



Vehicle Crossing Application on an Arterial Road

Where a vehicle crossing is located on an arterial road, the applicant needs a Planning Permit which is referred to the Department of Transport and Planning. Instructions to apply for the Planning Permit are as follows.

COLLECT THE REQUIRED INFORMATION

Prepare the planning permit application by collecting the following information:

- You will need a site plan with the proposed vehicle crossing location at the property boundary including dimensions – refer Kingston City Council vehicle crossing standard drawings.
- Full copy of title which can be applied for from [LANDATA](#) or Kingston [website](#).
- Value of vehicle crossing works.

COMPLETE THE APPLICATION

- Go to the Kingston website and search “Apply for a Planning Permit” - [Apply for a planning permit - City of Kingston](#).
- Scroll down the page and apply as a single dwelling permit application.

Single dwelling

Use this application type for the construction of a single dwelling per lot or alterations and additions to a single dwelling per lot.

[Apply and pay for a single dwelling permit](#)

- Enter the address of the property and click “Search”.
- Select the property address by clicking the radial button and click “Next”.
- Enter the Applicant Details and click “Next”. This is a mandatory field.
- Select “I agree” to the Privacy Statement and click “Next”.
- Enter a description of the land use i.e. Residential property / industrial property / medical centre.
- Upload a site plan and click “Next”.
- The Proposal description is the description of the vehicle crossing required. Choose from the following:
 - Construction of new crossing;
 - Repair / replace existing crossing;
 - Widen existing crossing;
 - Relocation of existing crossing;
 - Construction of additional crossing.Click “Next”.
- Upload the Site Plans to “Copy of Plans”. Answer the rest of the questions on the page, if applicable, and click “Next”.
- Upload the Full copy of Title and answer the breach question. Click “Next”.
- Enter the value of the **vehicle crossing** works. Upload the Metropolitan Planning certificate (if applicable).
- Answer the Additional Information page and click “Next”.
- Enter the Payer Name / Address and accept the Declaration. Click “Next”.
- Pay the permit fee.

Planning permits can take up to 28 days to complete. When the Planning Permit has been issued to you, submit a copy of the permit with your Vehicle Crossing permit application.