCATION

Crossings shall be positioned as directed by the DIS. Crossings shall be located in such a position as to not cause interference to public utility facilities and shall not be positioned within a corner truncation or closer than 6.5 metres from the property line intersection point at a corner site unless specifically approved by the DIS. Crossings shall be constructed to 90° (right angles) to the kerb line.

### 3. LEVELS

- a) The crossover levels will be as set out in attached specification/drawings all variation from specification/drawings shall be approved by the DIS or his representative.

## SPECIFICATIONS FOR GRAVEL/ BITUMEN/ ASPHALT

### 1. SCOPE OF WORKS

The Contractor shall carry out the complete works being;

- Supply of Gravel, Bitumen, Aggregate, Asphalt, Concrete,
- Supply of labour, plant, formwork, and materials,
- Traffic control,
- Trenching where required,
- Cut, filling and boxing out of sub-grade shall conform to shape and dimensions of the drawings
- Supply of sub-grade fill material to achieve the design

Stockpile surplus materials on site as instructed by Principal

## 2. GENERAL

The final shape and dimensions of the driveway shall be in accordance with the attached standard drawing included in this contract; Drawing number WR009-X01.

## 3. TRAFFIC CONTROL

For each site of works, the Contractor shall submit a traffic management plan for the works. The cost of preparing and implementing this traffic management will remain with the Contractor.

All Traffic Management Plans must be in accordance with the most current version of AS unless overridden by Main Roads WA's Code of Practice. All Traffic Management plans must also meet the following:

- Be prepared and signed by an accredited person
- Must include a Risk Assessment
- Be lodged with Council a minimum of three (3) working days before commencing works, and be endorsed by a Council representative

## 4. MATERIALS

All concrete used shall be supplied in a ready mixed state and shall comply with requirements of AS 1379: Specification and Supply of Concrete. All concrete used in the works shall develop a minimum compressive strength of 25 MPa at 28 days with a maximum slump of 75 millimetres and maximum aggregate size of 14mm.

### 4.1. SEGMENTAL PAVING UNITS

Tolerance the paver shall have  $\pm 2$  millimetres tolerance on all nominated manufactured dimensions.

Concrete Paving Units shall comply with the Concrete Masonry Association of Australia Specification for Segmental Paving Units (MA20).

Clay units shall be high temperature fired with exposed faces of an extruded, wire-cut or pressed finish. The bricks shall have a minimum strength of 30 MPa and absorbing when saturated not more than 10% of their own weight of water.

Sand for mortar shall be crushed stone or natural sand free from all deleterious substances and have a uniform grade.

Sand for bedding or backfill shall be clean sand free from roots, clay or any deleterious matter.

### 4.2. SUB-BASE (LIMESTONE)

Crushed Limestone shall be obtained and crushed to comply with IPWEA Local Government Guidelines for Subdivisional Development Edition 2.1-2011 Crushed Limestone.

All Crushed Limestone shall be free from sand, loam, capstone, roots, and other foreign and organic material, and shall not contain either oversize spalls or an excessive proportion of fine-grained material.

### 4.3. SUB-BASE (GRAVEL)

Gravel shall be obtained and crushed to comply with IPWEA Local Government Guidelines for Subdivisional Development Edition 2.1-2011 Gravel.

General: A gravel base course shall consist of a combination of soil binder, sand and laterite gravel and shall be free of vegetable matter and lumps or balls of clay and shall not contain excessive quantities of pyrites or other foreign substances.

## 5. PREPARATION AND PLACEMENT

The driveway site shall be cleared of all topsoil, vegetation, roots, humus, and organic material. Only trees nominated by the Principal shall be pruned or removed.

### 5.1. SUB-GRADE

Sub-grade the entire width of the driveway shall be cut or filled as necessary. After excavation or filling, compaction, trimming the finish surface of the driveway sub-grade shall conform to the shape and dimensions shown in the drawing.

The sub-grade for the depth of 250mm (or the depth of fill if greater) shall be compacted to not less than 95% of the dry density obtained from modified maximum dry density compaction tests conducted in accordance with AS 1289-1993: methods of testing soils for engineering purposes.

The tolerance for sub-grade width shall be  $\pm 100$  mm.

The finish levels of sub-grade shall be within +5 mm and - 30mm.

### 5.2. SUB-BASE

Sub-Base shall be constructed of crushed limestone or gravel. The sub-base shall be placed so that the compacted sub-grade is not disturbed or broken up and the even thickness specified is achieved. Sub-base shall be watered to optimum moisture content and compacted by rolling to a density not less than 95% of maximum dry density when tested in accordance with AS1289: 'Methods of testing Soils for Engineering Purposes'.

The depth of sub-base after compaction shall be as specified on the approved drawings with a tolerance of +5 mm and – 10mm.

All irregularities in the longitudinal grade and cross section and any imperfections or failures detected in the surface of the sub-base shall be corrected in an approved manner until the road sub-base is brought to a uniformly compacted, smooth and even surface.

### 5.3. SAND BEDDING

Sand bedding shall be spread loosely to a uniform depth and screeded to the nominated design profile with sufficient surcharge to allow for compaction to a uniform thickness of 30 mm, with a tolerance of  $\pm 5$  mm.

## 6. LAYING SEGMENTAL PAVING BLOCKS

Paver shall be laid on uncompacted bedding sand and shall be placed so the units are not in direct contact with each other. Pavers shall be laid with a 2 mm (minimum) to 3 mm (maximum) gap between the pavers. This 2mm to 3mm gap is an essential feature of the interlocking pavement.

All rectangular interlocking pavers shall be laid in a 45 degrees herringbone configuration.

Full pavers shall be laid first and gaps at the pavement edge shall be neatly filled by saw cutting pavers to fit. Only full bricks/blocks shall be laid against all edges restraints.

### 6.1. SEGMENTAL PAVING BLOCK COMPACTION

Immediately after laying the pavers shall be compacted and brought to design level by not less than 3 passes of a vibrating plate compactor. Compaction shall continue until a smooth surface is produced.

The top of the paving shall finish 5 mm to 8 mm above abutting drainage inlet structures.

Immediately after compaction is completed gaps between pavers shall be filled with dry joint filling sand.

Pavements subject to stormwater runoff, gutter flow or any other movement of water shall be protected from scouring. Scour protection shall be provided by means of dry cement grouting of the paving joints for a width of 300 mm from the edges of interlocking pavements. The joint filling grout shall consist of a 4:1 mix of 1.18 mm sieve dry sand and dry cement.

Where damage to adjoining properties may result, the use of vibrating rollers will only be permitted with care and

in negotiation with the council representative to ensure all measures are taken to protect adjacent properties.

It may be necessary to formulate a vibration plan in conjunction with the council. A Vibration Plan would need to address vibration, noise nuisance and potential damage and be approved by the Department for Environmental and Conservation, consulting Engineer and Council Representative.

The driveway will achieve a smooth transition from the layback through the high point back the existing driveway or boundary to eliminate vehicle scraping or bottoming out.

The finished alignment shall conform to requirements of the approved drawings and must not impede the flow of water or be detrimental to adjoining properties.

Variations of levels must be approved by the council representative.

## 6.2. TOLERANCES

The finished product shall be true to the drawing dimensions and finish specified. Tolerances for driveway shall be in accordance with the following requirements:

- the top surface of the layback shall be parallel to the ruling grade of the pavement and free from depressions exceeding five millimetres when measured with a three metre straight edge;
- level  $\pm 5$  millimetres;
- line  $\pm 10$  millimetres to face of layback or gutter line;
- Cross-section dimensions  $\pm 5$  millimetres;
- Width  $\pm 10$  millimetres

## 7. FOOTPATHS

Where a foot path intersects a driveway the path section of the driveway will be constructed to foot path design and continues through the driveway.

## 8. BACKFILLING AND REINSTATEMENT OF VERGE

Backfilling to the driveway shall be placed after pavement construction is complete. Backfill material shall be free draining sand or a similar material to the local topsoil, free from debris and compacted to a thickness not less than that of the surrounding natural surface.

## 9. KEYED LAYBACK

Where keyed layback is specified on approved drawings, excavation of the base shall be by an approved method. The primed road surface beyond the line of the face of layback shall not be disturbed.

## 10. FINISH

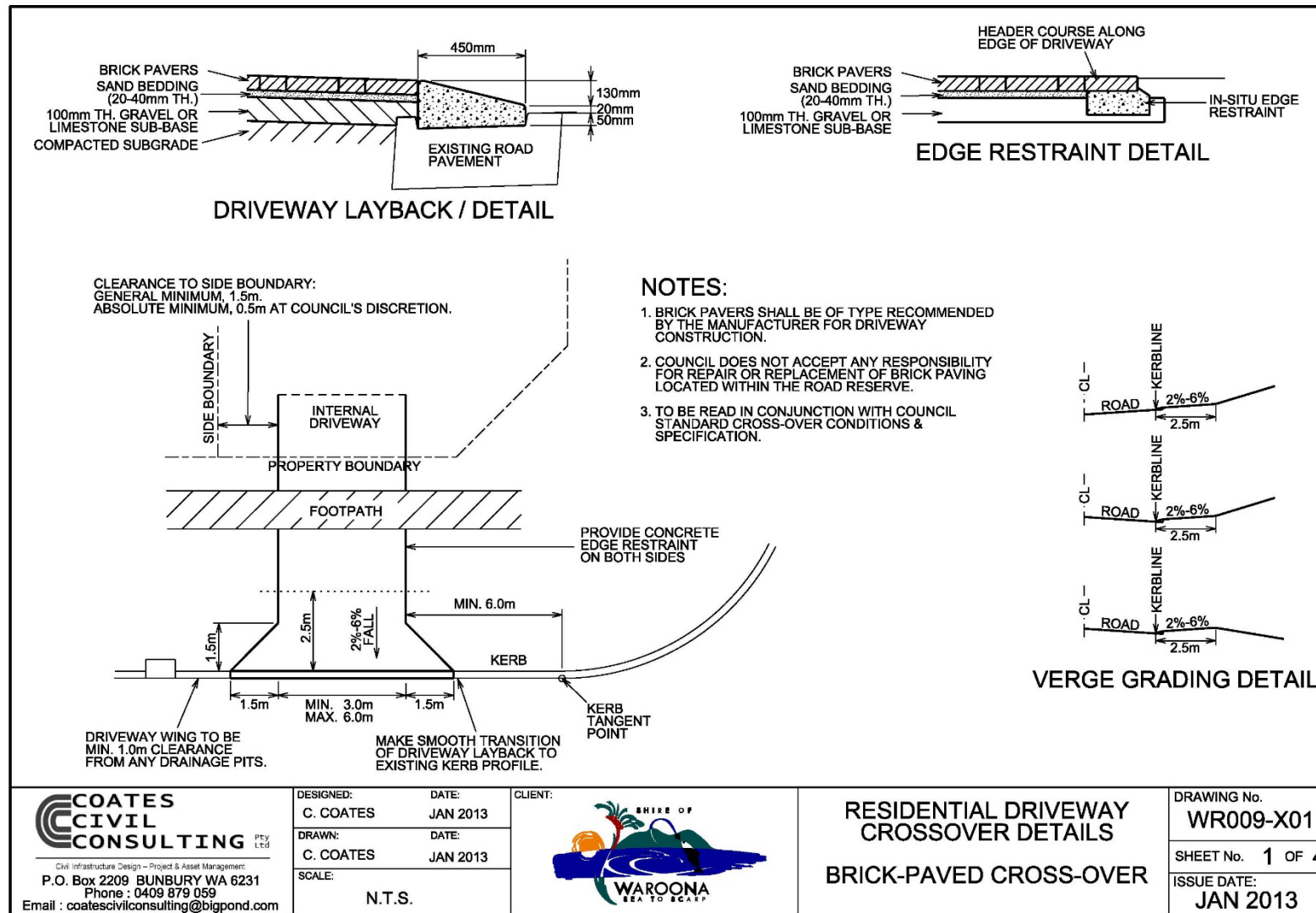
The completed pavement surface shall satisfy the following criteria prior to acceptance

- The complete pavement surface shall be constructed in accordance with design profiles and shall drain freely;
- The pavers shall not be cracked, damaged or distorted;
- The surface texture shall be uniform and be free from abrasion or wear and the colour of the pavement shall be uniform and any colour variations in batches of pavers shall be eliminated by batch mixing to produce a uniform colour grade.

## 11. CLEAN UP

Works site shall be kept clear of debris and spoil at all times.

Specification based on IPWEA (WA) Subdivisional Guidelines Edition No.2.1 July 2011.





DOCUMENT CONTROL			
Division	Infrastructure		
Form Number & Version Number	FM003 Version 1		
Contact Officer	Senior Waste and Environment Officer		
Approved by	Director Infrastructure Services		
Reason:	Change in formatting to new style guide.		
Date of Review	15/09/2025	Review Frequency	As required

