

Fact sheet

Driveways

This fact sheet provides information for any person or organisation wanting to undertake driveway works within the public road reserve. It explains the standards Lake Macquarie City Council requires for driveway construction or modification and outlines the responsibilities of property owners.

Do I need a permit to construct my driveway?

Yes, constructing a driveway involves crossing Council land and a permit is required to allow you passage across Council's asset. Failure to do this may result in an issue of non-compliance and, in some cases, the work may need to be removed and reconstructed at your cost.

Why do I need a permit?

The NSW Roads Act (1993) requires Council consent be obtained for works within the road reserve, to ensure it complies with Australian Standards and Council policies. Council must ensure new driveways and alterations are safe for both vehicles and pedestrians, do not conflict with existing infrastructure such as signs, poles and street trees, adequately manage stormwater and do not create any hazard on the Council footway or verge area.

How do I obtain a permit?

A formal application must be made to Council using the Application for Access to Property – Driveway Application form. This can be accessed online at lakemac.com.au, by clicking on 'Forms, publications and policies' under the 'Council' tab. You can also pick up a copy of the form from Council's Customer Service Centre in the Administration Building at 126-138 Main Road, Speers Point.

Council's Infrastructure Assets Delivery section will undertake the approval process with the details provided in the application form. You can then obtain quotes from a contractor to perform the work.

How long does it take to obtain Council approval?

A straightforward application will usually be processed within 14 to 21 working days. If the driveway is more complex and requires a Site Specific Design, allow 28 working days. This will apply in cases where the driveway is steep, contains multiple levels or may be affected by future road or footpath works.

A letter will be posted or emailed, together with your plan, for you to provide to your contractor to start creating the formwork.

My development approval already has driveway conditions; do I still need a driveway permit?

Yes, you must still obtain a permit from Council before constructing your driveway.

What if the access road is not owned by Council?

If the access road to your property is a Crown Road, you must first obtain and submit written approval from the appropriate State Government authority. Council will not approve access to a property via a public reserve.

In some instances, Council will need to refer applications to other authorities such as the Roads and Maritime Services (RMS). The approval of RMS is required if the driveway or works is adjacent to the Pacific Highway or some other classified roads.

What are my responsibilities?

As the property owner, you are responsible for the cost and standard of construction and maintenance of your driveway, including any modification to the kerb and gutter. It is also your responsibility to ensure that any work done on your driveway crossover complies with Council standards, and any contractor you use is aware of the requirements. Council recommends the contractor be adequately insured and appropriately licensed to undertake the proposed works. Driveway approval does not override any conditions set out in an associated Development Application.

It is your responsibility to contact 'Dial Before You Dig' by calling 1100 to check for any utilities and services, such as water, gas or electrical, that may be affected by your excavations.

Council will not accept liability for injury or property damage caused by work carried out privately on your driveway crossover, or for accidents caused by badly constructed or unauthorised driveways. Damage caused by Council or other public authorities undertaking works will be reinstated by the authority that has caused the damage.

How many driveways can I have?

Residential developments are generally allowed one driveway for vehicle access. An additional crossing may be allowed under the following circumstances:

1. The property has access to two or more street frontages.
2. The property is a commercial/ industrial development with separate entry and exit points or two or more entry levels or multiple ramps.
3. The property is a duplex without a shared driveway.

Driveway allowances for medium-density residential and larger developments are assessed on merit.

Existing concrete paving

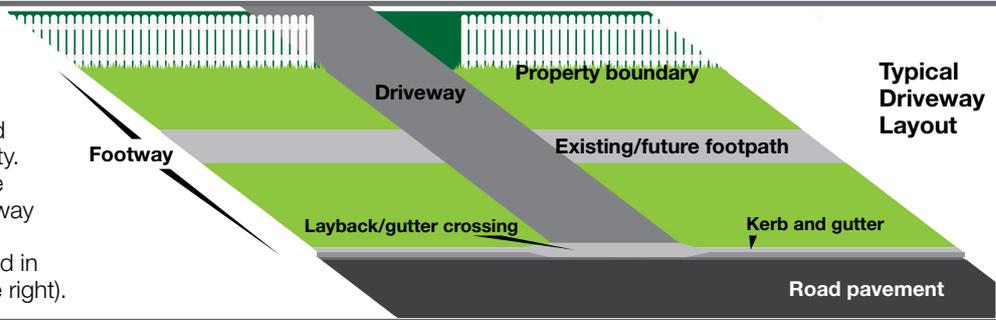
Where your proposed driveway crosses an existing concrete footpath, the footpath must be saw-cut at the extremities of the driveway, removed, then reconstructed to the specified access driveway standards, with the grade and cross fall of the pre-existing footpath maintained. Where no footway exists, the nature strip on each side of the driveway must be battered smoothly at a grade no steeper than 1 in 4 to maintain acceptable stands for pedestrians and allow future provision of concrete foot paving.

Redundant crossings

If you wish to move your existing driveway, concrete laybacks must be replaced with kerb, pipe crossings and in-situ drains must be removed and the ground reinstated.

What is a driveway crossover?

A driveway is a vehicular crossing that provides safe and reasonable access to a property. The crossover is the part of the driveway that crosses the footway from the road pavement to the property boundary, as illustrated in the typical driveway layout (see right).

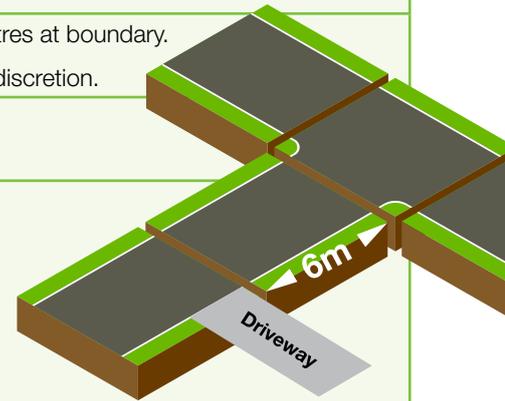


Construction Requirements

Residential driveways must be constructed in accordance with Australian Standard 2890.1 and Lake Macquarie City Council Roadway Standard Drawings.

Specifications

Material	Full slab from road pavement to property boundary. Non-slip surface material.
Widths	Residential: Maximum four metres at kerb (excluding 0.5m wings) and five metres at boundary. Commercial: Usually six metres at the kerb but can be increased at Council's discretion.
Slab thickness	Residential: Minimum 125mm with SL72 reinforcing mesh. Commercial: Minimum 200mm with SL82 reinforcing mesh.
Location	Driveway should be at a 90 degree angle to the kerb and not extend past the prolongation of the property boundary. Parking space within the property between the boundary and building should be no less than 5.5 metres. Driveways at intersections must be at least six metres beyond where the curved kerb section straightens out. (see right)
Drainage	Minimum 500mm clear of existing stormwater inlet pits. Removal or reduction of the pit lintel or grating is not allowed, however relocation of the pit may be permitted, at owner or applicant's expense and subject to approval by Council.
Vegetation	Minimum two metres from the outer trunk of an existing street tree. Seek Council advice if construction or excavation is to take place within the street tree canopy drip line.
Sight lines	Minimum sight distances to traffic and pedestrians in accordance with <i>AS/NZS 2890.1 -2004, Parking Facilities, Part 1: Off-street car parking</i> . Sight distances should not be affected by existing structures such as street trees, earth mounds, bus shelters, power poles and other physical features. Removal of such structures may be permitted, subject to Council approval.
Gradients	Maximum longitudinal gradients: 20% within property and 2.5% accross footpath. Changes in gradients exceeding 12.5% will require the introduction of transitions (requiring compliance with AS/NZS 2890.1-2004). Refer to Lake Macquarie City Council's current standard driveway profiles EGSD – 202 and EGSD - 203. Any profile exceeding any of these maximum slopes will require Council approval. Where an access driveway is proposed within an older developed area and where a large difference in level between the existing roadway and the property boundary occurs, a site-specific design may be required which may include lowering of existing footpath. These are non-standard treatments and will require design by a suitably qualified professional.
Shared driveway	Where an access driveway is proposed within an older developed area and where a large difference in level between the existing roadway and the property boundary occurs, a site-specific design may be required which may include lowering of existing footpath. These are non-standard treatments and will require design by a qualified professional.



Design

Roll top kerb	Driveways in streets with roll top kerb and gutter should be designed to match the top of the kerb.
Vertical faced kerb	Driveways in streets with this type of kerb will require removal of the kerb and replacement with a 'layback section' as shown on the standard drawings in EGSD – 103 (Lake Macquarie City Council Roadway Standard Drawings).
No kerb and gutter	Driveways in streets with no kerb and gutter should provide either in-situ gutter crossing or stormwater pipe and headwalls within any existing table drains to match as shown on the standard drawing in EGSD – 103 or EGSD – 203 (Roadway Standard Drawings). Pipe crossing must be minimum 1.2 metres to the edge of the traffic travel lane and should have a guidepost erected on the approach side of the pipe and headwalls.

More information Roadway Standard Drawings available at lakemac.com.au