

VEHICULAR DRIVEWAY
CONSTRUCTION,
MAINTENANCE & LOCATION

TS340



NARRANDERA SHIRE COUNCIL POLICY

POLICY NAME



Policy No:	TS340
Policy Title:	VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE & LOCATION
Section Responsible:	INFRASTRUCTURE SERVICES
Minute No:	17/102
MagiQ No:	17759
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Objective

To require the provision of vehicle crossings and authorize the Infrastructure Services Department to set an appropriate standard for construction and maintenance of crossings.

To ensure the construction and maintenance of vehicle and access crossings is to Council's specifications.

To limit Council's liability when construction and maintenance work is carried out by the property owner / contractor in the road reserve.

To remove unauthorized vehicle and access crossings.

Policy Statement

Driveway construction and maintenance requires Council approval under the Roads Act 1993. All driveway construction and maintenance costs including any alterations to existing infrastructure such as footpaths and utility services are the responsibility of the property owner or developer.

In cases where the standard design cannot be applied for a development or redevelopment, it is the responsibility of the developer to provide a driveway design.

In the case of new development or redevelopment in urban areas where the proposed floor level is greater than 1 metre above or below the crown of the road a full design including profiles is to be provided by the developer.

Council may provide design assistance at no cost for the construction of approved paved driveways (residential only) that replace existing non paved driveways in urban areas. Design assistance for commercial premises will be provided at full cost recovery. Council will not provide design assistance where the driveway serves a commercial property or is a second access.

Where a driveway has been constructed without relevant Council approvals and does not comply with relevant design standards, Council can require that the driveway be removed and reconstructed at the owners cost.

Design and Construction

All vehicular access ways from the road formation to the property boundary in public roads are to be approved before construction work commences and approval shall not be unreasonably withheld provided such proposals comply with Council's relevant Engineering Standards.

Applicants will be supplied with concise guidelines to the appropriate Engineering Standards.

For single and dual occupancy residential driveways only:

- Typical Situation – standard drawings are to be used for typical situations that meet the assumed site criteria specified on the drawings. The site criteria include cross fall of the footpath area and the roadway and levels and gradients internal to the property. Particular attention is drawn to these criteria and also potential conflict with underground services.
- Non typical situations – where site conditions are outside the assumed site criteria specifications of the standard drawings, Council will provide design assistance to create a suitable driveway profile at no cost.

Gutter bridges and access pipe culverts will only be approved where considered appropriate by Councils Infrastructure Services Department. Approval will normally only be given in rural situations and in some cases in urban locations where kerb and gutter does not exist.

Council reserves the right to limit its involvement in undertaking vehicular driveway construction for any reason.

During the course of the works the contractor shall be adequately insured for public liability and shall indemnify Council against any claims arising from these works.

The contractor shall for the duration of the works provide proper fencing, barricades, lighting, signs and such temporary roadways, footways as necessary for the accommodation and protection of pedestrians, motorists and public, in accordance with AS 1742 (Manual of Uniform Traffic Control Devices for Works on Roads) and other relevant Australian Standards or documents advised by Council.

The contractor shall fulfill all obligations and responsibilities under the Work Health and Safety Act 2011.

Ownership and Maintenance

In urban areas including villages and large lot residential zones there are up to three distinct parts to a driveway:

- Vehicle Crossing serves two purposes it allows vehicles to safely access the driveway and conveys storm water along the kerb. The vehicle crossing is a

Council asset the same as the upstream and downstream kerb. Council maintains the vehicle crossing so that it can effectively convey storm water.

- Driveway is a private asset and the property owner is responsible for its maintenance.
- Footpath (if footpath is present) this section where the driveway crosses the footpath is considered to be part of the footpath. This is a Council asset and Council is responsible for its maintenance. If no footpath exists then the property owner has full responsibility for the driveway.

It should be noted that where a driveway/s front a state road a secondary approval on location and construction standard will be required from the Roads and Maritime Services (RMS).

Council Projects that affect Driveways

If Council undertakes road works which change the level of the footpath or road then Council is responsible to change any components of the driveway necessary to suit the new levels. A property owner can request to upgrade their driveway at this time although all additional costs must be borne by the property owner.

If a Council project increases flow to a driveway culvert by the redirection of drainage paths, then Council is responsible for upgrading driveway culverts to suit.

Private Projects that affect Driveways

Any person wishing to undertake construction or modification works to a driveway or property access within the road reserve must obtain a Permit to Work in the Road Reserve. All works must be completed by a suitably qualified and experienced contractor to Council standards to ensure that it is capable of withstanding vehicle loads and to minimize future maintenance and risk to the public.

Generally the number of driveways per property will be restricted to one. However any person wishing to construct an additional driveway to a property must demonstrate to the satisfaction of Council that the driveway can be used safely, will not increase risk to the public and will not adversely impact parking in the local area.

All costs for construction of new driveways are to be borne by the property owner. This may include replacement of the footpath section and utility covers to ensure that the area is suitable for vehicle loads. This may also include construction of a new crossover and reinstatement of kerb to replace a redundant crossover.

Existing Driveways

Some existing driveways have grades that make access difficult or cause 'scraping'. Addressing this issue is the responsibility of the property owner. Council approval is required prior to any works.

Some existing property accesses have limited sight distance. Council does not supply, install or maintain mirrors as a sight distance improvement device. If a property owner

wishes to install a mirror they must demonstrate that it will not negatively impact road safety and seek Council approval prior to installation.

Definitions

For the purposes of this policy the following definitions will apply.

Driveway: the vehicular path that connects the public road with a private property. A driveway may be bitumen sealed, gravel, pavers, concrete or other material.

Vehicle Crossing: the section of kerb that is laid back to allow vehicles to drive from the road into the driveway. Also known as the crossover.

Table Drain: the drain usually a v shape that runs parallel to the road.

Culvert: a pipe used to convey stormwater underneath a road or driveway.

Footpath: a narrow path designed for use by pedestrians, usually parallel to a road that may be directly beside the kerb or at the property boundary.

Urban: areas that have kerb at the road edge.

Related Legislation/Guidelines/Narrandera Policies and Associated Procedures

- NSC Engineering Guidelines for Subdivisions and Development Standards Part 2 Roads Design.
- AS/NZ 2890 Parking Facilities. Austroads Guide to Traffic Management Part 5 Road Management and Parking and Part 11 Parking.
- RMS Guide to Traffic Generating Developments.
- RMS Road Design Guide.
- Roads Act Sections 138 and 217

Policy History

Endorsed by relevant Committees (name) and date

Adopted by ELT	3 April 2017
Adopted by Council	18 April 2017
Review	18 April 2019
Amended	tba



Signed: Interim General Manager

Date: 23 May 2017