

Driveway Access to Property Guide

This is a guide only of the process that must be followed to gain approval to construct a driveway access in Tweed Shire.

Council's *Driveway Access to Property Design Specification and Construction Specification* is supplied with the application form. **These Specifications must be retained and will be required by you or your contractor when constructing the driveway after Council Approval has been issued.**

Once the application is approved you will be provided with a *Notice of Approval to Construct a Driveway Access on a Public Road* and any other conditions or requirements that are relative to your driveway.

The documents:

- "Driveway Access to Property Design Specification",
 - "Driveway Access to Property Construction Specification"; and
 - "Driveway Access to Property Application Form"
- are available on Council's internet site at www.tweed.nsw.gov.au/forms

The form can be picked up at Council's offices in Tweed Heads or Murwillumbah.

The provision and maintenance of a vehicular access driveway from the property boundary to the kerb and gutter or the edge of road seal is the responsibility of the property owner.

However, any work undertaken by private owners on Council roads requires written approval.

Section 138 of the Roads Act 1993 requires Council consent for works on road reserves (local roads), which includes driveways, footpaths, retaining walls and gardens.

This process is necessary to ensure such works comply with the many Australian Standards and Policies that enable works to be safe and practicable for all road users, including pedestrians and cyclists.

It should be noted that driveways and other works placed in the road reserve without Council approval may need to be removed if deemed to be a safety or public liability risk.

How to Proceed

1. Obtain the correct form: ***Driveway Access to Property Application Form*** by:
 - Calling in at Council's offices at Tweed Heads Civic Centre or Murwillumbah Civic Centre; or
 - Downloading a copy from Council's website at www.tweed.nsw.gov.au/forms; or
 - Calling Council on (02) 6670 2400 for a copy to be posted.
2. Read the form carefully and prepare the information requested. If in doubt, call Council on (02) 6670 2400.
3. You will now be able to lodge your application:
 - Online via Council's website
 - Email to existing EDA email
 - Post
 - In person at Murwillumbah - either electronic version or hard copy (scanning fee applies)

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4. Council staff may contact you after inspecting the site and reviewing your plans. They may request more information or amendments. Submit these promptly. Do not start work yet.
5. Once formal approval (Notice of Approval to Construct a Driveway Access on a Public Road) is received by you, implement the devices and precautions you nominated in your Work Safety Plan and Erosion & Sedimentation Control Plan. Make sure all public utilities are adequately located and protected and then commence site excavation or filling. Ensure that you maintain site management controls as you progress.
6. Prepare the driveway in accordance with “Council’s Construction Specification” which is provided with the Approval in (5) above. When you are at least 24 hours away from pouring concrete, and prior to ordering the concrete delivery, contact Council and request an inspection of the formwork and reinforcing steel you have placed.
7. Council’s inspector, on arrival, will check your work for compliance and may require you to alter the formwork and steel you have placed, or advise you to proceed with the concrete pour and issue a Preparation Inspection Certificate.
8. After a satisfactory Preparation Inspection Certificate is issued, complete the driveway construction work, restore the footpath to its prior condition, and remove all surplus materials, barriers, and waste from the site. Council’s inspector may make a final inspection to ensure compliant completion.