

APPLICATION FOR RESIDENTIAL VEHICLE CROSSING



Name	Telephone
Contact Address	
Email	Date

You have **two options** for a vehicle crossing installation (tick one):

<input type="checkbox"/>	(tick) Option 1 - I want Council to arrange to install a vehicle crossing at:
Address	Quoted fee enclosed of \$
<p>Firstly - Please telephone 04 570 6881 to arrange for a quotation.</p> <ul style="list-style-type: none"> The quotation will be based on \$180.00 per square metre plus a \$160.00 administration charge. If the location of the crossing is not obvious or if you wish to have it wider than the standard 2.5m then please give this information when you call. The quotation is usually sent by email, please make sure this address is provided. <p>Secondly - Having received a written Council quotation, either</p> <ul style="list-style-type: none"> Deliver this completed form in person with the quoted payment direct to the Council Cashier at 30 Laings Road, Hutt Central, Lower Hutt for the Contracts Administrator, Transport Division. Email the completed form to contact@huttcity.govt.nz, Payment can be made online directly into Council's bank account for the quoted amount, please call 04 570 6881 for bank details. Post the completed form to: Contracts Administrator, Transport Division, Hutt City Council, Private Bag 31912, Lower Hutt 5040 and enclose a cheque for the quoted amount. 	
<input type="checkbox"/>	(tick) Option 2 - I want to arrange my own contractor to install a vehicle crossing at:
Address	Combined fee and deposit of \$360.00
<ul style="list-style-type: none"> Deliver this completed form in person with the required payment of \$360.00 (being a \$160.00 inspection fee, plus a \$200.00 refundable deposit) direct to the Council Cashier at 30 Laings Road, Hutt Central, Lower Hutt for the Contracts Administrator, Transport Division. OR Email / Post as stated above. A confirmation of payment letter along with the 'application for refund' form will be emailed to the applicant noted above. When the boxing and base preparation has been completed, please phone 04 570 6881 to arrange an inspection prior to you pouring the concrete. On completion of the crossing please return the 'application for refund' form for a final inspection. The \$200.00 deposit will be refunded if it is completed in accordance with Council's standard. 	

Privacy Statement

Council may hold, use and disclose personal information you have provided:

- to communicate with you for Council purposes;
- to tell you about products and services it believes may be of interest to you; and
- to enable it to maintain its records and carry out its statutory functions.

You have the right under the Privacy Act 1993 to access, and have corrected, information held by Council, which is at 30 Laings Road, Lower Hutt 5010 – telephone 04 570 6666.