Roading Policy

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Purpose

The Roading Policy helps the Central Otago District Council (Council) maintain a safe, efficient and accessible transport network. It explains what people must do when using or occupying roads in the district, and how Council manages the roads under its control.

Principles and objectives

The objective of the policy is to:

- clearly explain what Council, landowners, and individuals must do when working on roads.
- protect road users, workers and the public.
- prevent damage to road assets.
- keep rules simple and consistent.
- make application and permit processes quick and easy.

Fees and charges

This policy identifies when fees and charges apply, though specific rates are set out in Council's separate Fees and charges schedule. Council reserves the right to apply charges for activities or circumstances not explicitly detailed within this policy.

Scope

The policy applies to any road reserve under the control of the Central Otago District Council.

Definitions

Term	Definition
BeforeUdig	An online service providing location information for underground pipes, cables, and utility assets across New Zealand.
Council	Central Otago District Council.
Day	A calendar day, unless otherwise specified.
Formed road	The area within the road reserve constructed for conveying vehicles and other road users, including pedestrians and cyclists.
Geographic Information System (GIS)	The online mapping portal used to display Council's spatial and geographical data.
Governing Body	Has the same meaning as defined in Section 41(b) of the Local Government Act 2002.
Rūnaka	The administrative council or body representing local iwi/hapū interests.
Road Controlling Authority	The generic name for the Territorial Local Authorities, the Department of Conservation, and NZ Transport Agency Waka Kotahi, who combined are responsible for the public Roading Network in New Zealand.
Road reserve	A legally defined area of land within which roads, footpaths, and associated infrastructure are constructed and maintained for public travel.
Submitica	The online portal used to submit Corridor Access Requests and Temporary Traffic Management applications.

Policy:

1. Working on or near the road reserve

Council prioritises the safety of the public, road users, and workers. Activities on or near roads can create hazards, distract drivers, or cause unacceptable delays. To manage these risks, suitable temporary traffic management (TTM) should be used.

Note: Activities or traffic management affecting State Highways require NZ Transport Agency Waka Kotahi (NZTA) approval.

1.1 Criteria

TTM is required for any work affecting the normal operation of the road, including:

- **Events:** Festivals or sporting events.
- **Maintenance:** Tree felling, vegetation control, or farming work.
- **Construction:** Installing services or building vehicle crossings.
- **Private Work:** Any activity on private property that affects the road reserve (e.g., felling a tree that could fall onto the road).

TTM must be planned and implemented by competent persons, in compliance with the *Health and Safety at Work Act 2015* and the *New Zealand Guide to Temporary Traffic Management*. Engaging a professional TTM provider is recommended.

Note: Council may assist with TTM if the activity benefits Council assets. This remains at Council's discretion.

1.2 Application process

The applicant must submit a Corridor Access Request (CAR) application via BeforeUdig or Submitica. Each CAR should include:

- A Traffic Management Plan (TMP).
- Design plans and work methodology, or an event management plan.
- A risk assessment and safety management plan.
- Contact details for the principal/utility operator, TTM operator, and contractor.
- Any other relevant supporting documents, including road closure application information (outlined in Section 1.2.1).

The following notice periods are recommended:

Application Type	Recommended notice period
Standard works (no road closure)	10 working days prior
Minor civil/utility road closures (< 5 days)	10 working days prior
Major civil/utility road closures (≥ 5 days or affecting a high-volume road)	21 working days prior
Planned event road closures	3 months prior

Incomplete applications or insufficient notice may delay processing or lead to an application being declined.

Council assesses applications based on:

- Potential impacts on Council assets, utilities, and adjoining properties, including specific conditions for motorsport events outlined in Section 1.3.1).
- Road safety impacts for all users, workers, and the public.
- Network efficiency, including:
    - Acceptability of delays due to TTM.
    - Conflicts with other Council or third-party worksites.
    - Proposed hours of operation.
    - Impacts to local businesses, farm operations, residents and school bus routes.
- Any site-specific concerns relevant to the proposal.

1.2.1 Applying for a road closure

Planned temporary road closures follow the process in Section 1.2. However, as road closures can increase risks to safety, access, and traffic flow, they require extra planning and communication. Roads may be closed due to events and planned or unplanned (emergency) civil/utility works. Different legislative requirements apply for these closures as detailed below.

1.2.2 Event road closures

Events such as festivals, sports, and filming must comply with the *Transport (Vehicular Traffic Road Closure) Regulations 1965*, and, where appropriate, the *Local Government Act 1974.*

To ensure legislative timeframes can be met, applications should be submitted at least 3 months prior (as outlined in Section 1.2). If Council accepts the proposal, the following statutory notification timeline applies:

Timeline (days prior to event)	Key Action	Details & Requirements
42 days	First Public Notice	Council publishes the initial notice in local newspapers (e.g., *Central Otago News*, *Otago Daily Times*).
28 days	Public Objection Deadline	Deadline for public objections. Council will assist the applicant to resolve any concerns; unresolved matters are referred to the Governing Body for a final decision.
14 days	Final Closure Notice	Council publishes the official final closure notice (if approved).
7 days	Local Letter-Drop	Applicant may be required to complete a letter-drop to all affected residents and businesses.

Note: Late applications may be declined if they do not allow time for these public notice periods.

1.2.3 Civil and utility works road closures

Road closures are often the safest way to protect workers and the public during construction.

Applicants must submit a CAR accompanied by a detailed road closure proposal in accordance with the lead times in Section 1.2.

Council will assess the application based on the suitability of the proposed closure and detour route, as well as potential conflicts with other works or scheduled events.

If approved, the following notification requirements apply:

Closure	Applicant notification (to residents & stakeholders)	Council notification (to public)
Minor Closure < 5 days	Min. 7 days (on approval): • Letter-drop • Door knock • Vehicle flyers	Email stakeholder distribution lists. Social media updates. Council website.
Major Closures ≥ 5 days *(or affecting a high-volume road)*	Min. 7 days (on approval): • Letter-drop • Door knock • Vehicle flyers	Email stakeholder distribution lists. Social media updates. Council website. Newspaper advertising.*

* *The applicant is responsible for any newspaper advertising costs.*

1.2.4 Emergency works

For urgent safety or asset damage (e.g., significant water leaks, downed powerlines), closures may be implemented immediately with appropriate TTM.

As soon as is safely practicable, the contractor must:

- Notify Council of the closure location and detour.
- Submit a retrospective CAR with on-site records, photos, and any relevant test results.

Note: Any follow-up reinstatement work that is not an immediate emergency must follow the standard CAR application process.

1.3 CAR conditions

If satisfied, Council will issue the CAR, subject to any Reasonable and/or Local Conditions. The applicant must:

- Comply with all conditions of approval.
- Ensure all workmanship and reinstatement meet the required standards.
- Provide a works completion notice via BeforeUdig or Submitica.
- Provide relevant supporting documents, including completion photos, as-built plans and test results (if required).

Failure to obtain Council approval or comply with the conditions may result in work stoppage or a WorkSafe notification.

1.3.1 CAR conditions – motorsport events

Motorsport events can impact road surfaces and cause other asset damage. Consequently, additional conditions apply to these events.

Applicants may be required to enter a formal agreement with Council, which may include a financial bond to cover potential damage.

Pre-event inspection: Applicants must inspect and video the entire route before the event to document its condition. Council must be notified at least 48 hours before this inspection to confirm if a Council representative will attend.

Post-event inspection: The applicant must inspect the road promptly after the event to identify any damage. Council must be notified at least 48 hours before this inspection to confirm if a Council representative will attend.
If Council determines repairs are necessary:

- The applicant is responsible for the full cost of all repairs.
- The applicant must arrange repairs, subject to Council standards and approval.
- Council will only release the bond (if applicable) once all repairs are completed to its satisfaction.

Damage to private assets: The applicant must identify and address any damage to private assets (e.g., fences, driveways, landscaping).
The applicant must:

- Repair all damage at their own cost.
- Ensure the affected property owner or occupier is satisfied with the repair.

1.4 Relevant legislation

Health and Safety at Work Act 2015
Land Transport Rule Setting of Speed Limits 2024
Land Transport Rule Traffic Control Devices 2004
Local Government Act 1974, (S319), (S342), (S353), (Schedule 10)
Local Government Act 2002, (S145)
Transport (Vehicular Traffic Road Closure) Regulations 1965

1.5 Related documents

CODC Corridor Access Request Assessment and Processing Guidelines
CODC Risk Appetite and Tolerance Framework
CODC Risk-Based Corridor Access and Temporary Traffic Management Guideline
Complaints Policy
Fees and Charges Schedule
Keeping healthy and safe while working on the road or roadside
New Zealand Guide to Temporary Traffic Management

2. Services

Public and private services must be installed without compromising road safety or increasing future maintenance and renewal costs. Council is responsible for ensuring effective use of the road corridor, preventing conflicts with current or future service providers and road users, and verifying that all reinstatement work is completed to a satisfactory standard.

2.1 Types of services

- **Public Services:** Governed by the *National Code of Practice for Utility Operators' Access to Transport Corridors* (the Code). Council sets Reasonable Conditions for work while balancing statutory access rights for Utility Operators.
- **Private Services:** Not governed by the Code. Private services require a formal Council agreement (such as a licence to occupy) prior to installation, as detailed in Section 21 Road reserve occupation agreements.

2.2 Application process

All physical works to install or alter services within the road reserve require a Corridor Access Request (CAR), in accordance with Section 1 Working on or near the road reserve.

In addition to the standard requirements of a CAR, the applicant must include:

- Detailed site plans showing the proposed works relative to legal road boundaries and existing features (e.g., fences, culverts, trees, power lines)
- A full description of the construction methodology, reinstatement, resurfacing and compaction
- Evidence of a Council agreement (private services only)

2.3 Conditions

Upon approval, Council will issue Reasonable Conditions via a Works Access Permit (WAP). These may include General Conditions (under the Code), Local Conditions, or Special Conditions. Council will notify the applicant of any Special Conditions to ensure terms are accepted before work begins.

The applicant must:

- Review and understand all conditions prior to commencing work.
- Comply fully with all CAR and WAP conditions throughout the project.
- Notify Council immediately if on-site factors (e.g., unforeseen ground conditions) make compliance impractical.

2.4 Relevant legislation

Local Government Act 1974, (S338), (S341), (S357)
Utilities Access Act 2010

2.5 Related documents

National Code of Practice for Utility Operators' Access to Transport Corridors

3. Unmaintained legal roads

Many legal roads across the Central Otago District are not maintained using public funds. These roads fall into two categories:

- **Unformed legal roads**: Commonly known as “Paper Roads”, these roads have not been physically constructed but retain the same legal status as formed roads.
- **Formed unmaintained legal roads**: These roads may have been constructed by private landowners or utility operators for property access or were once maintained by Council but are no longer part of its maintenance programme.

While these roads remain legally available for public use, Council does not inventory them, inspect their condition, or perform any maintenance.

3.1 Occupying unmaintained legal roads (rural)

Council permits farming activities on unmaintained legal roads if adjoining landowners maintain safe public access. Landowners must:

- Install unlocked gates where a fence crosses a road to allow the public to pass. Display "Public Road" signs on both sides of the gate in lettering at least 75mm high.
- Place warning signs on all temporary electric fences and install insulated gate handles if the road leads to waterways, conservation areas, or recreational sites. Install unlocked gates if electric fences are permanent. All electric fencing must comply with *AS/NZS 3014:2003*.
- Ensure livestock do not obstruct the road or disturb public use. While sheep and dairy cows are generally acceptable, securely contain bulls and stags away from the road reserve.
- If public use disturbs stock, boundary fencing or alternative stock management is required to separate stock from the road reserve. The public cannot be excluded from the road reserve.

3.2 Occupying unmaintained legal roads (urban)

Unmaintained legal roads in urban areas may need to be formed or improved at any time to support land-use development. Therefore, these roads must not be developed, landscaped, used for storage, or otherwise used in a way that may obstruct future road construction, or impact public access.

Council may permit minor landscaping if it will not affect access or pose a public nuisance. A formal agreement will be required, see Section 21 Road reserve occupation agreements.

3.3 Public use

The public has a legal right to unobstructed access on these roads by foot, bike, horseback, or vehicle. Road users must stay within the legal road reserve. As formed tracks often stray from the legal path, road users must ensure the proposed route remains within the road reserve or get landowner permission to enter private land. Negligent or reckless behaviour that causes damage to the road surface, adjacent property, or distress to livestock may result in legal action and claims for loss or damage.

To support respectful and responsible access, users are expected to follow these guidelines:

- Leave gates as found
- Keep dogs on a leash
- Do not disturb livestock
- Do not litter or damage property.

3.4 Relevant legislation

Electricity (Safety) Regulations 2010
Local Government Act 1974, (S315), (S357)
Outdoor Access Act 2008

3.5 Related documents

Electrical installations - Electric fences AS/NZS 3014
The Outdoor Access Code

4. Forming unformed legal roads

Council has no legal obligation to form or maintain unformed legal roads ("paper roads"). However, Council may permit third parties to form these roads at their own expense. While Council generally supports such requests, it may decline applications that do not serve the broader community's best interests.

4.1 Application process

Applicants must submit a formal request to Council, including:

- Purpose of access (e.g., recreational, private property access).
- Confirmation of whether the property already fronts a formed legal road, along with existing access arrangements.
- Details of any existing structures, fencing, or assets within the road reserve.
- Evidence of consultation with NZTA if the road intersects a State Highway.

Council will assess the proposal against its *Significance and Engagement Policy* to determine whether formal community consultation is required.

Council may approve applications subject to the following:

- The proposal meets Council's engineering and subdivision standards.
- A survey confirms construction remains within legal road boundaries.
- Public access remains unimpeded.
- A formal written agreement being entered into on terms acceptable to Council.

Escalated Approval: If required under the *Significance and Engagement Policy*, the application may be referred to the Governing Body for a formal resolution.

4.2 Conditions

- Forming a paper road does not grant the applicant legal ownership or exclusive occupation rights. The road remains public land, owned by Council.
- All costs (including surveying, construction, maintenance) are borne entirely by the applicant.
- No physical improvements or works may be undertaken without prior written Council consent.
- Council does not assume responsibility for maintaining privately constructed public roads (unless specified in a formal written agreement) and all Council requirements are met.
- If Council identifies a safety issue on a road constructed under this policy, and the applicant fails to remedy it after notification, Council may undertake remedial works and recover all costs from the applicant.

4.3 Relevant legislation

Local Government Act 1974, (S316), (S317), (S319), (S353)
Local Government Act 2002, (S76AA)
Outdoor Access Act 2008

4.4 Related documents

Guidelines for the Management of Unformed Legal Roads
Significance and Engagement Policy

5. Encroachment of road on private property

In the Central Otago District, there are instances where formed roads encroach on private property by lying outside the legal road reserve. Landowners may, for example, become aware of encroachments during legal surveys for subdivision. Encroachments can also be indicated through aerial overlay plans; however, as aerial imagery is not fully accurate, boundaries should be confirmed by a survey.

In confirmed cases, Council may consider realigning the road within the legal road reserve. If realignment is impractical, Council may legalise the existing road by acquiring the occupied land and vesting it as legal road. The former road reserve may be transferred to the landowners at the same time.

5.1 Management process

Landowners who identify a potential road encroachment should notify Council to discuss options before commissioning further assessments.

The landowner may be expected to provide a legal survey to confirm and quantify the encroachment. Council may reimburse reasonable survey costs, subject to budget availability, provided the survey confirms the encroachment.

Council prioritises land acquisition for legalisation based on the extent of the encroachment, the notification date, and available funding. High priority is assigned to cases where the encroachment significantly hinders land use or occupies a substantial portion of the property.

Council manages the encroachment based on the road surface type:

- **Sealed roads:** Legalisation is the preferred outcome. Council only considers realignment in exceptional circumstances.
- **Gravel roads:** Council schedules realignment to coincide with the next metalling programme if practical. If realignment is not feasible, Council considers legalisation.

The *Public Works Act 1981* governs compensation. Where required, Council determines value in accordance with standard land valuation approaches for road stopping and land acquisition.

5.2 Relevant legislation

Land Transfer Act 2017
Local Government Act 1974, (S319)
Public Works Act 1981, (S62), (S114)

5.3. Related documents

Road Stopping Policy

6. Temporary storage on road reserves

The storage of materials on road reserves can impact typical road use, safety and amenity values. However, Council allows the storage of materials in certain circumstances.

Note: Shipping containers are not considered as a standard storage item, and a dealt with specifically in Section 6.3 Shipping Containers.

6.1 Storage on rural road reserves

Improper storage on rural roads can impede public road use, pose a hazard to road users during crashes, or track mud onto the roadway. However, temporary storage can support efficient land use without compromising safety or damaging infrastructure.

Commonly stored materials include:

- Hay bales
- Farm equipment and machinery
- Firewood
- Landscaping materials
- Building materials, including pipes.

6.1.1 Criteria

Materials may be stored on rural road reserves if:

- The road is unsealed.
- The material is stored for **no more than 14 days**.
- The material is placed at least 5m from the edge of the formed road.
- Sightlines remain unobstructed for at least 100m in both directions.
- Storage, and access to the stored material, does not damage or interfere with drainage infrastructure.
- No mud or debris is tracked onto the roadway as part of the storage activity.
- No material is stored within 150m of a dwelling, unless the dwelling is occupied by the owner of the material.

Storing materials on sealed rural roads, or where an applicant cannot meet the above criteria, requires Council approval. See Section 21 Road reserve occupation agreements.

6.2 Storage on urban road reserves

Urban road verges generally have higher amenity and visibility requirements than rural roads. Storing materials in these areas can impact neighbours, reduce safety at intersections, and block property access.

6.2.1 Criteria

Council permits the storage of firewood, landscaping supplies, and building materials for **no more than 14 days.** However, these materials must not:

- Be stored on the formed road or impede traffic
- Block visibility at intersections or driveways
- Obstruct footpaths
- Enter or obstruct kerbs or stormwater drains.

Written approval from Council is required if these criteria cannot be met. See Section 21 Road reserve occupation agreements.

Note: Wrecked vehicles are not permitted to be stored on the road reserve. All vehicles parked or stored on road reserve must be registered.

6.3 Shipping containers

Shipping containers can significantly impact safety and visual amenity. Council prohibits containers on high-traffic streets, near intersections, or for periods exceeding 14 days. This applies to both urban and

rural road reserves. Shipping containers must not be stored on road reserve without a Council agreement.

6.3.1 Criteria

Shipping containers must not create a hazard or nuisance. They must not:

- Impede the normal use of the road reserve
- Obstruct sightlines or visibility for road users and pedestrians
- Block driveways or footpaths (including when the doors are open)
- Obstruct access to manhole covers, utility connections, or fire hydrants
- Interfere with drainage, such as stormwater or overland water flow
- Impede access for emergency services.

6.3.2 Application process

Placing a shipping container on the road reserve requires a formal written agreement. See Section 21 Road reserve occupation agreements.

Applicants must provide:

- Applicant's name and contact details
- Proposed storage location, including:
    - Distance from road/footpath
    - Distance from vehicle accessways
    - Location of service lids and infrastructure (e.g., power poles, road signs)
- Reason an alternative location in private property is unsuitable
- Duration of storage (maximum 14 days)
- Container dimensions (including open doors)
- Approval from neighbours and affected parties
- Proof of adequate public liability insurance.

6.4 Conditions

Council reserves the right to require the removal or relocation of materials or shipping containers at any time for reasons including:

- Safety concerns or reasonable public complaints.
- Lack of written approval (when required).
- Non-compliance with storage requirements.
- Damage to assets during the storage period.

If an owner fails to comply with a removal request, Council may relocate the items at the owner's expense.

Material on the road reserve is stored at the owner's risk. Council shall not be held responsible in any way for claims or damages to the applicant resulting from roadside storage.

6.5 Relevant legislation

Local Government Act 1974, (S357)

7. Levelling and cultivation of rural roadsides

Cultivating road margins in rural areas can benefit landowners and road users by improving safety, reducing fire hazards, controlling vegetation, and enhancing visual amenity.

For this policy, cultivation refers to **grassing only**. Tree or shrub planting is managed under managed under Section 13 Rural roadside planting.

Any cultivation within the road reserve requires written permission from Council. Any permanent irrigation systems associated with the cultivation require a formal Council agreement. Refer to Section 21 Road reserve occupation agreements.

7.1 Criteria

Cultivation of rural roadsides is only permitted where the site:

- is in a rural area.
- directly adjoins the landowner's property.
- provides a minimum 2m clearance from the road edge and any drainage infrastructure.
- Accommodates irrigation systems (if needed) without encroaching on the roadway or interfering with drainage assets, pavement, road furniture, or other services.

7.2 Conditions

The landowner must:

- Manage all levelling and excavation required for cultivation or irrigation installation at their cost.
- Identify and protect all services, including survey marks, and meet all utility provider requirements.
- Meet the requirements of Section 1 Working on or near the road reserve.
- Maintain the cultivated area to ensure:
  - Effective control of pest plants, bushes, and seedling trees.
  - Activities remain within the roadside/verge and do not encroach the formed road.
  - Grass height does not obstruct visibility at intersections, accessways, or corners.
  - Grass within 2m of the formed road or drainage does not exceed 300mm in height.
- Repair any damage to road surfaces or infrastructure resulting from establishing or using the cultivated area.
- Hold suitable public liability insurance to cover activities within the road reserve.
- Ensure the levelling and cultivation does not impede typical road reserve use.

If the cultivated grass is intended for hay or silage production, bales must be stored on private property or in accordance with Section 6 Temporary storage on road reserves.

7.3 Relevant legislation

Local Government Act 1974, (S357)

8. Temporary grazing of roadsides

Roadside grazing can reduce vegetation-related fire risks and improve visibility. However, unmanaged stock pose safety risks to road users and may damage infrastructure. Council permits temporary roadside grazing where appropriate, balancing benefits to landowners with public right of passage, safety, and infrastructure protection.

For grazing on unmaintained legal roads, refer to Section 3 Unmaintained legal roads.

8.1 Criteria

Roadside grazing is only permitted where the site:

- is in a rural area.
- directly adjoins the landowner's property.
- provides a minimum 2m clearance from the road edge or any drainage infrastructure.

Grazing on gravel roads is a permitted if all the above criteria are met.

Written permission is required for all sealed roads, or where the above criteria cannot be met. See Section 21 Road reserve occupation agreements.

8.2 Conditions for roadside grazing

Uncontrolled stock can create serious safety hazards, especially at night. The following conditions apply:

8.2.1 General conditions

- Landowners must securely fence or tether all stock to prevent grazing within 2m of the road edge or drainage infrastructure.
- Cattle and horses are prohibited from the roadside during hours of darkness.
- Bulls, rams and stallions are prohibited from the roadside at all times.
- Grazing may only occur on one side of the road at any time.
- Landowners must relocate or remove grazing sites after a maximum of 14 days.

8.2.2 Temporary fencing conditions

- Only stock-proof electric fencing is permitted. Fences must use approved flexible electric fencing standards with:
    - A minimum of three wires for sheep and juvenile stock.
    - A single wire for large adult stock.
- Fencing must:
    - comply with all relevant electricity regulations.
    - be clearly marked with live-wire signage.
    - run parallel to the road, not across it.
    - be set back at least 2m from the road edge.
    - exclude drainage channels, culverts, and be 2m from the top of any waterway bank.
    - not exceed 200m in length.
    - be removed immediately after grazing ends.

Note: Permanent fencing is addressed under Section 11 Fencing within road reserve.

8.2.3 Liability

Landowners are responsible for:

- Repairing any damage to road infrastructure caused by grazing activities
- Holding suitable and adequate public liability insurance
- Checking for underground services before installing tethers or fencing
- Ensuring stock remains securely contained

Council accepts no responsibility for claims or damages to the applicant resulting from roadside grazing.

Council reserves the right to require the removal of fencing or the cessation of grazing at any time for any reason. In such cases, grazing must not resume without specific written authorisation from Council.

8.3 Relevant legislation

Electricity Act 1992
Electricity (Safety) Regulations 2010
Local Government Act 1974, (S357)

8.4 Related documents

Electrical installations - Electric fences AS/NZS 3014

9. No spray zones

Overgrown vegetation along roadsides can obstruct visibility, create drainage issues, pose fire risks, and harbour noxious weeds. To manage these risks, Council carries out routine weed spraying within the road reserve. In urban areas, spraying focuses on kerb and channel sections. In rural areas, spraying target drainage channels, pest plants, and road shoulders.

Property owners or residents who wish to exclude their frontage from the spray programme may apply to be removed from the spray programme. Fees and charges apply.

9.1 Application process

Applicants must submit a formal request to Council, providing:

- Contact details and the property's legal description.
- Written permission from the property owner (if the applicant is a tenant).
- The specific location and extent of the proposed No Spray Zone.
- Any relevant supporting information.

If approved, Council:

- Adds the property to the No Spray Zone register.
- Notifies the weed spray contractor to exclude the frontage from the spray programme.
- May install marker posts to define the No Spray Zone boundaries (rural areas only).

9.2 Conditions

By joining the register, the applicant takes full responsibility for maintaining the No Spray Zone. This includes:

- Controlling noxious and undesirable vegetation
- Keeping vegetation below 300mm in height
- Keeping drainage clear
- Ensuring road signs and sightlines remain unobstructed, particularly at intersections
- Keeping the No Spray Zone markers visible

If a No Spray Zone is not properly maintained, Council will issue a notice providing 14 days to rectify the issue. If the issue is not resolved within this timeframe, the property will be removed from the register and weed spraying will resume.

9.3 Maintaining the no spray register

Council will periodically review the No Spray Register by contacting previous applicants to confirm their ongoing participation and continued maintenance of the property frontage.

A property may be removed from the register at any time with the written consent of the property owner.

9.4 Relevant Legislation

Local Government Act 1974, (S355)
Biosecurity Act 1993

10. Gates and cattlestops across roads

When fencing a road is not practicable or reasonable, installing a swing gate or cattlestop may be appropriate. These features typically suit low-volume, mountainous back-country roads where they pose minimal risk. However, on roads with higher travel speeds they can create safety hazards and reduce the road's level of service. To manage these risks, Council approval is required before any gate or cattlestop is installed across a formed legal road.

Note: Unlocked gates are permitted on unmaintained legal roads, see Section 3 Unmaintained legal roads.

10.1 Criteria

Cattlestop and swing gate applications will be assessed on a case-by-case basis. Considerations may include:

- Road type and location.
- Suitability of alternative locations outside the road reserve.
- Potential for the structure to impede public access, including school buses and high-performance motor vehicles, or affect high-density residential areas.
- Potential impacts on future roading projects or Council activities.
- Road safety and maintenance risks.

10.2 Application process

Gates, cattle stops and their associated fencing require a formal Council agreement prior to approval. Refer to Section 21 Road reserve occupation agreements.

Applicants must contact Council before installing a gate or cattlestop. To support the application, the applicant must provide:

- Reasons why it is not practicable or reasonable to fence the road.
- Layout plans.
- Detailed design, including product description and manufacturer specifications. (Note: Cattlestops must accommodate regular heavy vehicle use).

Council reserves the right to decline any application that fails to meet requirements.

10.3 Conditions

An agreement to erect a swing gate or cattle stop allows the agreement holder to fence the road up to the structure. The agreement holder is fully responsible for installing, maintaining, and replacing swing gates, cattlestops, and associated fencing to Council's satisfaction.

Council does not fund the construction, replacement, or maintenance of swing gates, cattlestops, or fences within road reserve. Additionally, Council is not liable for any loss, damage, or injury resulting from an accident involving gates, cattlestop or associated fencing.

The agreement holder is responsible for cleaning cattlestops. **Note:** Maintenance grading on gravel roads can result in gravel entering cattlestop grates. While operators will take reasonable care to avoid this, Council will not clean or repair cattlestops affected by routine road grading. All cleaning and maintenance remain the responsibility of the agreement holder.

10.3.1 Gate requirements

Gates across roads must:

- Not be locked.
- Display a sign on both sides of the gate, with the words "Public Road" in lettering no smaller than 75mm in height.
- Swing freely.

10.4 General maintenance

If Council identifies gates or cattlestops requiring maintenance, it will notify the agreement holder of the necessary repairs. These must be undertaken in a timely manner. If a structure obstructs public access or poses a safety risk and is not promptly repaired, Council may carry out the work and recover the costs from the agreement holder.

10.4.1 Removal of gates or cattlestops

If Council considers an authorised gate or cattlestop to be redundant or an inconvenience, it may issue a formal notice of intention to remove the structure to the agreement holder. The following process applies:

- The agreement holder has **14 days** from receiving the notice to lodge a written objection with Council.
- **Within 14 days** of receiving a written objection, Council will review the matter. As part of this process, Council will hear any submissions presented by the objector or their representative.
- After considering the submissions, Council may:
    - Dismiss the objection and proceed with the removal,
    - Withdraw its proposal and leave the structure in place, or
    - Modify its removal plan as appropriate.

10.5 Unauthorised gates and cattlestops

Council may review existing gates and cattlestops installed without approval upon request.
If the structure:

- meets Council policy, the landowner may apply for an agreement to keep it.
- does not meet policy, Council will notify the landowner that it intends to remove it. The landowner may object to this decision.

Where unauthorised gates or cattlestops are removed by Council, all associated removal and reinstatement costs may be recovered from the person responsible for the installation (if known).

10.6 Relevant legislation

Gates and Cattlestops Order 1955
Local Government Act 1974, (S344)

11. Fencing within road reserve

Road reserves are often wider than the formed road carriageway. Fencing portions of these areas can benefit both landowners and road users by improving land management and reducing hazards such as overgrown vegetation, fire risks, or restricted sightlines.

Note: Stock races within the road reserve are classified as fencing for the purposes of this policy.

11.1 Criteria

Council cannot authorise any fencing or obstruction on a road reserve that significantly restricts public access. Any permanent structure that renders a road or road reserve less usable for the public may constitute a public nuisance. Consequently, Council evaluates both the physical scale and timeframe of the proposed road reserve occupation and will only permit fencing if its scale and duration are reasonable.

11.2 Application process

Fencing within the road reserve is subject to Council approval and requires a formal agreement. Refer to Section 21 Road reserve occupation agreements.

The applicant must contact Council and provide details of:

- The fence location
- Duration of time required for the fenced area
- Proposed fencing materials
- Proposed use for the fenced area
- Any other supporting information to support the application.

Note: If permanent long-term occupation or legal land transfer is sought, formal road stopping procedures may be required instead of an occupation agreement.

11.3 Conditions

Improper management or use of fencing within the road reserve can pose safety and operational risks. Council sets conditions to reflect the privilege of occupying public land.

11.3.1 Installation

If fencing in road reserve is approved, the applicant must:

- Notify Council at least 48 hours before installation to allow for a site visit, if deemed necessary.
- Physically peg the proposed fence line on site. If Council does not require a site visit, submit photographic evidence of the pegged line.
- identifying any existing infrastructure within the proposed fence location and implementing appropriate protective measures at their own cost.

The installation may only proceed following written approval from Council.

11.3.2 Use of the fenced area

Although the applicant is permitted to occupy the designated portion of road reserve, the land remains legally classified as public road reserve. Accordingly, its use is subject to specific limitations:

- The use of the fenced area must be consistent with the use of the adjoining private property.
- No permanent buildings or structures may be erected within the fenced area. Building line requirements from the legal property boundary continue to apply.
- Planting of trees or hedges is prohibited except by formal agreement.
- Excavation or removal of soil, gravel, or other material from within the road reserve is strictly prohibited.
- Nothing is to be placed or stored on the land that may limit vehicle sight distance or pose a public nuisance. (See Section 6 Temporary storage on road reserves.)

11.3.3 General maintenance

The applicant must maintain the fenced area within the road reserve. This includes:

- Vegetation control.
- Tree trimming.
- Pest and pest plant management.

The fenced area must remain free of obstructions.

11.3.4 Access Rights

Council and authorised utility providers retain the right to access fenced areas within the road reserve for lawful purposes, including the installation, maintenance, and removal of infrastructure. Where practicable, the agreement holder will be contacted in advance. While reasonable requests regarding scheduling will be considered, access must not be obstructed under any circumstances. In emergency situations where prior notice is not feasible, notification will be provided as soon as reasonably practicable.

11.3.5 Liability

Council accepts no liability for any damage or claims to the applicant arising from fencing within the road reserve. All associated risks and responsibilities rest solely with the applicant.

Failure to comply with these conditions, whether through inappropriate use of the fenced area or inadequate maintenance, may result in the revocation of the agreement.

11.4. Removal of fences

Council may revoke the agreement and require fence removal or relocation at any time. Removal or relocation must be completed at the agreement holder's expense, either to the legal boundary or another approved location.

11.5 Relevant legislation

Local Government Act 1974, (S353), (S357)

11.6 Related Documents

Road Stopping Policy

12. Advertising within road reserve

Clear, well-managed signage and advertising is essential near the road. Poorly placed signs, including those on vehicles parked within the road reserve, can distract drivers, obstruct sightlines, and create visual clutter.

12.1 General guidance

The following documents govern signs and advertising requirements (including vehicular advertising, sandwich boards, flags and private information kiosks):

- *Central Otago District Plan* – governs signs on private land visible from public roads.
- *Trading in Public Places Bylaw* – governs temporary, portable, and commercial signs within local road reserves.
- *New Zealand Transport Agency (Signs on State Highways) Bylaw 2010* – governs signs within or facing State Highway corridors. (**Note:** Council manages consent requirements on behalf of the NZTA in designated areas.)

Formal approvals are administered through the specific regulatory frameworks listed above rather than under this policy. No private advertising or portable signage may be installed within the road reserve without authorisation issued under the relevant document.

12.3 Relevant legislation

Local Government Act 1974, (S357)
Land Transport Rule: Traffic Control Devices 2004

12.4 Related Documents

Central Otago District Plan (See Section 12.7.5 Signs)
Trading in Public Places Bylaw
Bylaw 2010 New Zealand Transport Agency (Signs on State Highways)

13. Rural roadside planting

Roadside planting in rural areas requires careful management due to its potential impact on road safety and infrastructure. Poorly managed vegetation can obstruct visibility, damage road surfaces through root growth, contribute to freeze/thaw issues caused by shading, and pose a public nuisance.

For the purposes of this policy, planting refers to any plant (including trees, shrubs or flax), exceeding 300mm in height when fully grown.

Note: Management of roadside vegetation in urban areas is addressed in the *Tree Policy* and *Grass Verge Maintenance Policy*.

13.1 Criteria

Planting is generally not permitted within legal rural road reserves, including unmaintained legal roads. Exceptions may be considered on a case-by-case basis near rural town entrances for beautification or traffic calming purposes, provided Council is satisfied that the planting will not significantly restrict access, compromise safety or pose a public nuisance.

A formal agreement is required prior to any planting within a legal rural road reserve. See Section 21 Road reserve occupation agreements.

13.2 Conditions

If an agreement for roadside plantings is approved, the agreement holder is responsible for the maintenance of the planted area. Responsibilities include:

- removing plantings within the road reserve which impede visibility along the road, at intersections, property access ways, road corners, and signs
- removing plantings within the road reserve which cause shading of the roadway which exacerbates freeze/thaw issues on gravel roads to the extent that there are significant and identified risks to road users with regards to accessibility and road safety.
- removal of overhanging branches which obstruct pedestrians and traffic, and all tree trimmings and tree debris from the roadside
- any costs to repair or reinstate services or the road damaged because of the plantings
- tree maintenance required to avoid services
- ensuring that roadside drains are kept clear of tree roots, tree trimmings and tree debris
- keeping the area free of pest plants
- costs of clearing the road if the trees fall across the road.

13.3 Removal of plantings

Should the agreement holder fail to meet the conditions of the agreement, Council may require the removal of the plantings at the agreement holder's expense.

If Council identifies historic plantings (pre-dating this policy) with no known agreement in place, Council will attempt to notify the adjacent landowner. Should the landowner wish to retain the plantings, and Council is satisfied the plantings are not a public nuisance, a retrospective agreement may be established. The adjacent landowner may be required to tidy the plantings to Council's satisfaction at their own expense as part of the agreement.

Note: If the plantings are an immediate safety hazard, Council may remove them without notice.

13.4 Relevant legislation

Local Government Act 1974, (S353), (S357)

13.5 Related documents

Tree Policy
Grass Verge Maintenance Policy

14. Vegetation on land adjoining roads

Vegetation on private land adjoining roads can significantly affect road safety and condition by:

- Shading roads and causing ice formation or freeze/thaw issues.
- Damaging road surfaces and footpaths through root intrusion.
- Obstructing visibility at intersections and accessways.
- Overhanging boundaries, impeding pedestrians or striking vehicles.
- Dropping branches or falling during high winds.

For the purposes of this policy, planting refers to any plant (including trees, shrubs or flax), exceeding 300mm in height when fully grown.

14.1 Maintenance responsibilities

Landowners are responsible for managing vegetation on their property. It is expected that vegetation will be either removed, lowered or trimmed when:

- Tree-related damage requires road repairs (e.g., shading or root damage).
- Vegetation obstructs visibility at intersections, corners, signs, or streetlights.
- Branches hang lower than 2m over footpaths.
- Trees pose a risk of falling onto the road reserve due to age or condition.

Landowners must meet all costs for removing, trimming, or disposing of vegetation.

Note: If a landowner intends to remove significant stands of trees, such as rural shelterbelts, Council may consider providing traffic management for work required within the road reserve. This will be assessed on a case-by-case basis and is subject to budget availability.

14.2 Management process

If Council is made aware of issues relating to vegetation on private property affecting road reserve, Council will:

1. Issue a written notice to the landowner under Section 355 of the Local Government Act 1974, outlining the issues and actions required.
2. If the landowner fails to rectify the issue, Council may be required to undertake the works.

Where vegetation poses an immediate danger to life, property, or road safety, Council will attempt to contact the occupier or owner. If they are unavailable, Council will manage the risk immediately.

Note: All costs incurred by Council for emergency or non-compliance vegetation removal works will be charged to the landowner.

14.3 Relevant legislation

Local Government Act 1974, (S353), (S355)

15. Removal of trees within road reserve

There are many locations in the district where trees within the rural road reserve negatively impact the road environment. Council has limited funding to remove these trees. Council occasionally receives requests from individuals and organisations to cut down trees. In certain circumstances, these requests may be approved.

Note: Removal of roadside vegetation in urban areas is addressed in the *Tree Policy* and *Grass Verge Maintenance Policy*.

15.1Criteria

Council only grants consent to remove **naturally occurring trees** if the work benefits the road environment and does not conflict with amenity or heritage protections in the *District Plan*.

15.2 Application process

Individuals or organisations must obtain Council permission to remove trees from road reserves. The process is outlined below:

15.2.1 Formed legal roads

The application process for tree removal on formed legal roads is addressed in Section 1 Working on or near road reserve.

15.2.2 Unmaintained legal roads

To remove trees from unmaintained legal road reserves, the applicant must submit a written request to Council that includes:

- Name of responsible person
- Road name or parcel title
- Exact location(s)
- Photographs of the trees
- Scope of tree removal / trimming
- Written consent from adjoining property owners
- Debris disposal or storage method
- Machinery to be used
- Personal protective equipment
- Chainsaw and tree felling certifications
- Safety measures for workers and the public
- Location of any overhead services (e.g., power lines) or other structures that could be impacted.

Council will review the application and, if all criteria and health and safety requirements are met, a formal written agreement will be entered into on terms acceptable to Council.

15.3 Conditions

Applicants must hold suitable insurance, including public liability insurance. Council is not liable for claims or damages to the applicant arising from felling, trimming, or removing trees within the road reserve.

15.4 Relevant legislation

Health and Safety at Work Act 2015
Local Government Act 1974, (S353), (S357)

15.5 Related documents

Tree Policy
Central Otago District Plan

16. Road naming

Roads names reflect the identity of the local area and help Council, the public and services such as emergency, postal and utilities, identify locations easily. Consistent and appropriate naming or renaming means all roads meet national standards and serve the community well.

Roads need to be named when new roads are constructed, or existing unnamed roads are developed and require property identifiers.

Renaming may be necessary when a road name is confusing, commonly known by a different name, or the road is not continuous.

16.1 Criteria

Council maintains a list of pre-approved road names relevant to the district. Applicants may select from this list or propose new names that meet the following criteria:

- Must comply with *Rural and Urban Addressing standards (AS/NZS 4819:2011)*.
- Should reflect the area's history, culture, or identity.
- Must be a single word or surname, without hyphens.
- Must not be offensive, racist, derogatory, or easily altered into an offensive version.
- Must be unique, in both sound and spelling, from other road names in the district.
- Should be easy to pronounce, spell, and understand.

Te Reo Māori names not on the approved list must be endorsed by the relevant Rūnaka.

Note: Council has partnered with the Royal New Zealand Returned Services Association. As part of the *Places of Remembrance Project (Poppy Places)*, a poppy logo will be added to street signs named after military personnel who served the country.

16.2 Application process

Council manages the road naming process. However, applicants are responsible for proposing names and submitting the required documentation.

The applicant must submit:

- The preferred name plus two alternatives, listed in order of preference.
- A brief explanation of each name.
- Rūnaka endorsement for Te Reo Māori names not on Council's approved list.
- In the case of renaming:
    - justification for the proposed change.
    - Evidence that neighbours and other relevant stakeholders support the proposed name change.

Council will:

- Confirm the names comply with policy and *Rural and Urban Addressing standards*
- Present a report to the relevant Community Board.

The Community Board will:

- Select a name from the proposed options, or
- Recommend an alternative.

Following Community Board approval, Council will notify the applicant, Rates Officer, and Land Information New Zealand (LINZ). If LINZ supports the road name, it will be made official.

16.3 Conditions

The applicant bears all costs for road naming and renaming.

16.4 Relevant legislation

Local Government Act 1974, (S319), (S319A)

16.5 Related Documents

Rural and Urban Addressing standards AS/NZS 4819:2011
Fees and Charges Schedule

17. Damage to roads

Maintaining a safe, functional road network requires protecting road assets from damage and ensuring surfaces remain clear of hazards.

17.1 Types of damage

Activities that damage road infrastructure or deposit materials on the road reserve create safety risks, degrade assets, and harm the environment. Damages can include:

- **Deposited materials:** Mud, stock effluent, or debris tracked from adjoining land; spilled loads (gravel, green waste, oil); litter, refuse, and concrete runoff; or irrigation water and sediment-laden stormwater.
- **Infrastructure damage:** Physical damage to road surfaces, kerbs, channels, footpaths, bridges, safety barriers, signage, road furniture or drainage systems.

17.2 Intervention and management

Council does not act on minor deposits or cosmetic issues that pose no risk to safety or infrastructure. However, where material or physical damage threatens road users, assets, or the environment, Council manages the risk using the following framework:

Risk Level	Scenario	Action Required
Low	No immediate safety or environmental risk exists, but remediation is required (e.g., gravel has fallen on the verge).	The responsible party (if known) must remove the material within 24 hours. If they fail to act, Council will intervene.
Medium	No immediate safety or environmental risk is present, but the material could cause damage to infrastructure or create a future hazard (e.g., dirt on the road could become slippery in wet weather).	The responsible party (if known) must remove the material within 2 hours. If they fail to act, Council will intervene.
High	The issue poses an immediate safety or environmental risk (e.g., slippery material or large obstructions).	Unless there is clear evidence the responsible party is taking immediate action, Council will intervene.

17.3 Cost recovery

The responsible party is liable for Council costs resulting from the incident, regardless of whether insurance coverage exists. Recoverable costs include, but are not limited to:

- Investigation and administration, including any expert reports.
- Clean-up, removal and disposal of materials.
- Reinstatement and repair of the road or asset.
- Consequential damages and losses.

Where relevant insurance exists, the responsible party should lodge a claim as soon as possible and provide Council with the insurance details, including the insurer's name and claim number.

For issues originating from private land (such as mud tracked by vehicles or stock movement), Council will contact the person responsible first. If the issue is not resolved or costs are not paid, Council holds the landowner legally liable, as permitted by law.

17.4 Relevant legislation

Local Government Act 1974, (S353), (S357)

18. Vehicle crossings

Property owners must install a vehicle crossing (crossing) where vehicles access a property from a public road. Council approval is required for all new or modified crossings to ensure they comply with safety and engineering standards. Council manages crossings on all local roads, and urban State Highways with speed limits of 70km/h or less. NZTA manages all other State Highway crossings.

18.1 Criteria

Vehicle crossing requirements depend on the category and zone outlined below. These serve as a guide; Council may apply alternative criteria if a crossing's location or proposed use is non-standard. For example, a single property may be assessed under both Rural Residential and Rural criteria (e.g., domestic access to a farmhouse located on a dairy farm).

Category	Zone	Lot Size (guide only)
Urban	Medium Density	200m²
	Low Density	400m²
	Large Lot Residential	1000-1500m²
Rural	Rural Residential*	2ha (average)
	Rural	8ha (average)
Industrial	Industrial	n/a
Commercial †	Business ‡	n/a
	Town Centre	n/a

** May be assessed under urban criteria if lot size, density, or road standard warrants it.*
† Rural commercial crossings are generally assessed under Rural criteria.
‡ Crossings with high expected vehicle traffic (e.g., supermarket entrances) may be required to meet Industrial criteria.

18.1.1 General criteria

Regardless of category and zone, all vehicle crossings must:

- Intersect the formed road at 90° (a minimum angle of 70° may be accepted based on site constraints).
- Have a suitably sealed surface when they provide access to a sealed road.
- Maintain effective drainage, function safely in all weather conditions and prevent detritus (such as gravel or silt) from migrating onto the road.
- Allow standard vehicles to pass without grounding.
- Sections 19.1.2 (Urban) and 19.1.3 (Rural) detail the additional criteria for the categories/zones.

Utility services, street furniture, assets and other obstructions

A minimum clearance of 1m is required from all trees and aboveground utility assets, (e.g., streetlights, power poles, telecommunication boxes, sumps). Higher-speed environments may require greater clearance. Additional requirements include:

- **Stormwater sumps:** Sumps within 1m of a crossing must be relocated at the applicant's expense under an approved engineering design. Covering or obstructing sumps is prohibited.
- **Trees and gardens:** Council approval is required before removing or reinstating any street trees or public gardens.
- **Utility services (above and underground):** Applicants are responsible for locating underground services before starting work and contacting relevant utility owners if services require relocation. The applicant is responsible for all costs associated with identifying, removing, or relocating assets and obstructions.
- **Service lids:**
    - In trafficable areas, service lids must be sited outside of vehicle wheel paths.
    - The minimum distance from any service lid to the edge of surfacing shall be 0.5m.
    - Cleaning eyes and soakpits must not be located within vehicle crossings or footpaths.

Number of vehicle crossings

There is no fixed limit on the number of crossings per property. However, Council will only approve additional crossings if they do not compromise road safety or unreasonably reduce street parking.

Sight distances

Sight distance is the length of visible road between a turning driver and oncoming road users, including pedestrians and cyclists. Crossings must provide adequate visibility for turning drivers based on the road's 85th percentile operating speed (assumed to be 10km/h above the posted speed limit if unmeasured).

Posted Speed Limit (km/h)	85th Percentile Operating Speed (km/h)	Desirable sight distance (m)
30	40	73
40	50	97
50	60	123
60	70	151
70	80	181
80	90	226
90	100	262
100	110	300

Where desirable sight distances cannot be achieved, the crossing must be located where maximum sight distance is available. If Council deems the proposed location unsafe, additional safety mitigations may be required.

Road markings

The applicant is responsible for reinstating or correcting any road markings affected by the installation, upgrade, or relocation of a crossing.

Asphalt

Any crossings and affected footpaths that are to be surfaced with asphalt must have their edges boxed with appropriately sized, ground-treated timber.

Exceptions or unusual circumstances

If a vehicle crossing cannot comply with the criteria outlined above or in Sections 19.1.2 (Urban) and 19.1.3 (Rural), approval will be at Council's discretion. Council reserves the right to stipulate additional requirements for any unusual or non-standard applications.

18.1.2 Urban vehicle crossing criteria

Urban vehicle crossings typically serve developed areas with higher traffic volumes and lower operating speeds. **Industrial** and **commercial** crossings have been grouped under this category.

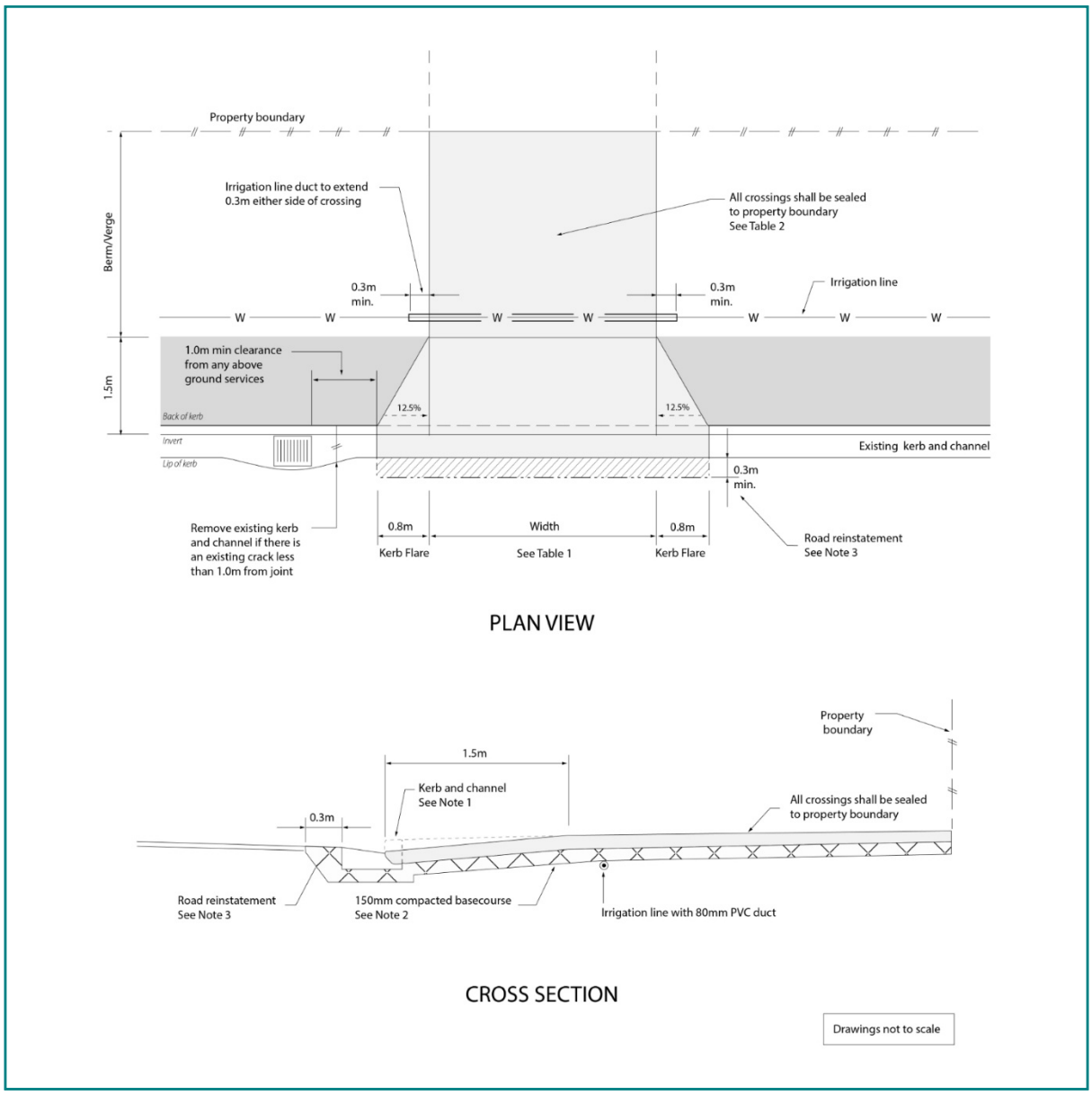


Figure 1 – Typical urban vehicle crossing layout. Example only – not for construction.

Table 1 – Crossing Widths

Category	Zone	Crossing Type	Width (exc. kerb flares)
Urban	Medium Density / Low Density / Large Lot Residential	Standard	2.8–3.5m
		Double garage*	3.5–6.0m
Industrial	Industrial	One-way operation	3.5–6.0m
		Two-way operation	6.0–8.0m
Commercial	Business / Town Centre	Standard	3.5–5.0m

** Widths exceeding 3.5m for double garages are evaluated on garage orientation, parking impacts, and footpath safety.*

Table 2 – Surfacing

The table below refers to the vehicle crossing surfacing requirements only. Alternative standards may apply for the road. See Note 3 – Road reinstatement.

Category	Material	Minimum Depth	Reinforcement	Standard
Urban	Asphalt	25mm (min. DG7)*	Requires tack coat	NZTA M10: 2020
	Chipseal	2 coat seal (recommended). *(Single coat seals may be allowed.*	N/A	Design to be provided at time of application.
	Concrete	150mm	Optional *(Min. 665 mesh required if footpath present)*	• NZS 3109: 1997 • Min. 30MPa crushing strength after 28 days. • Broom finished surface or exposed aggregate.
Industrial	Concrete	150mm	Min. 665 mesh, or composite fibre†	• NZS 3109: 1997 • Min. 30MPa crushing strength after 28 days. • Broom finished surface.
	Asphalt≠	Not permitted.		
	Chipseal			
Commercial	Concrete	150mm	Min. 665 mesh, or composite fibre†	• NZS 3109: 1997 • Min. 30MPa crushing strength after 28 days. • Broom finished surface or exposed aggregate.
	Asphalt	35mm (min. DG10)	Requires membrane seal	NZTA M10: 2020
	Chipseal	2 coat seal	N/A	Design to be provided at time of application.

** Depths greater than 35mm must meet min. DG10.*
† Composite fibre is only permitted subject to Council approval.
≠ Council may consider asphalt for industrial crossings, subject to a business case and suitable design.

Note 1 – Kerb and channel

A kerb cut-out is required when a crossing intersects an existing kerb and channel. The use of plates, ramps, or other devices to bridge the kerb and channel is not permitted.

- **Urban:** If the existing kerb and channel is in good condition, the back of the kerb may be removed. Alternatively, the kerb and channel may be replaced with a compliant drop kerb.
- **Commercial and Industrial:** The existing kerb and channel must be removed and replaced with a reinforced dropped kerb.

Note 2 – Crossing pavement structure

- **Basecourse:** Minimum 150mm compacted depth of AP40.
- **Subgrade:** Trimmed and compacted to achieve a CBR value of >7.

Note 3 – Road reinstatement

Where construction damages the road or requires a new kerb and channel, reconstruct the pavement to the following standard (unless otherwise agreed with Council):

- Tie in the pavement to the standard specified in **Note 2**, extending at least 0.3m in front of the kerb and incorporating all damaged sections.
- Apply a uniform tack coat prior to asphalt placement.
    - **Exception:** Where the width of the excavated area is 0.5m or greater, apply a full bitumen coat (Grade 3 or 4 membrane seal) to the surface of the reinstatement area.
- Seal the surface with NZTA M10 asphaltic concrete mix:
    - **Urban:** minimum 30mm deep (minimum DG7)
    - **Commercial/Industrial:** minimum 50mm deep (minimum DG10)
- Crack-seal (bandage) all joints to prevent water ingress.

Footpaths

Where a vehicle crossing intersects a footpath, the footpath must match either the vehicle crossing standard or the existing footpath standard, whichever is higher (e.g., if the existing footpath is asphalt and the new crossing is concrete, upgrade the footpath section to concrete). This ensures the path can support vehicle loads.

For concrete footpaths, if the edge of the new crossing falls within 1.5m of an existing joint, remove and replace the footpath section back to that joint. All joints must be perfectly flush.

Regardless of the surfacing material, the finished surface must not pose a trip hazard.

Irrigation Lines

If a crossing passes over irrigation lines:

- Replace existing lines with medium or high-density pipe of the same diameter.
- Ensure the pipe has no joins beneath the crossing.
- Enclose the line in a PVC duct (minimum 80mm diameter).
- Extend the duct 300mm beyond each side of the crossing.

Distance from intersections

Residential crossings may not be constructed within 7.5m of the road reserve boundary of a local road intersection.
Note: If the intersecting road is a State Highway, this distance increases to minimum of 15m.

Distance from other vehicle crossings

Due to higher-density developments, Council does not specify a minimum distance between crossings. However, neighbouring crossings should be detailed in the design plan for Council consideration.

18.1.3 Rural vehicle crossing criteria

Rural vehicle crossings (including rural residential) are usually located in less developed areas, with lower traffic volumes and higher operating speeds. See ***Figure 2*** for an example of a standard rural crossing diagram.

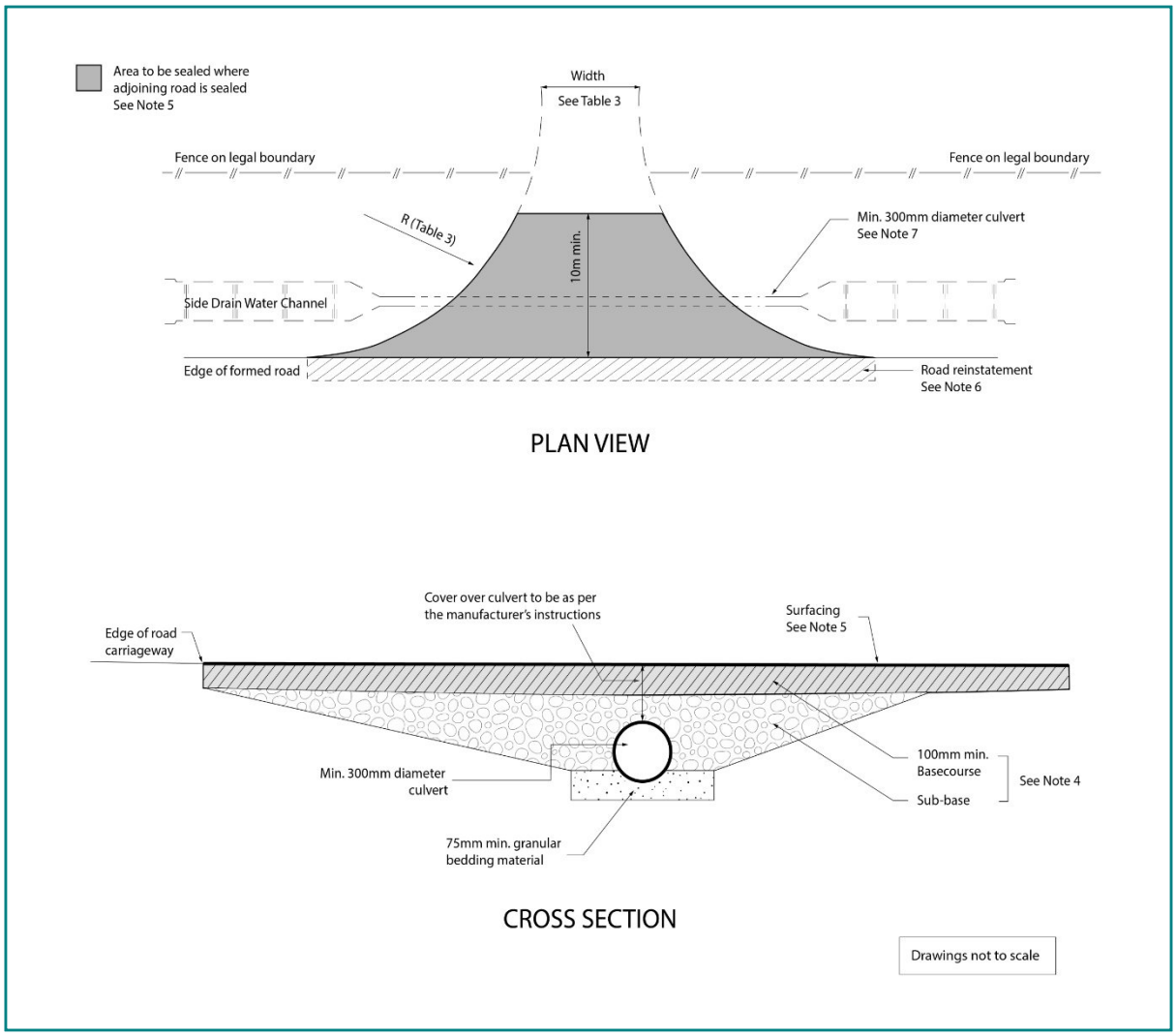


Figure 2 – Typical rural vehicle crossing layout

Table 3 – Crossing Widths

Category	Speed Limit	Crossing Width	Curve Radius
Rural	≤ 70km	6.0m (minimum)	9.0m
	>70km	6.0m (minimum)	15m*
Rural Residential	Any	3.5–6.0m	9.0m

** Depending on factors such as traffic volume and/or the frequency of heavy vehicle use, additional safety improvements including shoulder widening or rural delivery may be required.*

Note 4 – Crossing Pavement Structure

- **Basecourse:** Minimum 150mm compacted depth of AP40.
- **Subbase:** Minimum 200mm compacted depth of AP65. (Not applicable to rural residential crossings.)
- **Subgrade:** Compacted to achieve a CBR value of >7.

Note 5 – Surfacing

The crossing surface must, as a minimum requirement:

- Match the road surfacing standard; and
- Where the road is sealed, be sealed for a **minimum of 10m** from the formed road edge.

Material	Minimum Depth	Reinforcement	Standard
Asphalt	25mm (min. DG7)*	**Rural Residential:** Tack coat **Rural:** Membrane seal	NZTA M10: 2020
Chipseal	2 coat seal	N/A	Design to be provided at time of application.
Concrete	150mm	*Min. 665 mesh required*	• NZS 3109: 1997 • Min. 30MPa crushing strength after 28 days. Broom finished surface or exposed aggregate.
Gravel	Permitted on unsealed roads only. **Note:** Roads with dust suppression seals present are considered unsealed roads.		

** Increased depths may be required dependent on expected heavy vehicle movements.*

Note 6 – Road reinstatement

Where construction damages a sealed road, or the new access has a sealed surface, reconstruct the pavement to the following standard (unless otherwise agreed with Council):

- Tie in the pavement to the standard specified in **Note 4**, extending at least 0.3m from the sealed edge and incorporating all damaged sections.

For asphalt reinstatements:

- Apply a uniform tack coat prior to asphalt placement.
    - **Exception:** Where the width of the excavated area is 0.5m or greater, apply a full bitumen coat (Grade 3 or 4 membrane seal) to the surface of the reinstatement area.
- Seal the surface with an NZTA M10 asphaltic concrete mix to the following minimum depths:
    - **Rural Residential:** 30mm (min. DG7).
    - **Rural:** 50mm (min. DG10).
- Crack-seal (bandage) all joints to prevent water ingress.

For chipseal reinstatements:

- Provide a minimum 0.3m seal overlap onto the existing road surface. Seal design must be approved by Council.

Note: If the crossing surface is concrete, the road reinstatement must tie;pppppppppppppppo in using either asphalt or chipseal to match the existing road surfacing.

Note 7 – Drainage and Culverts

Vehicle crossings must not block or obstruct roadside drainage. A crossing may be constructed without a culvert only if no side drain exists, or the side drain is shallow, carries minimal wet-weather flow, and requires no fill. In all other cases, a culvert is required, and must:

- Be sized appropriately for the intercepted water catchment, with a **minimum diameter of 300mm**.
- Have sufficient structural strength and cover to support expected vehicle loading.
- Extend entirely clear of the trafficable (formed) edge of the crossing.
- Accommodate high flows and manage potential erosion/scour.

Headwalls may be required to provide additional scour protection. These may be constructed of concrete, rip-rap, or a suitable pre-cast product installed in accordance with manufacturer requirements.

The applicant is responsible for managing any scour and ensuring culverts are kept clear and free flowing on an ongoing basis.

Gates

Gates must be recessed back from the road sufficiently to allow all vehicles using the crossing to stop clear of the traffic lanes while the gate is being opened/closed.

Rural delivery

Where rural delivery is planned at a vehicle crossing, the design must demonstrate how delivery access will be safely facilitated. The postal delivery location must be:

- Positioned so delivery vehicles can pull over clear of traffic lanes.
- Constructed and sealed to the same standard as the vehicle crossing to prevent road edge and berm deterioration.
- Constructed with appropriate drainage.
- Maintained in good condition by the vehicle crossing owner.

Applicants should contact their local rural delivery provider for specific mailbox dimensions and positioning advice. Mailboxes and associated structures within the road reserve must not pose a hazard to road users. Hazardous objects are prohibited anywhere within the road reserve, whether associated with a mailbox or not. Prohibited items include, but are not limited to:

- Railway irons or heavy steel posts
- Concrete-filled barrels or drums
- Lawn mowers, plough blades, or farm machinery
- Tractor wheels, tyres, or heavy vehicle parts.

Distance from intersections and crossings

Council determines the minimum spacing between a proposed crossing and adjacent intersections/crossings on a case-by-case basis, assessing existing access points on both sides of the road. The following factors are considered:

- Traffic volume of the road.
- The volume and type of vehicles using the crossing.
- The geometric design of the crossing.
- The speed environment and visibility constraints.
- The frontage length of the site and neighbouring titles.

The table below outlines the desirable spacing distance, based on the 85th percentile operating speed of the road. If the operating speed is unknown, assume it is 10km/h above the posted speed limit. This table is a guide only.

Example: A crossing on a road with an 80km/h posted speed limit, will be considered to have an 85th percentile operating speed of 90km/h, and should be 150m clear of intersections or other crossings.

Posted Speed Limit (km/h)	85th Percentile Operating Speed (km/h)	Desirable Spacing (m)
30	40	40
40	50	55
50	60	75
60	70	95
70	80	115
80	90	150
90	100	180
100	110	210

Other considerations include:

- **Shared Access:** Where practical, pairing accessways at a common boundary is preferred over constructing separate accessways.
- **Low-Speed Environments:** In low-speed environments (30–50km/h), maintaining the desirable spacing from intersections remains recommended where practical. However, reduced spacing between neighbouring crossings is often acceptable.

18.2 Maintenance and upgrading of crossings

If Council determines a vehicle crossing requires repair or replacement due to normal wear and tear, the property owner is responsible for the full cost. The following exceptions may apply:

- If the damage was caused by a specific third party (e.g., improper use, utility installation), the property owner should identify the responsible party. Council will then attempt to have that party perform the repairs or use legal means to recover the costs from them.
- If the entrance must be rebuilt to match new levels or profiles following Council upgrades to the road or footpath, Council will meet the full cost of the work.

18.3 Relocating vehicle crossings

Property owners may apply to relocate their vehicle crossing at any time, provided the new location complies with relevant criteria. Council will typically require the property owner to remove the redundant crossing and reinstate any affected kerb, channel, or footpath and other affected road assets at their own expense.

18.4 Application process

Any new vehicle crossing or modification to an existing one requires Council approval prior to installation. We recommend applying during the initial design phase of your building or garage to ensure your proposed location is viable.

Applicants must submit a formal request to Council, including a scale site plan or architect's sketch showing:

- property boundaries.
- the proposed crossing location, including all dimensions.
- existing or proposed features that may affect the crossing (e.g., trees, streetlight/power poles, transformers, drainage, fire hydrants, valves, or stormwater outlets).
- any redundant crossings that will need to be removed.

Council assesses applications based on:

- Potential impacts on Council assets, utilities, and adjoining properties.
- Road safety impacts for all users, workers, and the public.
- Site-specific concerns, such as local parking availability.

Council will notify the applicant if an application is unsuitable or requires more information.

18.5 Conditions

If approved, Council will issue a service connection licence against the property and provide the applicant a letter outlining the construction and maintenance conditions.
The applicant must:

- Comply with all conditions of approval.
- Ensure all workmanship and reinstatement meet the required standards.
- Meet all costs for the construction and ongoing maintenance of the crossing.

18.6 Relevant legislation

Local Government Act 1974, (S335), (S357)

18.7 Related documents

NZS 3109:1997 Concrete construction
NZTA M03 Specification for Sub-Base Aggregate
NZTA M04: 2024 Specification for Basecourse Aggregates
NZTA M10: 2020 Specification for Dense Graded Asphaltic Concrete
Tree Policy

19. Overweight and Overdimension vehicle permits

All vehicles operating on public roads must comply with New Zealand's general access mass limits. These limits protect roads, bridges, and infrastructure from the damage heavy vehicles can cause. Any vehicle exceeding general access limits must hold an approved heavy vehicle permit, such as an overweight or High Productivity Motor Vehicle (HPMV) permit.

Council issues overweight permits for local roads only. Permits are limited to 12 months to ensure they align with annual bridge inspections and current loading capacities. Fees and charges apply.

Council issues two types of permits:

Permit Type	Description	Best For...	Conditions
Area Wide Permit	Network-wide access across the district.	Vehicles operating regularly on varied routes.	Applies conservative, blanket restrictions based on a generic assessment.
Specific Permit	Predefined route for a specific load.	One-off or regular hauls on a fixed route.	Bespoke conditions, specific to the exact route and vehicle setup.

Note: NZTA manages all permits for the State Highway network. NZTA also issues all overdimension and HPMV permits.

19.1 Application process

The applicant must complete and submit the *Overweight Permit Application Form* to Council.

Council will review the application to assess its potential impact on the road network and may request further information.

If the proposed load requires a specialised assessment (such as a bridge stress analysis), Council may seek external engineering advice. In these cases:

- Council will provide the applicant with a cost estimate for the engineering fees.
- The applicant must approve the estimate before Council engages the engineer.
- The applicant must pay all external engineering costs, regardless of whether the permit is approved.

19.2 Conditions

Council permits are subject to specific conditions. These may include defined routes, travel time restrictions and/or bridge and speed limits. The applicant must comply with all permit conditions and legislative requirements. A copy of the permit must be carried in the vehicle at all times when operating on Council's road network.

Note: Although Council issues overweight permits, monitoring and enforcement is the responsibility of the Commercial Vehicle Safety Team, a unit of the New Zealand Police.

19.3 Relevant legislation

Land Transport (Offences and Penalties) Regulations 1999
Land Transport Rule: Vehicle Dimensions and Mass 2016

19.4 Related documents

Fees and Charges Schedule
Full District Bridge List
Overweight permit application form
Vehicle Dimensions and Mass Permitting Manual

20. Advisory and general interest signs

Advisory and general interest road signs assist travellers in locating services and activities near the road. These signs must inform road users about directions and distances to destinations clearly and at the correct time.

20.1 Advisory Signs

The following sections outline the requirements regarding tourist and service advisory signs.

20.1.1 Tourist signs

Tourist signs are advisory signs that serve as navigational aids to direct users safely to tourist facilities or scenic routes. They are identified by their brown background.

To align with national standards and manage roadside clutter, Council permits generic signs only. These signs facilitate navigation rather than promote individual businesses. For rules regarding business advertising, refer to Section 12 Advertising on roads.

To qualify, establishments must cater primarily to tourists and offer interpretive value (e.g., guided tours or demonstrations) rather than standard retail. Eligible categories include, but are not limited to:

- Zoos, art galleries, botanic gardens, and museums
- Heritage and conservation areas
- Wineries and breweries
- Industry-based attractions (e.g., factories or agricultural shows).

20.1.2 Service signs

Service signs are advisory signs used to indicate facilities commonly required by travellers. Examples of service signs include rest areas, accommodation, information centres and toilets. They are identified by their blue background. In some instances, a tourist sign may be combined with a service sign (see Figure 4).



Figure 3. Example of a service sign



Figure 4. Example of a combined tourist and service sign

20.1.3 Determining sign type

Advisory signs fall into two categories:

- **Advance Signs:**
  - Advise of a facility ahead.
  - Permitted in speed environments over 70km/h where on-site signage is inadequate or sudden braking creates safety risks.
  - Generally placed 300–500m before the turn-off.

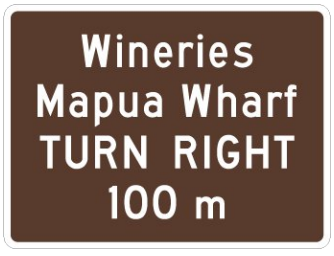


Figure 5. Example of an advance sign

- **Position Signs:**
  - Mark the entry or side road turn-off.
  - Used only where site access is complex or on-site signage is not visible from the road.
  - Not typically used if the facility is in a low-speed area, has advance signs, or uses visible private advertising.



Figure 6. Example of a position sign

Note: Refer to Traffic Control Devices Manual Part 2: Direction, Service, and General Guide Signs for further guidance on positioning.

20.2 General interest signs

General interest signs direct road users to specific local community facilities and amenities that do not qualify for a tourist or service advisory sign. General interest signs are yellow fingerboards with black text, matching standard street name sign dimensions. They are standalone signs installed at the turn-off or destination, generally below a street name sign. Advance signs are neither required nor permitted.

Council may permit general interest signs for community facilities and destinations of local importance, including:

- State, regional, and local authority buildings (e.g., town halls, civic centres, libraries, municipal offices, civil defence centres)
- Public depots, transfer stations, and refuse tips
- Emergency services and healthcare facilities (e.g. police stations, hospitals, medical centres, accident and emergency clinics)
- Sporting and recreational facilities (e.g., showgrounds, swimming pools, parks)
- Community and cultural facilities (e.g., churches, religious institutions, marae)
- Industrial estates and commercial centres

Where a facility qualifies for a tourist or service advisory sign, that sign type should be used instead of a general interest sign. If a facility is already visible from the road, general interest signs will not be installed.

20.3 Criteria

All advisory and general interest signs must comply with the requirements of the *Land Transport Rule: Traffic Control Devices 2004*. Council maintains final approval of all text, design and location.

Note: Historically, Council allowed non-standard tourist and general interest fingerboard signs. These signs are permitted to remain until their end of life. However, at the time of replacement or upgrade, these non-compliant signs must be removed and/or replaced with a compliant alternative, provided they meet the requirements of the *Land Transport Rule: Traffic Control Devices 2004*.

20.4 Application process

Applicants must complete the application form, and provide:

- The physical address of the business or attraction.
- The total number of signs requested.
- The proposed message for each sign.
- A location plan and photos of the proposed sites.

Upon receiving an application, Council will:

- Assess the application for completeness and safety.
- Seek input from NZTA or other affected road controlling authorities, if required.
- Confirm the font, size, colour, and dimensions.
- Provide a fixed quote for the cost of manufacture and installation.
- Order and install signs through Council contractors once payment is received.

Council may provide financial support if a generic sign benefits multiple properties, such as a road containing several wineries. This is at the sole discretion of Council.

20.5 Conditions

The following conditions apply:

- The applicant must meet all costs for manufacture, installation, maintenance, and replacement.
- If existing advisory or general interest signs are present, the applicant may be required to fund the cost of combining them into a single sign board.
- Approved signs must not be changed or replaced without Council permission.
- Council may remove signs if the facility closes or no longer meets eligibility criteria.

20.6 Relevant legislation

Land Transport Rule: Traffic Control Devices 2004
Local Government Act 1974, (S357)

20.7 Related documents

Traffic Control Devices Manual Part 2: Direction, Service, and General Guide Signs

21. Road reserve occupation agreements

Private occupation of the road reserve, including above- or below-ground assets such as fences or irrigation schemes, requires a formal agreement. Depending on the nature and duration of the occupation, this may take the form of a licence to occupy, deed of grant, or easement.

Council will assess every application to ensure the proposal does not create a public nuisance or compromise safety, regardless of whether the road is formed or unformed. Both the physical footprint and the proposed duration will be assessed. Lengthy terms and large-scale structures carry a significantly higher risk of public nuisance and may not be permitted. If Council considers that a road is no longer needed for public passage, formal road stopping may be considered rather than an occupation agreement.

Note: In some cases, such as short-term occupation of the road reserve, an activity may be permitted or require written consent only. Applicants should contact Council to discuss options.

21.1 Application process

Applicants must complete the relevant application form, and provide:

- Asset owner contact details.
- Contractor's details (if known).
- Design plans, including dimensions and property boundaries.
- Photos of the proposed location.
- Any supporting information relevant to the application.

Upon receiving an application, Council will:

- Assess the application for completeness.
- Obtain legal advice (if required).
- Request evidence of public liability insurance (if required).

Upon receipt of the fully executed agreement between Council and the applicant, the details will be recorded in Council's Geographical Information System (GIS) and, where applicable, lodged against the property title.

Note: Where unauthorised occupation has already occurred, this process must be followed to formalise the arrangement. Approval for existing occupations remains entirely at Council's discretion.

21.2 Conditions

The applicant is responsible for meeting all conditions of the agreement. Failure to comply may result in the termination of the agreement.

21.3 Relevant legislation

Local Government Act 1974, (S338), (S341), (S357)

21.4 Related documents

Fees and Charges Schedule
Road Stopping Policy