

1. Purpose

This Policy details Hinchinbrook Shire Council's requirements for the design, construction and maintenance of vehicle accesses and the removal or upgrade of unapproved vehicle accesses.

2. Scope

This Policy and its associated documentation apply to all property accesses including urban and rural where vehicular access is required to and from a property from Hinchinbrook Shire Council's maintained road network. It defines guidelines in relation to construction of driveways and property accesses crossing road reserves such that a uniform standard is achieved and safe access to roads is maintained.

3. Responsibility

Chief Executive Officer

The Chief Executive Officer has the overall responsibility for the implementation and execution of this Policy.

Directors, Managers and Team Leaders

Directors, Managers and Team Leaders are responsible for making known the required standards and for enforcing these in accordance with this Policy.

Development and Regulatory Services Team

The Development and Regulatory Services team is responsible for ensuring Private Works in Road Reserve Permits are issued for property accesses and that the accesses are constructed in accordance with this Policy.

4. Definitions

Vehicle Access for the purpose of this Policy is a vehicle access that extends from the property boundary to the edge of the sealed formation, the shoulder point of the unsealed formation or the extent of the maintained road network.

Approved Vehicle Access is a vehicle access that has been constructed by Council or is approved by an authorised officer, constructed to Council's specifications and inspected and approved by Council in writing.

Unapproved Fit for Purpose Vehicle Access is an existing vehicle access that:

- The land owner cannot produce documented evidence of its approval;
- Does not meet Council's current specification; or
- Was not constructed in accordance with Council's requirements, but has been constructed of durable materials to a standard similar to Council's requirements.

Unapproved Not Fit for Purpose Vehicle Access is an existing vehicle access that:

- The land owner cannot produce documented evidence of its approval;
- Does not meet Council's current specification;
- Creates obstruction to a road or stormwater drain;
- Deemed to be a safety hazard to traffic and/or pedestrians; or
- The nature of its construction acts as an obstruction to Council's general maintenance activities.

5. Policy

There are two parts comprising an access to property. These are:

- (i) The part from the property boundary to the outer edge of the road shoulder, that is the edge furthest away from the carriage way; and
- (ii) The part across the road shoulder.

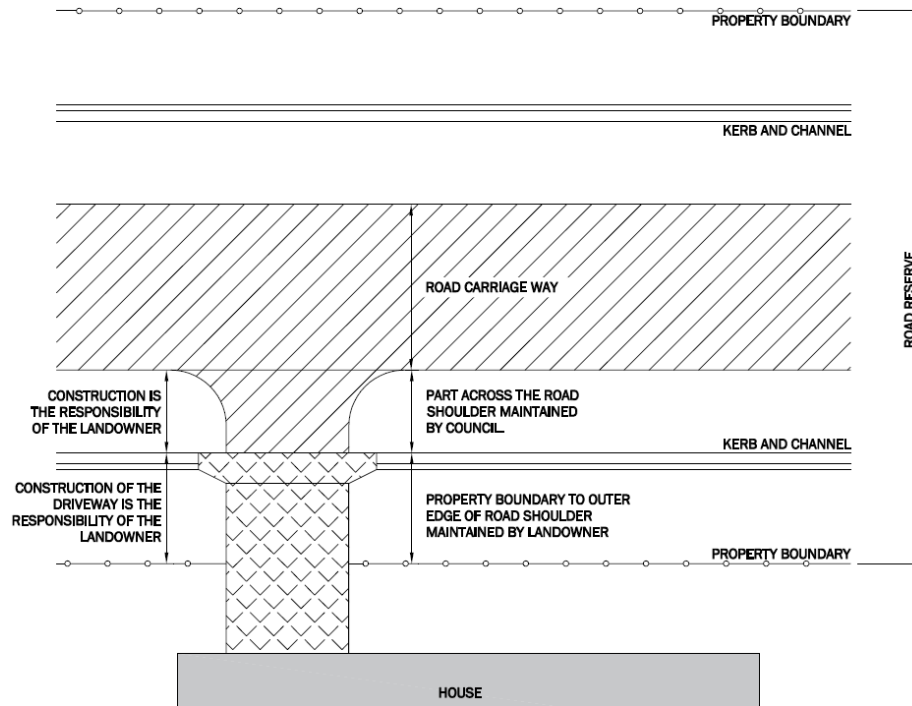


Figure 1 – Access responsibilities where kerb and channel exists

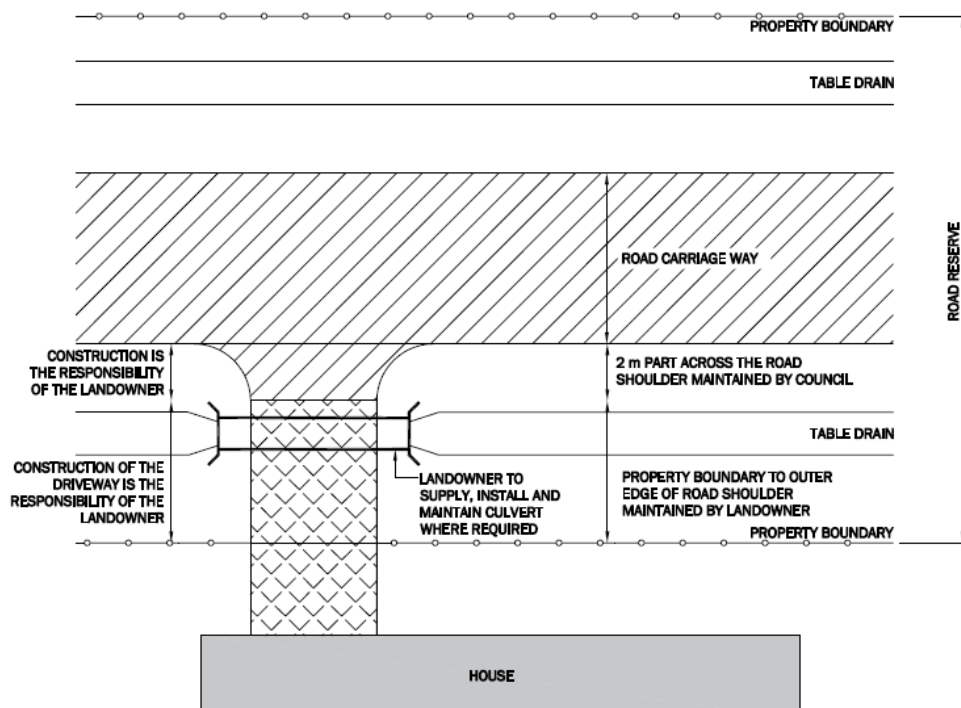


Figure 2 – Access responsibility where no kerb and channel exists

5.1 Land Owner and Council Responsibility

- 5.1.1 Responsibility of construction and maintenance of an access shall be carried out in accordance with Figure 1 and 2 above.
- 5.1.2 In the case of land subdivision, it is the responsibility of the subdivider to provide an approved vehicle access to each lot.
- 5.1.3 In the event where a property does not have an existing approved or unapproved fit for purpose vehicle access, it is the responsibility of the landowner to provide an approved vehicle access. An exception to this is in an urban situation, where barrier kerb exists across the frontage of the property, but no existing access has been constructed, Council will provide the first kerb crossing. In areas where layback kerb exists, any alterations to the kerb crossing is at the cost to the owner.
- 5.1.4 Any approved or unapproved fit for purpose vehicular access that is constructed prior to the commencement of road works that is interfered with by such construction works will be restored at Council's expense to Council's standard. Council will not accept responsibility for restoration of any unapproved not fit for purpose vehicle access that is interfered with by construction or maintenance works.
- 5.1.5 When restoring or installing an access, the extent to which Council undertakes these works will be limited to the minimum requirements as set out in the standards.
- 5.1.6 If a land owner wishes to upgrade an access turn out area (section across the road shoulder) to a sealed standard then this will be undertaken at a cost to the land owner.
- 5.1.7 In some circumstances, due to rainfall, property accesses can become inundated with stormwater. Where applicable, Council will undertake maintenance work on associated stormwater assets to allow for the free flow of stormwater.
- 5.1.8 The property owner may be required to install an enveloper pipe under a proposed vehicle access. Council will advise in the letter of approval the size and length of enveloper pipe where required. Council will supply the enveloper pipe if sufficient notice is given to Council to procure the materials.

5.2 Design Standard

- 5.2.1 All vehicle accesses shall be constructed in accordance with Council's standard drawing provided with the application approval (i.e. the Private Works in Road Reserve Permit to Proceed Works).
- 5.2.2 Only invert type crossings are permitted. A crossover bridge structure will only be permitted where access grades as per Council's standard drawings cannot be achieved.
- 5.2.3 All vehicle accesses shall be constructed at right angles to the kerb and pavement edge unless otherwise approved.
- 5.2.4 The vehicle access location is subject to the confines of the property frontage along the road reserve. Exemptions can be made in special circumstances upon approval from Council's authorising officer.
- 5.2.5 Any modifications required to existing structures or installation of new structures for which there is not an applicable standard controlling the proposed works to enable construction of a vehicle access, will require a design by a Registered Professional Registered Engineer Queensland (RPEQ) to be submitted to Council for approval prior to any works being undertaken. All costs associated with these works are the responsibility of the property owner.



- 5.2.6 Property owners are responsible to provide for drainage of stormwater entering or exiting their property along the access, and are to ensure the stormwater discharge is directed into the existing drainage so as not to create a traffic hazard or have detrimental effects on the verge, and associated road infrastructure, which includes erosion.
- 5.2.7 The width of an access must be in accordance with Council's standard drawings for a single or dual lane access or to match existing (whichever is greater) and the number of accesses to any residential lot shall not exceed the following:
- Here the frontage of the Lot if 10 metres or less, one single access only;
 - Where the frontage of the lot exceeds 10 metres, but is less than 20 metres, one dual lane access or two single lane accesses;
 - Where the width of the Lot exceeds 20 metres in urban areas, one additional dual lane access in respect of each 20 metres of frontage in excess of the first 20 metres; and
 - Where a lot has more than one frontage, each frontage may be treated as a separate frontage.

5.3 Construction

- 5.3.1 All works must be carried out in accordance with Council's Private Works in Road Reserve Policy.
- 5.3.2 A typical application for the construction of an access would include:
- An initial inspection (prior to the provision of a Private Works in Road Reserve Permit to Proceed Works);
 - Pre-pour inspection; and
 - Final inspection.
- 5.3.3 All inspections require a minimum of 24 hours notice to Council to arrange any inspection and can only be undertaken during Council's standard working hours Monday to Friday 8.00am and 5.00pm.

5.4 Non-Compliance and Enforcement

- 5.4.1 Where an unapproved not fit for purpose vehicle access has been identified, Council will provide notice in accordance with its Local Laws to remove the unapproved and not fit for purpose access or carry out works as approved by an Authorised Officer and constructed to Council's specifications to ensure compliance with this Policy.
- 5.4.2 Where the land owner fails to take action following proper notice being given to remove the unapproved access or carry out works as approved by an Authorised Officer to bring the access up to a standard in accordance with Council's specifications, Council will take action in accordance with Council's Local Laws to have the unapproved access removed, at the cost to the owner.
- 5.4.3 Where an existing vehicle access is to be relocated, the property owner is responsible for the cost of removal of the obsolete access, restoration of the disturbed area as well as construction of the new vehicle access.
- 5.4.4 Council reserves the right to enforce a stop work notice, when it has been identified that a vehicle access is being constructed without a Private Works in Road Reserve Permit or a vehicle access is not being constructed in accordance with the conditions outlined in the relevant Private Works in Road Reserve Permit to Proceed Works.




6. Legal Parameters

- Local Government Act 2009;
- Local Government Regulation 2012;
- Local Laws; and
- Manual Uniform of Traffic Control Devices.

7. Associated Documents

- Private Works in Road Reserve Policy;
- Private Works in Road Reserve Permit Application Form; and
- Council's Standard Drawings.

DOCUMENT HISTORY AND STATUS					
Action	Name		Position	Signed	Date
Approved by Council	James Stewart		A/CEO		27/09/2022
Policy Version	03	Initial Adopted	Version	25/07/2017	Current Version Adopted
Maintained By	Infrastructure and Utility Services			Next Review Date	27/09/2024
File Location	E:\Shared Data\Administration\Change\Policies, Procedures & Forms\02. Current Documents				

