

# DRIVEWAY PROCEDURES MANUAL

*August 2019*

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## 1. INTRODUCTION

The aim of this procedure manual is to standardise the implementation of policies adopted by Council in relation to driveways and their construction, specifically the “Driveway and Associated Works on Council’s Road Reserve Policy” adopted 6 August 2019.

This manual assists Council to meet its commitment to quality well planned development through design and construction principles that ensure accessible and safe driveways for motor vehicles and pedestrians. The manual will also aid in better asset management and assist council staff in the execution of their duties.

This manual is presented to assist all areas which may deal with driveways and associated works. This includes but is not limited to:

- Development Engineers
- Design Engineers
- Customer Service Staff
- Planners
- Building Inspectors
- Driveway Inspectors
- Residents
- Driveway Applicants
- Consultants to Council and Applicants
- Contractors

The Assets and Infrastructure Directorate is responsible for the management of driveways and associated works within the public road reserve. Development activities undertaken within the owner's private property are the responsibility of the Environment and Planning Directorate.

The Assets and Infrastructure Directorate must ensure that Council is not exposed to any public liability claims arising from illegal works carried out in the public road reserve or works that do not comply with Council's standards.

Typical issues that arise are:

- Incomplete construction of the footpath or driveway
- Unacceptable landscaping in the footpath area
- Unacceptable or hazardous finishes
- No back filling of edges of Driveway
- Waste or rubbish being left in the road reserve
- Incidental damage to kerb and roadway
- Non approved structures such as stairs or walls

## 2. PROCEDURE RELATING TO DRIVEWAYS AND FOOTPATHS

### 2.1 Basic Procedure

- The applicant is to submit to Council an ‘Application for Driveway Crossing & Associated Works on Council Road Reserve’ form. The owner must sign the indemnity declaration on the application.

- The applicant is required to pay a fee and damage deposit including GST. These charges can vary dependant on the type of application as described in Council's schedule of fees and charges.
- The application fee covers the cost of survey, design, plan preparation, records management and inspections.
- All applications are sent to council's records department for registration prior to referral to the Design Engineers.
- Council's Design Engineers will survey the site and prepare a driveway plan.
- The Applicant is issued with a driveway plan and specifications for driveway construction. The applicant then engages a contractor with the appropriate public liability insurance (\$20 million) to carry out the works.
- The applicant/contractor will contact Council to book an inspection when the formwork is ready for concrete to be poured.
- 24 hours notice is required for all inspection bookings.
- A formwork inspection is required prior to each concrete pour.
- The applicant/contractor will contact Council when all works are completed. Council will then carry out a final inspection. The Damage Deposit (Bond) will be returned by Council where the works pass Council's final inspection.

## **2.2 Processing Time for Driveway Applications**

The target times for the processing of a driveway application from the date received by Council to the date mailed to the applicant is;

Driveway plan issue	4 weeks
Assessment of a second access request	2 weeks

Driveway plans issued by Council remain valid for two years from date of issue. After this two year period has lapsed a new application with appropriate fees will have to be paid. The two year expiry period is assigned due to the changing nature of vehicle dimensions and standards as well as possible changes to surrounding infrastructure.

## **2.3 Return of Damage Deposit (Bonds)**

The Damage Deposit (Bond) will be returned by Council where the works pass Council's final inspection. The applicant is to advise Council when all required works are complete by contacting Council's Customer Service Centre.

Where the damage deposit is held for the driveway and associated works only, the bond will be released by Council's inspector and passed onto Council's finance department. All damage deposit (bond) refund enquiries are to be directed to Council's finance department through Council's Customer Service Centre.

### 3. PRINCIPAL REQUIREMENTS FOR DRIVEWAYS

A Driveway is used to provide vehicular access from the road carriageway to properties and should meet the following objectives;

- a) Compliance with the 85th percentile vehicle as defined in Australian standards A.S.2890.1
- b) Provide reasonable grades for all pedestrian traffic, both along the Driveway and along the footpath or nature strip area
- c) Complement and support the drainage function of the road, kerb & gutter and nature strip areas
- d) Take account of existing road levels and proposed garage/hardstand parking area levels
- e) Adequately support design vehicle loads
- f) Provide a sound, durable, low maintenance, all weather surface
- g) Provide a safe surface for the passage of vehicles and pedestrians
- h) Provide a surface with a visually pleasant appearance which blends in with the streetscape
- i) Provide a surface which can be conveniently, successfully and economically restored if it is opened for the provision of services or public utility mains.

#### 3.1 Driveway Dimensions

Standard width	3.5m
Minimum width	3.0m
Maximum width (if specifically requested)	4.5m
Maximum width for reduced building lines (internal)	Garage Width

All widths do not include the wing, which is 0.45m in length on either side of the layback.

Special consideration may only be given for increased widths for frontages to narrow laneways or roads of high traffic volume/speed such as state or regional roads.

*Source: Driveway and Associated Works on Council's Road Reserve Policy*

#### 2.4 Tolerances

The following tolerances will be used in the checking of formwork for a Driveway:

##### **Layback**

Wing length	± 100mm
Layback height	± 5mm
Lip height	+ 10mm
Depth of excavation	± 10mm
Length	±100mm

##### **Driveway**

Lengths	± 50mm
Depth of excavation	- 5mm + 10mm

NOTE: Council's formwork inspection does not include a check of levels. Council will assist with confirming levels, where requested. Council cannot warrant levels due to the possibility of alteration following the formwork inspection. For this reason constructed levels are the responsibility of the contractor undertaking the works. Council will not accept liability for the scraping of vehicles or water ingress due to incorrectly constructed driveways.

*Source: Driveway and Associated Works on Council's Road Reserve Policy*

### **3.2 Surface Finishes**

Council will only accept plain (non-coloured) concrete driveways with a broom or wood float finish as standard, meeting R11 rating or higher (or equivalent) as specified in HB197:1999. An introductory guide to the slip resistance of pedestrian surface materials.

Applications for non-standard driveway finishes such as stencilled, stamped, coloured or paved finishes will be assessed on merit. Non-standard finishes need prior written approval from Council. The owner must apply in writing to Council, setting out reasons for a non-standard finish. To be considered, the documentation will need to provide proof that the proposed surface has a slip resistance of R11 rating or higher (or equivalent) as specified in HB197:1999. Approval is subject to the property owner providing written acknowledgement that any future repair or replacement required to be done as a consequence of Council or utility agency work will be reconstructed in plain concrete only.

*Source: Driveway and Associated Works on Council's Road Reserve Policy*

Should the property owner wish to restore the driveway to the non-standard finish they will be required to organise the works in accordance with Council's policy and pay all costs associated with colour/surface matching.

Any works completed by Council in an attempt to match a non-standard finish will not guarantee matching of colours or surface finishes.

### **3.3 Asphalt Reinstatements**

Adjustments of the asphalt road pavement adjacent to the proposed driveway are required to accommodate driveway construction formwork and may be necessary to achieve design levels. The area of asphalt adjustments will be shown on the issued driveway plan and reinstatement costs calculated in accordance with Council's adopted schedule of fees and charges. These costs are to be borne by the applicant.

### **3.4 Unauthorised Works in Councils Road Reserve**

Works within the road reserve must comply with all relevant Council policies, specifications and standards to ensure compliance and community safety.

If any unauthorised works on Council's road reserve are identified and, upon inspection, appear to be of a reasonable standard, Council will contact the owner and/or contractor to request a written explanation as to why prior approval was not acquired and why Council should consider allowing the works to remain. The owner and/or contractor should attach any photographic evidence if available.

If Council deems that the response and evidence provided is satisfactory, the owner/contractor will be required to pay any inspection fees incurred. Council will then issue a letter noting that the works were constructed without consent, but are of a reasonable standard that Council will accept.

Council is under no obligation to allow the works to remain, if Council deems the works unsatisfactory the owner and/or Contractor will be required to submit a driveway application to Council and pay all associated fees in addition to rectifying the works. If no driveway application is received Council may carry out the necessary works and recover all costs through legal process.

### **3.5 Second Access Applications**

One (1) driveway to each single residential dwelling lot is permitted.

Where previously two (2) driveways existed on a frontage, upon redevelopment, including Complying Development Applications, the applicant will be required to remove one of the driveways.

Under special circumstances consideration may be given to the provision of a second access to either the same road, or a second road where the property abuts multiple roads. Council will assess each application on its merits based on criteria including; amenity, public safety, street parking and relevant site conditions. The owner must apply in writing to Council, setting out reasons for the necessity of a second access. Applications must be supported with a sketch plan and address the criteria outlined in Council's Driveway Access Procedure Manual.

*Source: Driveway and Associated Works on Council's Road Reserve Policy*

### **3.6 Reasons for restricting second driveway requests:**

- Kerbside parking is reduced by the additional driveway
- Hazards to pedestrians and vehicles may be increased due to poor sight distances and increased frequency of vehicle movements.
- Reduced flexibility in locating drainage pits (gully pits at low points), and outlets for roof water lines.

- Gutter capacity is reduced due to turbulence created by the additional driveway.
- Reduced flexibility in locating public utility structures and street furniture, such as; electricity poles, Telstra plant, street trees and bus stops.
- Increased restoration costs of road openings that have to be borne by the community as a whole.
- The visual amenity of the streetscape may be reduced.
- Second driveways are not in keeping with the RMS Guide to Traffic Generating Developments.
- Insufficient room to park a vehicle within the property.
- Second access within six (6) metres of the tangent point at kerb intersections in accordance with AS/NZS 2890.1:2004 Section 3.2.3.
- Inadequate area to provide a circular drive

### **3.7 Possible reasons for approving a second driveway access**

The following are reasons for approving a second driveway access, notwithstanding any of the restrictions outlined in above;

- Poor sight distance on existing access.
- Excessive speed and/or high traffic volumes which make a reversing movement onto the road a hazard (circular drive).
- Corner lots and lots with rear access or large frontages.

### **3.8 Redundant Laybacks**

Any existing vehicular crossings and/or laybacks (crossover) which are redundant must be removed and restored with kerb & gutter. The kerb & gutter, and any other footpath and turf areas shall be restored at the expense of the applicant and in accordance with Council's specification for vehicular crossings and associated works.

### **3.9 Subdivisions and Service Authorities**

If underground services have not yet been provided in a new development area, the owner cannot construct a concrete driveway across the footpath. If a formwork inspection is requested, the formwork must not be approved.

Where a service authority (Telstra, NBN, Sydney Water, Gas etc.) damages an existing Driveway, the service authority must undertake a temporary restoration and notify Council upon completion their works.

Council will then undertake the permanent restoration work and charge the relevant authority through the road opening and restoration process.

*Source: Driveway and Associated Works on Council's Road Reserve Policy*



### **3.10 Driveways on roads without Kerb and Gutter**

The following specifications apply to areas without kerb & gutter between water run and edge of bitumen:

- Minimum treatment – filling with road base recommended – 100mm thick cement, stabilised fine crushed rock.
- Areas where there are excessively deep table drains may require a pipe crossing under the driveway. Pipe size is to be checked from runoff calculations.
- Maximum grade of a dish is 14%, provided that 3% grade is obtained on the road side of the dish. This maximum grade should be used with care – this grade may cause some vehicles to scrape, but may be acceptable due to the temporary nature of the driveway.

## **4. COUNCIL INTERNAL PROCEDURES**

### **4.1 Procedures for Second Access Application**

1. Receive Driveway Application and written request for second access. (detailed sketch of proposed driveway required)
2. Check for existing development consent which indicates second access approval with appropriate justification.
3. If not, inspect site and assess based on procedure manual criteria.
4. If second access is accepted carry out standard procedure.

### **4.2 Driveway Application Standard Procedure**

1. The Driveway application form is completed and the owner has signed the indemnity declaration. This can be submitted via email or at the customer service centre.
2. The form will cover:
  - Owner and site details
  - Property Description
  - Fees and deposits
  - If it is a second access request
  - Receipt No., Bond No., DA ref (if applicable etc.)
3. This information is sent to records and forwarded to the Survey Design & Drainage team who schedule for processing and design.
4. The Driveway is designed and the driveway plan and approval letters sent to applicant.
5. The owner is to engage a private contractor to undertake the works. Please note that it is the responsibility of the property owner to ensure the contractor has public liability insurance for the sum of \$20 Million.
6. All inspections are booked through the Customer Service Centre on 9330 6400; 24 hours notice is required.
7. Inspections times are between 8am and 5pm Monday to Friday (excluding public holidays)
8. Inspections outside these times may be arranged, subject to sufficient additional notice and staff availability.
9. The applicant must request a formwork inspection to be carried out by Council's Survey, Design and Drainage team.
10. If the formwork inspection is passed the Driveway is constructed
11. The applicant must request a final inspection to be carried out by Council's inspector.
12. If inspection fails owner/contractor is contacted, Damage deposits are held until the works are rectified.
13. If the final inspection is satisfactory, the refund is processed by Council's inspector and passed onto Council's finance department. All damage

- deposit (bond) refund enquiries are to be directed to Council's finance department through Council's Customer Service Centre.
14. Where the damage deposit held by Council also relates to a development application Council's inspector will notify the relevant development officer that all driveway and associated works in Council's road reserve are satisfactory.
  15. Asphaltic Concrete (AC) 're-knit' works are invoiced to the applicant
  16. AC works sent to Council's contractor to be processed in batches every 2 weeks depending on weather.

#### **4.3 Driveway Application / Construction Certificate**

1. When issuing a construction certificate for a development with a condition to construct a driveway an application for driveway crossing and associated works on council road reserve form (refer Appendix) is to be filled out and fees paid up front.
2. The process is then the same as the standard process from steps 2 – 9.
3. The refund of the damage deposit will occur after the final occupation certificate is received and the driveway / restoration works are completed to the satisfaction of Council.
4. Release of refund is deemed as acceptance of the works by Council.
5. Council does not issue a letter of acceptance of works.

#### **4.4 Scraping Driveway Procedure**

1. The site is inspected and levels taken and tested for vehicular access using the 85th percentile vehicle.
2. If it passes the 85th percentile vehicle assessment the owner is notified and given an application for driveway crossing and associated works on council road reserve form should they wish to reconstruct the driveway to improve access above the standard.
3. If it fails, Council will investigate if the scraping has been caused by any recent Council activity or street trees.

If there is clear evidence that the scraping is caused by recent Council works or damage from nearby Council street trees, Council will rectify the works at Council's cost.

If there is no clear evidence that the scraping is caused by recent Council works or damage from nearby Council street trees the responsibility to repair the driveway falls to the owner and they will be required to submit an application for driveway crossing & associated works on Council road reserve form should they wish to reconstruct the driveway to improve access.

Note: If the owner wishes to reconstruct their driveway, this becomes a Driveway Application and should follow that procedure. Under special circumstances Council may determine that an application is not required and directly issue a plan.

## **5. APPENDIX – Application Forms & Standard Drawings**

- a. Application for Driveway Crossing & Associated Works on Council Road Reserve**

<https://www.georgesriver.nsw.gov.au/Development/Building-and-Construction/Driveways>

- b. Specifications for Construction by Private Contractor**
- c. Standard Drawing (SD041) – Layback and Access Details**
- d. Standard Drawing (SD047) – Footpath Construction**
- e. Standard Drawing (SD016) – Roof water Kerb Outlets**