



## Construction Standards for Installation of Rural Mailbox and/or it's Associated Accessway

A Services Consent for the installation of a Rural Mailbox is not required provided the mailbox and/or it's associated accessway are installed to the following Council Standards.

For safety and visibility purposes, Council requires that the proposed mailbox is:

- Located on the same side of the road as the direction of the rural mail delivery (i.e. so that mail delivery vehicle does not have to cross the centreline); **and**
- In a position where the rural mail delivery vehicle is able to pull completely off the formed road carriageway.

We recommend that you discuss the location of the proposed mailbox with NZ Post.

When installing a rural mailbox or associated accessway the property owner should note the following:

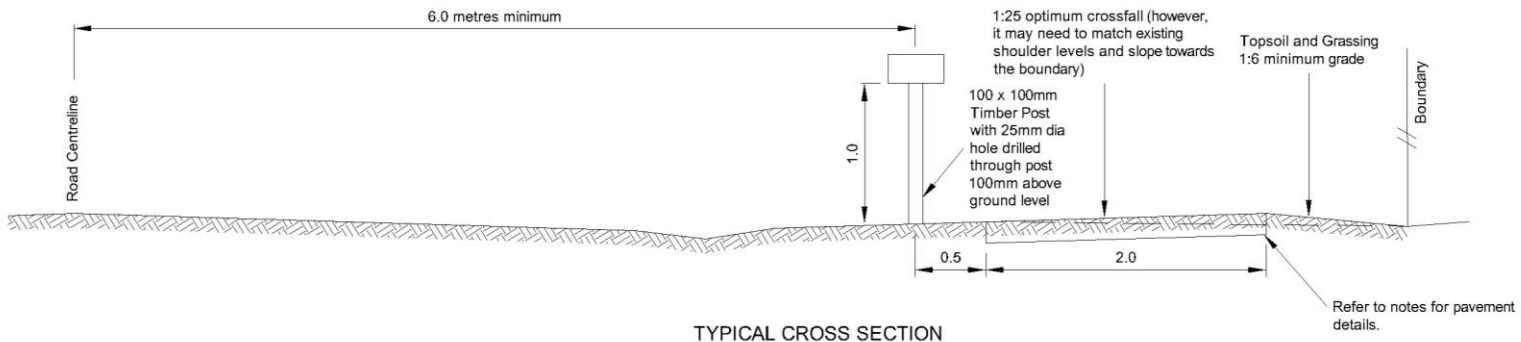
1. The landowner or their agent is to pay all costs associated with the proposed accessway.
2. All work shall be carried out in accordance with Timaru District Council standards and completed within a timely manner. Should Council consider work does not meet required standards or outstanding completion is a hazard, we will complete or rectify at your cost.
3. The Contractor is required to lodge a Corridor Access Request (CAR) to the Timaru District Council through the "beforeUdig" website and have it approved **prior to commencing work within the road corridor**. Please note the CAR will require an approved Traffic Management Plan prepared by a qualified person.
4. The accessway and mailbox is to be constructed as detailed on Standard Plan G-113. **Council requires all mailboxes installed on the road reserve to be lightweight and frangible** to ensure that vehicle occupants are not seriously harmed should a vehicle crash into it.
5. The accessway to the mailbox should be constructed and maintained so it can be used in all weather conditions and to ensure that its use will not damage or flood the adjacent road.
6. Accessways adjacent to a sealed carriageway shall be sealed to Council's satisfaction and surfacing is to be completed within 3 months of formation of the mailbox accessway.
7. If any of above specifications cannot be physically achieved on-site, please contact Council's Land Transport Unit for specific installation instructions prior to commencing work.

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Any questions regarding these construction standards should be directed to:

- *Timaru District Council's Land Transport Unit*

(03) 687 7200



TYPICAL CROSS SECTION

**NOTES**  
 For deep swales Council recommends the installation of drainage pipes. The pipe material can be concrete, steel or PVC and shall be installed in the road shoulder channel with a minimum of 300mm fill over pipe. See cross section for details

For shallow swales the accessway should follow the existing contour of the road shoulder through the water table. Swale drains are to be a minimum of 1m wide formed in line with any existing road swale and are to be no higher than the existing ground level. The swale drain is required to be sealed if located within 1.5m of a sealed carriageway.

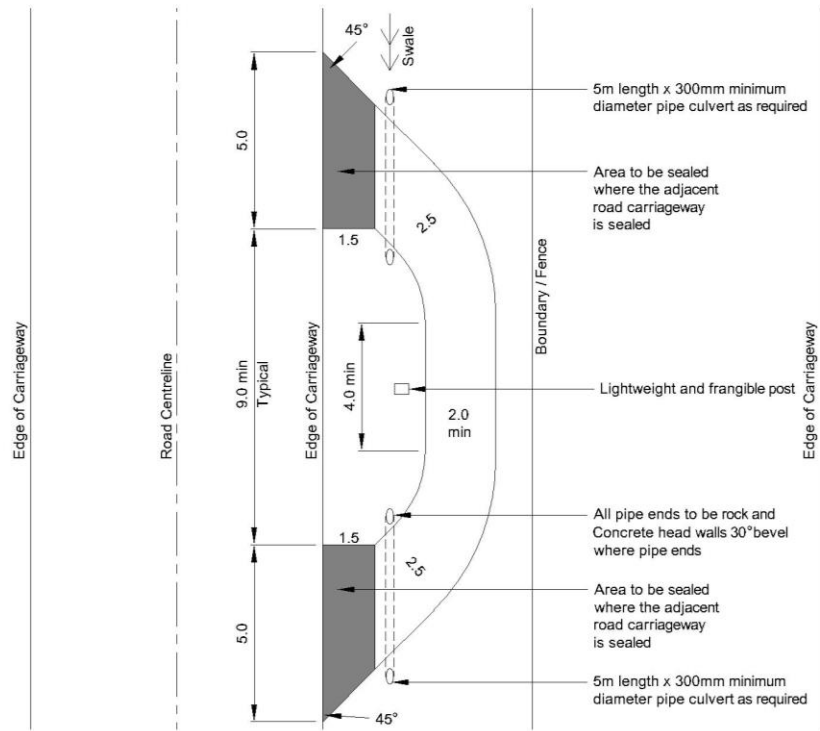
The ongoing maintenance of the mailbox and/or its associated accessway is the responsibility of the landowner. The accessways are to be constructed as follows.

**Sealed Roads**

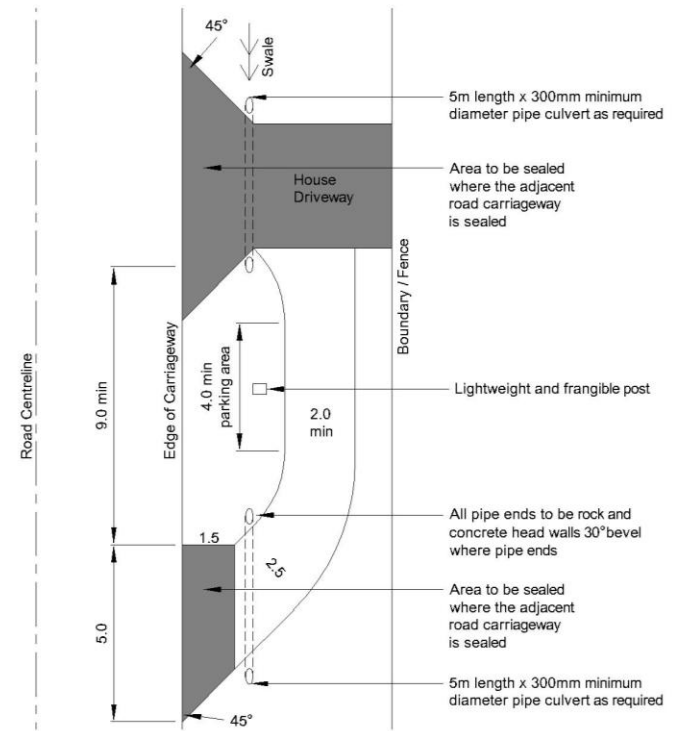
- A pavement depth of 100mm AP65, then 50mm AP40, followed by a two coat seal of grade 4 and 6 chip, sealed as per Councils Standard Plans.
- All excavated areas to be formed up with 150mm of well-compacted AP40 metal and reinstated with 30mm AC as per Councils Standard Plans.

**Unsealed Roads**

- A pavement depth of 100mm AP65 then 50mm AP20 as per Councils Standard Plans.



RURAL MAILBOX ACCESSWAYS - TYPICAL LAYOUT



RURAL MAILBOX ACCESSWAYS - ALTERNATIVE LAYOUT

				TITLE:	
				<b>INSTALLATION OF MAILBOX / ACCESSWAY</b>	
				ORIGINAL SCALE (A4):	NOT TO SCALE
				DRAWING NUMBER:	REVISION:
				<b>G-113</b>	<b>B</b>
				SHEET:	1 OF 1

Original Sheet Size A4 (210 x 297) N:\Standard Plans\G Series\swgs\Rev B\G-105 Rural Entranceway Rev B.dwg DO NOT SCALE - IF IN DOUBT ASK