



# DRIVEWAY/CROSSOVER INFORMATION KIT

PO Box 573  
Atherton QLD 4883  
Telephone: 1300 362 242  
info@trc.qld.gov.au

This Information package has been developed to assist residents who would like to construct a new or modify an existing access/driveway crossover.

This application process does not apply to access works that require a development Permit for Operational Works under the Sustainable Planning Act 2009.

For more information on constructing a driveway/crossover, please visit one of Council's Service Centres or phone Council on 1300 362 242.

## WHAT IS A DRIVEWAY/CROSSOVER?

A driveway is a vehicular crossing that provides safe and reasonable access to a property. The crossover is the section of the driveway that crosses the verge/footpath from the kerb/road edge to the property boundary.

## WHAT ARE MY RESPONSIBILITIES?

The property owner is responsible for all costs, the standard of construction and all maintenance of the driveway and crossover. Modification of the kerb and channel, if required, is considered part of the driveway construction.

## IS THE DRIVEWAY/CROSSOVER FROM A STATE CONTROLLED MAIN ROAD?

Access driveways from State Controlled Main Roads are administered by the Department of Main Roads. Visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for contact details. You cannot apply for a permit from Council.

## DO I NEED A PERMIT FROM COUNCIL?

Yes, if the access is not from a State Controlled Main Road. Constructing/Maintaining a driveway involves works on Council land and a permit is required to be obtained under the Tablelands Regional Council Local Laws to allow lawful passage across the asset.

## CAN I CONSTRUCT MY OWN DRIVEWAY?

Yes you can construct your own driveway in accordance with the FNQROC Development Manual and the permit conditions or you can engage the services of a contractor to undertake the work for you. Look in the Yellow Pages or Local Directory under 'Concrete Contractors' or refer to your local paper services page.

**You can arrange a joint inspection with Councils Delegated Officer for advice about your access compliance and construction requirements, please call Council on 1300 362 242 to arrange a time for this inspection.**

**Alternatively, the following pages should be reviewed by your builder or contractor to determine whether your access is compliant or non-compliant.**

## IS MY DRIVEWAY/CROSSOVER COMPLIANT OR NON-COMPLIANT?

To determine whether the driveway/crossover is compliant or non-compliant you need to carry out a self-assessment against the adopted standards. Self assessment means that you assess your own compliance against Council's required standards.

1. If the new driveway or modification complies with the standards the driveway/crossover is defined as **compliant**.
2. If the standards can not be met the driveway/crossover is defined as **non-compliant**. In these cases a set of site specific standards will be mutually agreed to and recorded for this access. Please contact Council on 1300 362 242 to arrange for a joint inspection.

Driveway/Crossover Information and Application Forms

**Information Privacy Act 2009** - Tablelands Regional Council is collecting your personal information in order to process this Application for Driveway/Crossover request. The information will be accessed only by authorised council employees. Your information will not be given to any other person or agency unless you have given us permission or we are required by law to do so.

## WHAT ARE THE CURRENT COMPLIANT STANDARDS FOR A DRIVEWAY/CROSSOVER?

The Tablelands Regional Council has adopted the standards required by the FNQROC Development Manual. This manual stipulates minimum construction standards and required site grades to allow safe and reasonable access to your property. The following sections need to be referenced for access requirements.

1. Design Guidelines - D1 Road Geometry and D2 Site Regarding, and
2. Drawings - S1105 – Rural Allotment Access, S1015 Access Crossovers, S1110 Concrete driveway for allotment access

These standards can be viewed using the following link. (Select Version Five)

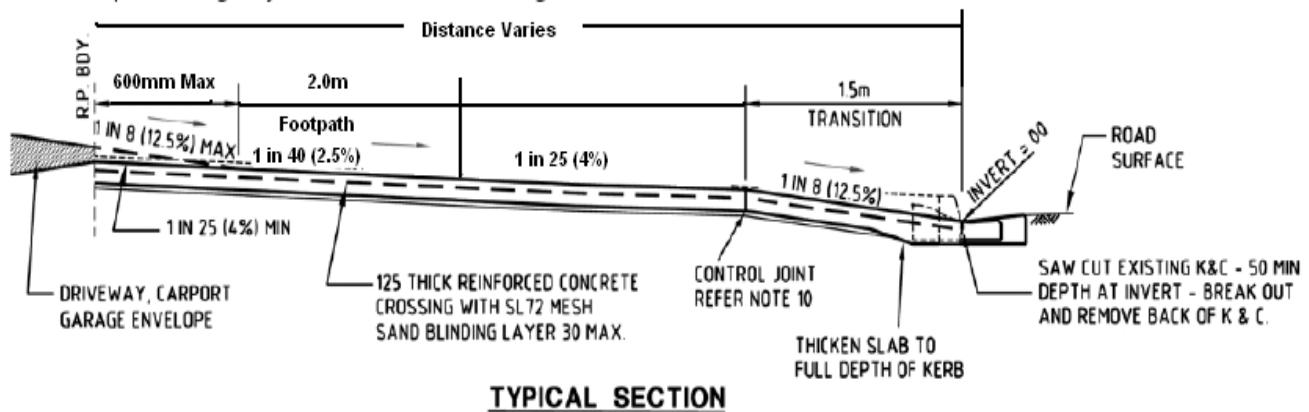
<http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html>

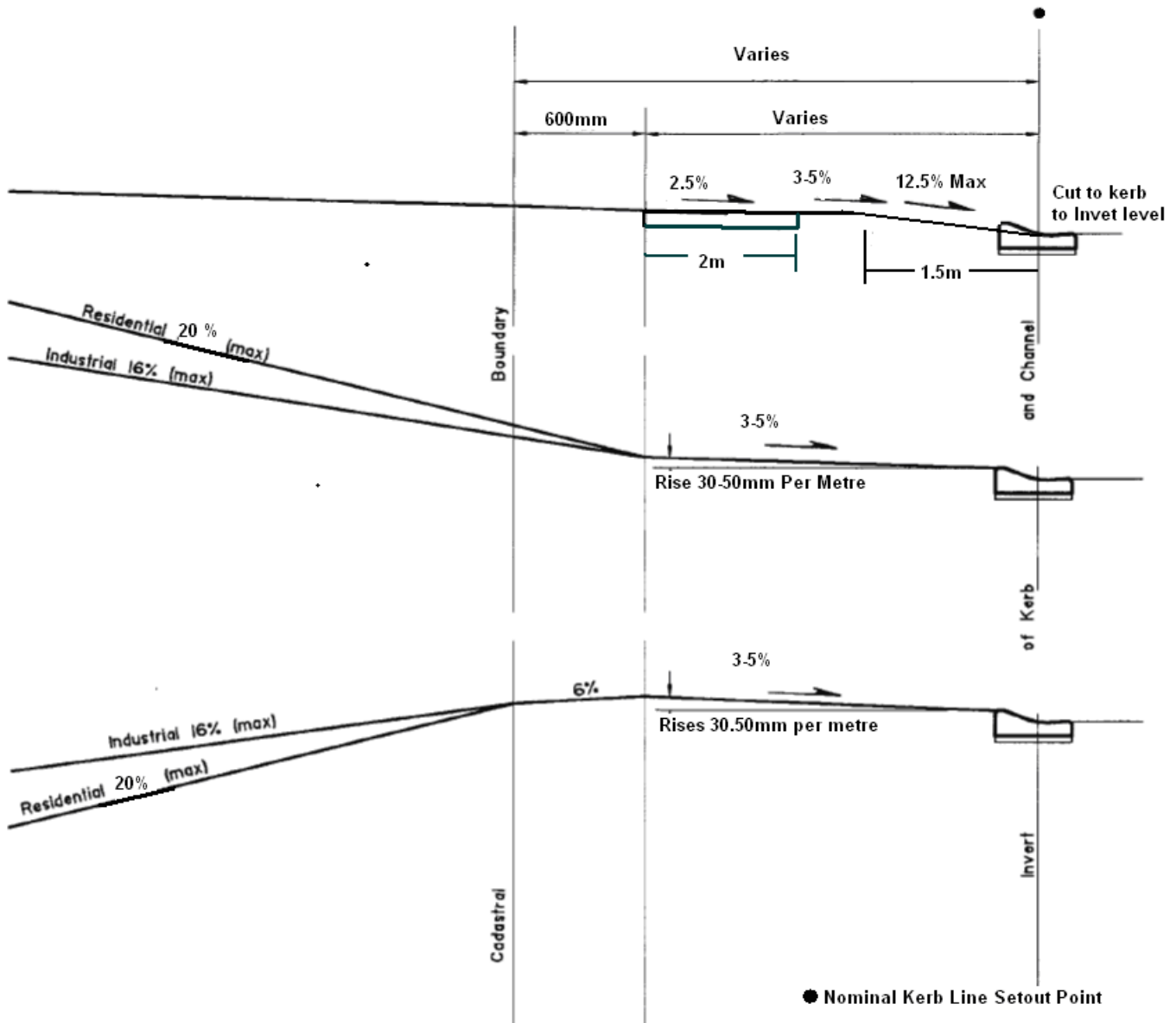
Your builder can do this work and many are familiar with the requirements. If not Council officers can assist, please call Council on 1300 362 242 to arrange for this assistance.

Examples of complying and non-complying access construction are shown below – See also FNQROC D2 Site Re-grading for Grades

### Residential vehicular crossing - section

Note: Example drawing only - refer to standard drawings for full details.





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For Rural Accesses with a pipe Precast Sloping Headwalls **shall** be used when

- The through road has a sign posted speed of 80 km/hr or greater;
- The through road has a sign posted speed of 60 km/hr and the offset distance from the traffic lane to the culvert is less than 4.5m.



## WHAT STEPS CAN I TAKE TO MEET THE REQUIRED STANDARDS?

It may be possible that existing non-complying grades may be able to be rectified in the planning stage of a new dwelling, by determining the height of the new dwelling in relation to the road edge and the dwelling's property setback prior to construction. If this is done prior to the building stage by the designer or contractor, complying grades may be achieved. Bulk earthworks to make a site comply with the required grades may trigger the requirement for a SPA Application for Operational Works. If this situation arises please contact Council's Urban and Regional Planning Department on 1300 362 242.

### I HAVE A COMPLIANT DRIVEWAY/CROSSOVER.

Refer to Attachment A for checklist and Attachment 1A for permit information.

### I HAVE A NON-COMPLIANT DRIVEWAY/CROSSOVER.

Refer to Attachment A for checklist and Attachment 1A for permit information.

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## **HOW DO I APPLY FOR A PERMIT FOR A DRIVEWAY CROSSOVER?**

Before you commence construction you need to:

1. Complete the Checklist for your driveway/crossover (refer to attachment A) which is retained by you for your own records;
2. Submit to Council the completed application form and the completed Acceptance Statement; and (If Applicable, see note)
3. Pay the application fee in accordance with Council's current Fees and Charges Schedule if the driveway/crossover is required by a Material Change of Use or Reconfiguration of a Lot Development Permit.

## **WHERE CAN I OBTAIN THE APPLICATION FOR A DRIVEWAY CROSSOVER?**

Please visit one of Council's Service Centres, phone Council on 1300 362 242 or visit the Council Website [www.trc.qld.gov.au](http://www.trc.qld.gov.au) and search under Regional Planning.

## **WHEN CAN I EXPECT THE PERMIT TO BE ISSUED?**

Council will issue the Permit via Australia Post within **5 working days** following the receipt of the Application. If an **email** confirmation copy is required, please provide the email address on the Application for Driveway/Crossover in the Contact Details section.

**ATTACHMENT A**

You must have carried out a self-assessment of your driveway/crossover against the adopted standards to ensure that the driveway/crossover is compliant. A **Compliant** driveway/crossover complies with the standards adopted by the Tablelands Regional Council. If these standards can not be met, the driveway is classed as **Non Compliant** and an agreed set of standards must be mutually agree to and recorded for the access.

Council relies on your assessment to be accurate to ensure that the driveway/crossover will not have a negative impact on Council's infrastructure, the environment or the community.

The following checklist must be completed and retained for your own records. The checklist assists you to ensure that the driveway/crossover is constructed to Council requirements.

If you are engaging a contractor to undertake the works, please ask your contractor to work through this list.

**Driveway/crossover checklist**

- Is the driveway on a State Controlled Main Road? Accesses from State Controlled Main Roads are administered by the Department of Main Roads. Visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for contact details.
- Check the condition of all existing kerb, channel, footpath and road surfaces. If damage exists, take a photograph or write a note and submit it with your application. Any damage caused by the activity you carry out, or damage not notified to Council, prior to commencing work, will be repaired at your own expense.
- All driveways must be constructed in accordance with the FNQROC standards for driveway construction. To obtain a copy of FNQROC standard drawings visit <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html> select version five and search in 'Drawings', or visit one of Council's Regional Business Centres or phone 1300 362 242. Standard drawings for driveways are numbered S1015, S1105 and S1110. Invert crossings are generally preferred. Piped crossings will need to be designed and include an appropriate sized pipe to suit the size and capacity of the drain invert being crossed. Grid crossings are only allowed in certain circumstances.
- Ensure the driveway surface and grades are appropriate for the type of traffic that will use the facility. Appropriate surface types are included in the drawings listed above, other by approval. Driveway surfaces must be non-slip and grades must comply.
- Rural access sight distances must comply with the Manual of Uniform Traffic Control Devices (MUTCD) sight distances guidelines for use of Stop Signs. (Part 2, Section 2.5.4, Figure 2.2)
- Rural access pipe sizes and headwalls must comply. (See FNQROC Design Guidelines D4 Stormwater Drainage for calculations and Rural Access Standard Drawing S1105 for headwall details.
- All existing concrete footpath strips must be incorporated into the driveway. Your driveway must not interfere with the safe passage of pedestrians.
- If excavation will occur as part of the driveway construction, you should phone Dial before You Dig on 1100 to locate utility services such as communication, water and electricity.
- All footpaths and roads must be restored to a satisfactory standard and approved by Councils Delegated Officer.
- If the construction of the driveway will completely obstruct the footpath and require pedestrians to take another path, you must put adequate signage and redirection measures in place.
- All roads and footpaths must be made safe at the end of each day to allow the safe flow of vehicle and pedestrian traffic.
- If you want to close a road, lane or Council parking bay, you need to lodge a Road Closure Application with Council's Civil Works Section for assessment. Phone the Council on 1300 362 242 for more information.

Checklist for Driveway/Crossover

- If road traffic is affected you need to lodge a Works on Road Application with Council's Civil Works Section for assessment, you must ensure adequate signage and alternate measures are in place. For advice on signage, please refer to the Manual for Uniform Traffic Control Devices available from Main Roads at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au). For general Workplace Health & Safety advice refer to Workplace Health & Safety Queensland's website at [www.whs.qld.gov.au](http://www.whs.qld.gov.au).
- Is the driveway near traffic control or calming measures such as slip lanes, median strips, corner truncations or Council street signs? Required setbacks are; 600mm clear of any stormwater pit, 500mm from street signs, 500mm from electrical pillars, 1m clear of power or light pole, 9m from a minor intersection and 18m from a major intersection, 1m from the outer edge of an existing tree trunk.
- The driveway must not obstruct access or cause damage to public utilities such as bus stops, bikeways, parking bays, taxi ranks, stormwater drains, fire hydrants, utility service pits and power or light poles.
- Take every precaution to ensure street trees are not affected. If there is a chance that root systems or canopies of any street trees may be damaged during construction, notify Council's Parks and Gardens on 1300 362 242 prior to commencing work.
- You must ensure appropriate measures are put in place to prevent erosion. Sediment runoff or concrete should not enter the stormwater system. For information on preventative measures visit <http://www.fngroc.qld.gov.au/regional-programs/regional-development-manual.html> open version five and Search CP1 Construction Procedures for further details and links or phone 1300 362 242.
- If you are required to park on the street during construction, you must obey all posted parking restrictions. It is your responsibility to ensure you have obtained, if required, any necessary Police or Main Roads permits prior to commencing work.
- My driveway is **Non Compliant** – I have contacted Council on 1300 362 242, arranged a site visit and arrived at a mutually agreed set of standards for this access.

For more information on constructing a driveway, please visit one of Council's Service Centres or phone Council on 1300 362 242.



## COMPLIANT DRIVEWAY/CROSSOVER PERMIT CONDITIONS

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Council hereby approves the construction of the driveway/crossover, with the following conditions:

1. The holder of the permit shall pay the general charge applicable to complying access works and submit a signed Acceptance Statement (Appendix 2) with the Application for a Driveway/Crossover (Appendix 1).
2. That the access driveway and crossovers be constructed in accordance with the standard required by the FNQROC Manual. Site drainage undertaken by the contractor is to be undertaken to the standards required by the FNQROC Manual.
3. All work areas are reinstated to the satisfaction of Councils Delegated Officer within 7 days of the completion of the vehicular access works.
4. Any damage caused to the road formation or alteration to drainage as a result of the proposed activity shall be repaired, at the applicant's cost, to the satisfaction of Councils Delegated Officer.
5. All necessary precautions are taken to ensure safety for pedestrians and vehicles during the work.
6. All services including but not limited to Water, Sewerage, Electricity and Telecommunications must be located prior to commencement of work. Any service/s requiring relocation is/are to be relocated, at the applicant's cost.
7. All works carried out within Local Government controlled road reserves shall be done safely including appropriate warning signs and comply with:
  - a) the Workplace Health and Safety Act;
  - b) the Manual of Uniform Traffic Control Devices (Queensland);
  - c) the Environmental Protection Act; and
  - d) any other Act or Local Law requirement which may be relevant to these works.
8. The holder of the permit, if a contractor, must take out and maintain liability insurance to an amount of not less than \$10 million in respect to the vehicular access works and which indemnify Council in respect to any liability that may arise from these vehicular access works.
9. The ongoing maintenance remains the responsibility of the property owner.
10. The Council has the discretion to remove or modify any vehicle crossover if they are not constructed or maintained to the Council's satisfaction, or if reasonable objection is raised by a public utility provider or others. In this instance Council will supply 21 days notice for the vehicle crossover to be removed or modified to Council's satisfaction. Should a person fail to do so, Council may make good the vehicle crossover at the person's expense.
11. Council officers may conduct an inspection of the access to ensure compliance.
12. Council must be notified on completion of the project.

Should you wish to discuss these conditions further, please telephone Tablelands Regional Council on 1300 362 242.