

## Policy

# Driveway Access to Property - Design Specification

Version 1.4

Adopted by Council at its meeting on 18 July 2013

Minute No: 491

Division:	Engineering and Operations
Section:	Design
File Reference:	N/A
Historical Reference:	V1.0 adopted 15 December 2004, V1.1 adopted 13 November 2007, V1.2 adopted 11 March 2008; Reviewed 21 July 2009 V1.3 adopted 20 June 2013

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# Driveway Access to Property - Design Specification

## Policy Objective

This Policy will explain the design requirements for those wishing to undertake driveway or other works within the public road reserve.

The areas it covers are:

- [Who needs to use this Specification?](#)
- [What law controls driveways](#)
- [What are the rules generally](#)
- [What are the Detailed Design Requirements?](#)
- [Driveway Geometry](#)
- [Standard Drawings](#)

## Definitions

Not applicable

## Policy Background

Council is the authority for local roads throughout the Shire. Approval is required from Council prior to carrying out works on or occupying a Council road reserve. In order to obtain such approval, design and construction criteria must be adhered to, to ensure the ongoing safety of the public and to protect public assets from damage and undue maintenance. This policy describes the design requirements.

## Policy

### 1. Who needs to use this Specification?

The Specification affects any person or organisation that wants to construct or undertake any works within the public road reserve. This includes concrete driveways, retaining walls pipes, gardens and footpaving.

This specification specifically deals with access driveways and information regarding other works is available upon request from Council's Engineering and Operations Division or Council's website.

### 2. What law controls driveways?

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

A formal application must be made to Council under Section 138 of the Roads Act 1993 and should be made on the appropriate form "Driveway Access to Property application" and the applicable fee paid. Incomplete applications will not be considered until all requested information is provided.

### **3. What are the rules generally?**

#### **3.1 General Requirements**

Asphalt access driveways are not permitted in urban areas.

Any landscaping of Council's nature strip must provide, at plantings maturity, an accessible footpath corridor of two metres in width.

#### **3.2 Number of Driveways**

One driveway is generally permitted for each property adjoining a public road.

In some circumstances a second driveway may be approved provided the constraints in Development Control Plan No 6 regarding garage door presentation to the street and Section 4.2 (on-street parking) are satisfied. Dual road frontage properties will generally not be permitted to access both roads if either is a designated distributor road in Council's road hierarchy plan (LEP 2000).

Medium Density residential and other larger developments will be assessed based on merit.

#### **3.3 Shared Driveways**

Shared driveways are not encouraged and will usually only be permitted where properties are accessed via a right of carriageway, or the terrain prevents alternatives.

#### **3.4 Ownership**

As driveways within public road reserve are on Council land, they are under the control of Council. Nevertheless access driveways within the road reserve are the property owners' responsibility to initially construct and then maintain. Damage caused by Council or other public authorities undertaking works will be reinstated by the Authority causing the damage, however, whilst reasonable attempts will be made to match coloured or stencilled concrete finishes – an exact match is not guaranteed. Note that Council accepts no legal responsibility for claims arising from accidents to the public caused by badly constructed or unauthorised driveways.

#### **3.5 Australian Road Rules**

Australian Road Rules adopted in 1999 prohibit the parking of a vehicle on the footpath area or verge outside the road carriageway. This means that vehicles parked in driveways between the property boundary and the road carriageway are in breach of the Road Rules and can be fined. Your driveway design should allow for standing of vehicles between the property boundary and the garage door, alternatively an open carport shelter may be approved.

#### **3.6 Crown Roads and Reserves**

Historically some properties were permitted to access via unformed Crown Roads or Reserves when they were under the care and control of Council. The Roads Act 1993 now vests control of all Crown Roads in the Crown. Persons wishing to gain access via an unformed Crown Road must first obtain and submit written approval from the appropriate State Government authority. Council will not under any circumstances approve access to a property via a public reserve.

### 3.7 Other Public Authorities

In some instances Council will need to refer applications to other Authorities such as the Roads & Traffic Authority (RTA). If the driveway or works is adjacent to the Pacific Highway or some other classified roads then RTA approval is also required.

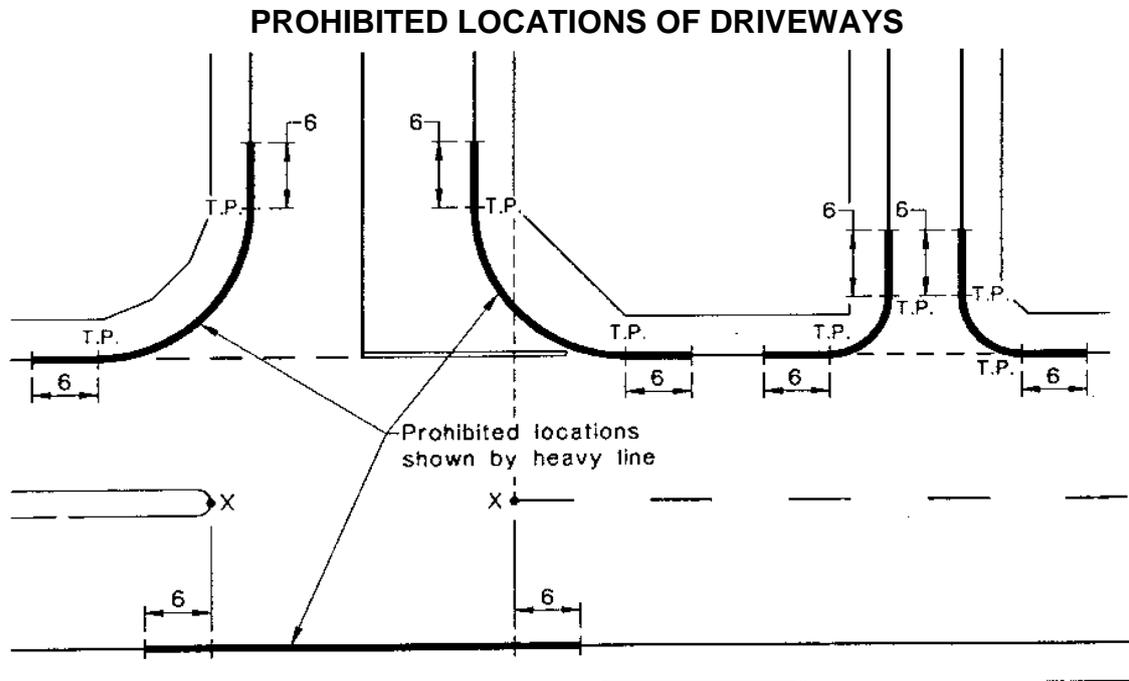
## 4. What are the Detailed Design Requirements?

### 4.1 Driveway Locations

#### 4.1.1 Street Corners

Driveways at intersections must be located at least six (6) metres beyond the tangent points of the kerb and gutter returns (where the curved kerb straightens out). The sketch below shows the locations where driveways are prohibited.

"U" shaped access driveways can only be permitted on a corner block where extreme circumstances can be demonstrated.



T.P. = Tangent Point

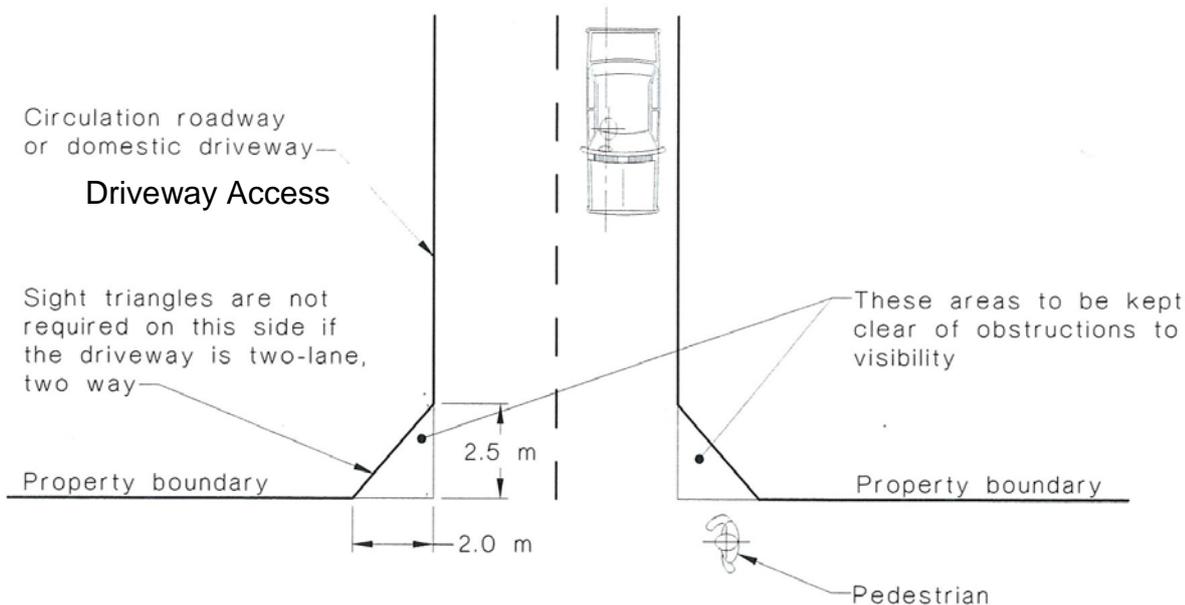
Dimensions in metres

NOTE: The points marked "x" are either at the median end of a divided road, or at the intersection of the main road centre-line and the prolongation of the side road property on an undivided road.

#### 4.1.2 Sight Lines and Safe Visibility

In urban areas a "sight triangle" as shown on the sketch below must be maintained. This is required to ensure pedestrians and cyclists can see vehicles exiting driveways and vice versa.

### Minimum Sight Lines for Pedestrian Safety



\* 2m for single and dual occupancy dwellings

This requirement is important if “solid” front boundary fences or walls over 600mm high are planned as they must not encroach on the sight line above and will also impact on the location and design of driveway gates. (See Section 4.7).

The following table specifies the sight distance required measured from the driveway to oncoming traffic in both vertical and horizontal alignment. The sight distance is relative to traffic speed (speed zone) of the adjoining road.

For Driveways to Single Dwellings or Duplexes			For all other Driveways		
Speed (kph) *	Sight Distance Urban (m)	Sight Distance Rural (m)	Speed (kph) *	Sight Distance Urban (m)	Sight Distance Rural (m)
40	30		40	60	
50	40		50	80	
60	55	65	60	105	115
70		85	70		140
80		105	80		175
90		130	90		210
100		160	100		250

\* May be reduced below regulatory limit if speed environment demonstrates lower.

#### 4.1.3 Obstructions

Care should be taken to ensure planned driveways are located clear of stormwater gully pits, light poles and Telstra pits. If any of these or other facilities are affected the owner/applicant will need to meet the costs of relocation.

Sewer manholes and water supply hydrants can be incorporated in driveways but special covers are required. The Council should be contacted regarding any of these issues if in doubt. See also Section 4.7 "Gates".

#### **4.1.4 Adjoining Frontages and Driveways**

Driveways are to be orthogonal to the road carriageway and should therefore not encroach on a neighbouring frontage. In some instances due to steep topography Council may consider a variation to this requirement.

Similarly abutting driveways are not encouraged and a minimum gap of 6.0 metres between driveways should be provided where possible to facilitate on street parking

#### **4.2 Additional Driveway Access's**

Similarly, in commercial areas and on sites where a second driveway access is approved driveways must be at least 6.5 metres apart or multiples thereof so as to preserve on street car parking.

#### **4.3 Urban Streets with Kerb Gutter**

##### **4.3.1 Roll Top Kerb**

Driveways in streets with roll top kerb and gutter should be designed to match the top of the kerb as the kerb profile readily permits access over the kerb.

It should be noted that streets with older style angle back kerb may need to provide a layback kerb section as shown on the standard drawings in Section 6 Drawing SD017.

Approval will not be given for concrete nibs or timber in the gutter or steel plates as alternatives to the above as they are potential traffic and pedestrian hazards and may impede stormwater flow.

##### **4.3.2 Vertical Faced Kerb**

Driveways in streets with this type of kerb will required removal of the kerb and replacement with a "layback section" as shown on the standard drawings in Section 6 Drawing SD017.

#### **4.4 Urban Streets with No Kerb & Gutter**

Where kerb and guttering has not been provided but levels for the future kerb and guttering are available the proposed access must accommodate the future design. Normally, a piped crossing of the table drain is to be provided. See Section 4.5 for standards. This can be constructed by Council, at the property owner's expense, or privately, to Council's requirements. Concrete driveways may be extended from the property boundary to the kerb line or edge of bitumen and levels will be provided, on request, from the Engineering Services Division.

A copy of Council's "Vehicular Driveway Access Details with Piped Table Drains" is in Section 6.1 Drawing 1 setting out all relevant requirements.

#### **4.5 Rural Roads**

Driveways must include stormwater culvert within any existing table drain as shown on the standard drawing in Section 6 Drawing 1.

They must be no closer than 1.2 metres to the edge of the traffic travel lane and should have a guide post erected on the “approach” side of the culvert.

It should be noted that keeping the culvert inlet clear of debris is repairing erosion at the culvert outlet is the responsibility of the property owner serviced by the driveway.

#### 4.6 Existing Concrete Paving

Where a proposed access driveway crosses existing concrete footpaving the footpaving must be sawcut at the extremities of the driveway and removed and reconstructed to the specified access driveway standards shown in this specification.

The grade and crossfall of the pre-existing footpath must be maintained so in some cases additional footpaving may need to be removed.

Where no footpaving exists and driveways are planned to be cut into the footpath to obtain grades, the nature strip on each side of the driveway must be battered smoothly at a grade no steeper than 1 in 14 to maintain acceptable stands for pedestrians and enable future provision of concrete footpaving.

Where the paved footpath is immediately behind a vertical face kerb, the footpath will usually need to be deviated toward the property boundary to allow cutting in of the driveway access. The maximum directional deviation of the footpath in this instance should exceed 30 degrees.

#### 4.7 Gates Across Driveways

Solid or opaque gates must be kept clear of sight lines specified in Section 4.1.2.

If the gates are of a see-through construction such as weldmesh or grates then they may be constructed up to 2.0 metres behind the property boundary on local roads or minor collector roads for all types of residential construction. For major collectors and distributor roads, gates must be set back 2.0 metres for single dwellings or duplexes and 5 metres for all other residential development behind the property boundary to enable a vehicle to stand clear of the footpath area whilst the gate is opened.

It is a breach of the Australian Road Rules (see Section 3.4) to obstruct the footpath area and undesirable for safety and traffic efficiency reasons for vehicles to sit on the road carriageway whilst gates are opened.

All gates must be swung into private property.

##### **4.7.1 Manually Operated Gates**

If the gates are of a see-through construction such as weldmesh or grates then they may be constructed up to 2.0 metres behind the property boundary on local roads or minor collector roads. For major collectors and distributor roads gates must be set back 5.0 metres behind the property boundary to enable a vehicle to stand clear of the footpath area whilst the gate is opened.

It is a breach of the Australian Road Rules (see Section 3.4) to obstruct the footpath area and undesirable for safety and traffic efficiency reasons for vehicles to sit on the road carriageway whilst gates are opened.

#### 4.7.2 Remote Controlled Electric Gates

The standing requirements applying to manual gates may be waived in this circumstance, but the visibility requirements in Section 4.1.2 must be observed.

### 5. Driveway Geometry

Different driveway standards apply based on driveway usage and frontage road classification.

#### 5.1 Driveway Widths, Thickness & Reinforcement

The following table specifies the driveway widths for various types of development and also specifies the driveway thickness and steel reinforcement required.

DRIVEWAY WIDTHS			
TYPE OF DRIVEWAY	WIDTH AT BOUNDARY (M) "X"	WIDTH AT KERB (M) "Y"	THICKNESS/ REINFORCEMENT "T"
SINGLE DWELLING OR DUPLEX UNIT	3.00 min.	3.00 min.	100
UNITS LOCAL STREETS	6.00 max.	6.00 max.	F72
* UNITS COLLECTOR ROADS	3.50	6.50	150/F72
* COMMERCIAL/ INDUSTRIAL	6.00	9.00	150/F72
	7.00	13.00	200 F82

\* These widths are indicative only and different widths may be specified in Section 138 Approvals

#### 5.2 Grades and Crossfalls

##### 5.2.1 Transverse Grades (Crossfall)

The transverse grade on the driveway must be the same as that on the kerb and gutter (or road if no kerb and gutter) and must be carried over to the property boundary, although it may be necessary to rotate slightly to match existing footpath levels.

Once inside the property the transverse levels can be "rotated to match in with internal constraints such as garage ramps.

Edge "coving" and mini-kerbs are a serious pedestrian "trip" hazard and are not permitted on any trafficable footpath.

##### 5.2.2. Driveway Grades and Crossfall

The maximum longitudinal grade on the driveway across the footpath area is 2.5% (1 in 50) (see Section 6.1 Drawing SD017). For domestic properties (3 or less residences) from the property boundary to the garage or car space the maximum grade is 25% (1 in 4) (see Section 6.1 Drawing SD017). For non domestic driveways a maximum gradient of 1 in 20 (5%) is permitted from the property line or building alignment for a least the first 6m.

### 5.2.3. Footpath Intersections

Where the driveway intersects on paved or grassed footpath the existing grade of the footpath must be maintained across the driveway with no drainage slots, kerbs or steps to create a pedestrian hazard.

### 5.2.4 Older Subdivisions

Subdivisions approved prior to 1980 may have steep footpath crossfalls that prevent compliance. Proposals should be discussed with Council staff before detailed design commences.

## 5.3 Surface Finishes

### 5.3.1 Allowable Surfaces

Plain concrete wood floated or broomed

Paving bricks if laid on 100mm thick concrete slab.

Exposed aggregate provided "angular" non-slip aggregate is used (rounded pebbles not accepted).

Coloured concrete

Stencilled concrete with non-slip surface

### 5.3.2 Unacceptable Surfaces

Stamped pattern concrete

Paving bricks on sand or gravel bases.

Polished or slippery finishes.

Grass, dirt or gravel.

It must be noted that Council accepts no responsibility to match exacting any surfaces if they have been removed or damaged as a result of any works undertaken by Council within the Road Reserve.

Failure to observe those requirements or failure to properly maintain the driveway surface, resulting in slippery conditions or a trip hazard, will render the property owner legally liable for injury to pedestrians who suffer as a consequence.

Access driveways must be formed two metres from trees with root barrier to be installed. These details to be shown on submitted plans in accordance with SD 701.

## 6. Standard Drawings

### 6.1 Tweed Shire Council Standard Drawings

The Tweed Shire Council Standard drawings provide all relevant details for the design and construction of driveway access within the road reserve.

Notes:

#### Domestic

(3 or less Residences)

A driveway gradient of 1:6 is currently considered to provide suitable access to a level carparking space, carport or garage. Council may be prepared to accept a steeper gradient of 1:4 for houses situated on very steep grades. However, if the driveway is to be used for carparking, a gradient no more than 1:10 is most appropriate.

#### Non Domestic

Max driveway gradient 1:20 of (5%) from property line for the first 6m.

Note that Council will not approve driveways with ramps extending into the road reserve footpath zone unless special circumstances can be demonstrated. (e.g. the footpath is already permanently untrafficable for pedestrians.)

\* Transition curves extending 0.8 metres each side of the road boundary are required between steep and level grades to enable vehicles to maintain underbody clearances. These shorten the potential length of maximum gradient available. Designers should check clearances with a vehicle template for Australian family sedan. Transition curves are required when changes in grade exceed 12.5% algebraically (1:8) (eg 1:4 to 2.5%  $\Rightarrow + 25\% - 2.5\% = 22.5\%$  therefore transition required).

Refer to the Standard Drawings SD017 and SD011, which are available on Council's website - [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au).

## 6.2 Applicant's Drawings

The applicant is to prepare and submit the following drawings with their applications:

- Three (3) copies of a site plan of the property and adjacent section of public road, drawn to a scale of 1:200 showing:- (a) The location and widths of the proposed driveway or modifications from the garage/carpark to the kerb and gutter/edge of bitumen; (b) Proposed restoration of existing surfaces or services that are likely to be damaged; (c) Proposed construction or modification, including levels, of kerb and gutter or footpath paving on a public road.
- Three (3) copies of a longitudinal section from the garage/carport/parking area to the kerb and gutter (or edge of bitumen showing the natural surface levels and the proposed finished driveway levels drawn to a scale of 1:50.
- On steeper slopes, 3 copies of a cross section showing natural surface and finished levels plus any proposed retaining walls to a scale of 1:50

## 6.3 Traffic and Pedestrian Safety Management

Occupation Health & Safety, Workcover and Australian Standards require that all work sites be made safe for pedestrians, traffic workers.

In respect of all construction work the contractor or person constructing the access must provide proper fencing, guarding, lighting and care of all works and temporary footways, guards and fences as required for the accommodation and protection of pedestrians, motorists and the public. The signs, lights, barriers and fences are to be in accordance with A.S. 1742 (Traffic Control Devices). The contractor or property owner shall be adequately insured against Public Risk Liability and shall be responsible for any claims arising from these works.

### **6.3.1 Work Safety Plan**

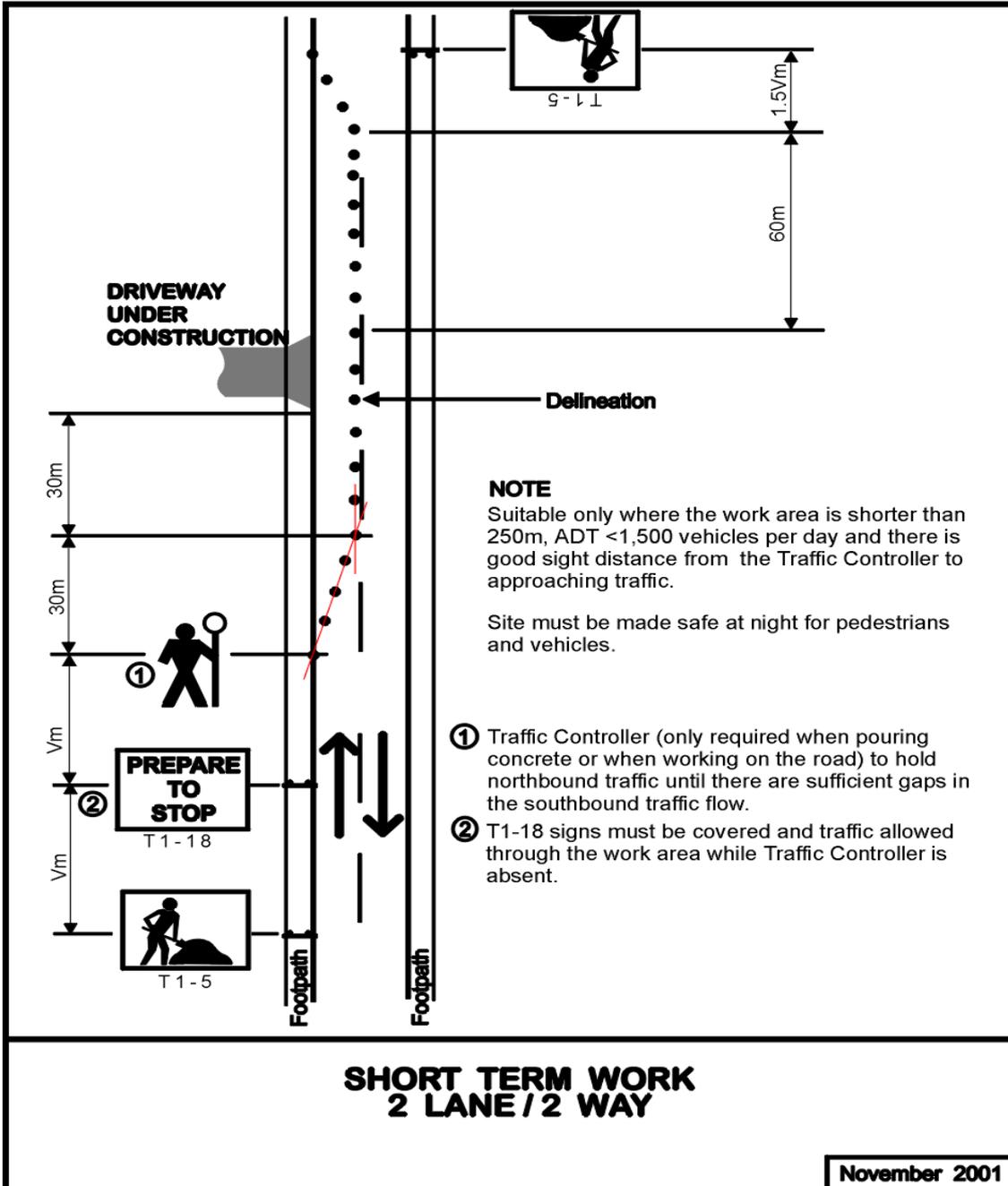
The following drawings provide examples of traffic and pedestrian controls at driveway construction sites. They are not applicable to all sites and therefore all sites must be considered individually and varied as appropriate to produce a site specific Work Safety Plan.



# DRIVEWAY CONSTRUCTION

TWEED SHIRE COUNCIL

Traffic Control at Work Sites



TCP 61d

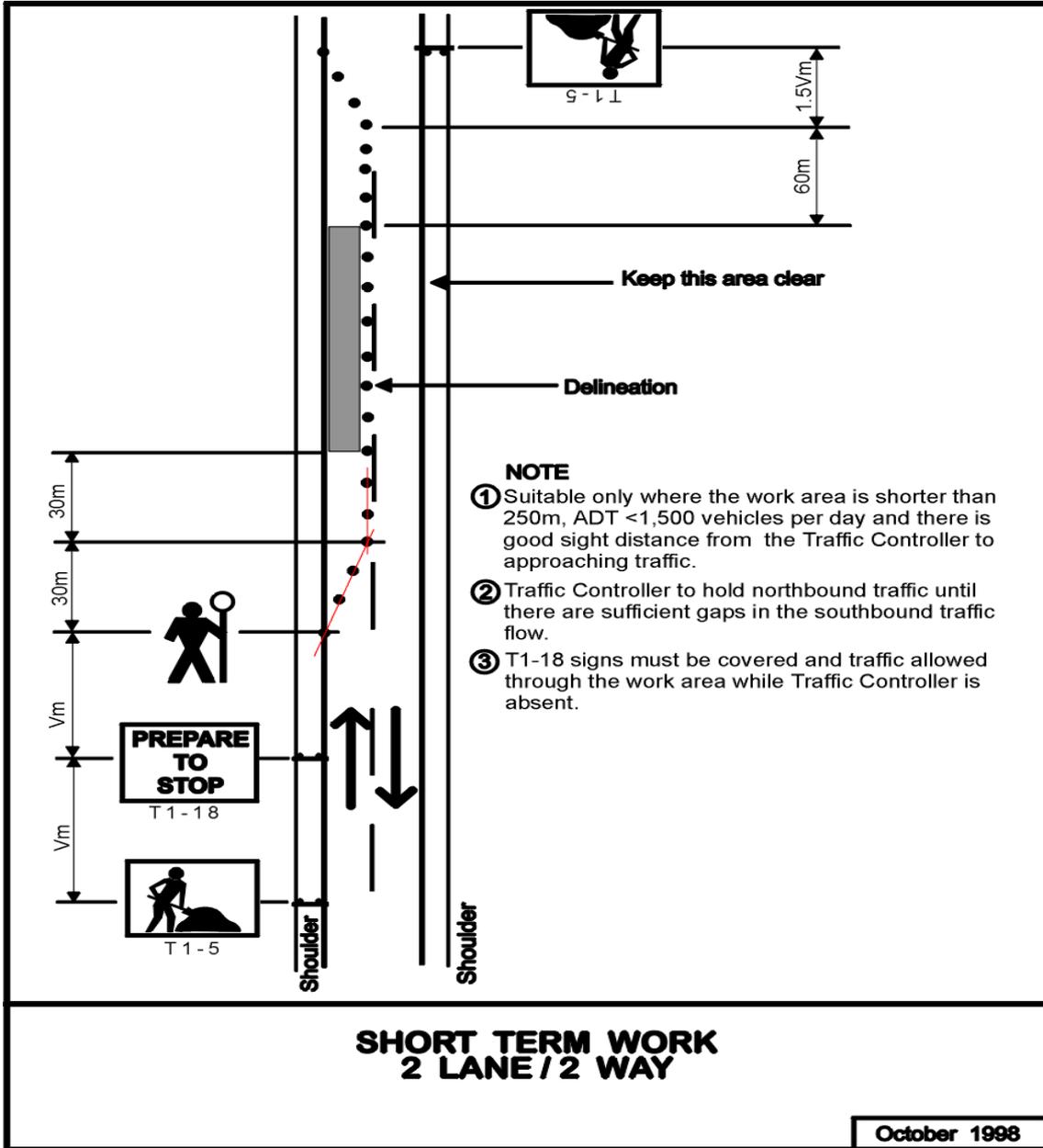
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# MAINTENANCE ACTIVITIES

TWEED SHIRE COUNCIL

Traffic Control at Work Sites



TCP 108a

Approved: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_ Rev. A

tcp 108a21.cdr

## **Related Legislation**

Roads Act 1993

## **Compliance**

Failure to obtain or act in accordance with an approval under the Roads Act 1993, or failure to maintain structures approved under the Roads Act 1993, may result in the issuing of directions or penalty notices by Council.

## **Forms**

1. Driveway Access to Property application

## **Review Period**

This Policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

## **Useful Links**

[Tweed Shire Council website](#)

