

# POLICY



**Date adopted:** 30/05/2017  
**File no:** 311355-1  
**Minute number:** 148/2017

**Policy title:** **VEHICULAR ACCESS TO PREMISES**

**Directorate:** ROAD & WATER INFRASTRUCTURE

**Branch:** ROAD INFRASTRUCTURE PLANNING

**Policy objective:** To ensure vehicular access to premises is constructed in a manner that is cognisant of the Council's infrastructure, safety and access to services.

**Policy scope:**

This policy is to apply to property owners who wish to construct vehicular access to their premises, including driveway and pipe crossovers. The following procedure is to be complied with, including obtaining a permit for "vehicular access works".

**Definitions:**

Not applicable.

**Policy statement:**

The construction of vehicular access to premises is subject to compliance with part 5 (vehicular access to premises) of Subordinate Local Law No 11.1 (interference with local government roads) 2003.

The following procedure is to be undertaken for this policy:

**1. What this policy does not cover:**

This policy does not cover vehicular access for commercial/industrial premises. The Council's Development Assessment branch should be contacted on (07) 3412 5269, for approval of such crossovers.

**2. Do you need approval?**

The Logan City Council must approve, in writing, any vehicular access to premises within the road reserve.

Residents must submit an application form (ID: 8294716) - for residential with kerb and channel. Residents must submit an application form (ID: 8294701) where there is no kerb and channel. Forms can be obtained from the Logan City Council's Road Infrastructure Planning branch) or Council's website: [www.logan.qld.gov.au](http://www.logan.qld.gov.au)

**Applications should be addressed to:**

Road Infrastructure Planning Manager  
Road and Water Infrastructure  
Logan City Council  
PO Box 3226  
LOGAN CENTRAL DC QLD 4114

Or via email to: [council@logan.qld.gov.au](mailto:council@logan.qld.gov.au) with subject: **Driveway application**

An appropriate application fee is payable, as detailed in the Council's Register of General Charges (adopted from time to time).

When considering applications, the Council considers a range of aspects such as the location and size of the vehicle crossover, the services and infrastructure, the footpath, the safety of motorists, pedestrians and cyclists, any existing vegetation and any future roadworks.

The following guidelines will help residents to plan their vehicle crossover.

**3. Vehicle crossovers shall comply with the following:**

- (a) The owner shall be responsible for all costs associated with the construction and design of a vehicular access to premises.
- (b) The construction of a vehicular access to premises (including the modification and alteration of existing kerbing and channelling) must be in accordance with the Council's standard drawings No R-0050 & 8-00305. The following exceptions apply:
  - (i) Tracks are not permitted on the road reserve – full slab construction is required between the kerb and the property boundary.
  - (ii) The only materials approved for driveway construction are concrete with a broomed or stencilled finish, asphalt surfacing over a compacted road base or block pavers installed to the manufacturer's standards for vehicular loadings.
  - (iii) Expansion jointing material is to be 10 mm minimum thickness of self-expanding corkboard to ASTM Type III.
- (c) Where there is no kerb and channel, the vehicular access shall be constructed as per IPWEAQ standard drawing No R-056. A Council officer will undertake pre and post construction inspection.
- (d) For residential properties which have a lot frontage less than 30 metres, there must only be one vehicular access to the premises unless otherwise approved by the Council.
- (e) The vehicular access to premises must be 600 mm clear of the backstone of any stormwater drainage inlet.
- (f) The vehicular access to premises must be 800 mm clear of power poles or light poles.
- (g) If the vehicular access to premises is built over a service cover, the owner of the premises must arrange for the service cover to be adjusted to the level of the vehicle access to the premises, at the expense of the owner.
- (h) The owner of the premises must maintain the vehicular access to premises to the satisfaction of the Council.
- (i) The vehicular access works will not unduly obstruct pedestrian or vehicular traffic.
- (j) The vehicular access works will not prejudice the safety of pedestrian or vehicular traffic.
- (k) The vehicular access works will not prejudice the structural integrity or proper maintenance of the Council's road and footpaths.

**4. Conditions of a permit**

The Council may impose any or all of the following conditions:

- (a) The holder of the permit shall pay the general charge applicable to vehicular access works.

- (b) The vehicular access works must not interfere with the structure of the Council's road for a period that is longer than is reasonably required to complete the vehicular access works.
- (c) The holder of the permit must, within seven (7) days after the completion of the vehicular access works:
  - (i) ensure that all wastes (including surplus soil, earth and other materials) generated by the vehicular access works are lawfully disposed of as directed by the Council
  - (ii) make good the structure of the Council's road to the satisfaction of the Council.
- (d) The holder of the permit must maintain the structure of the Council's road without defect, to the satisfaction of the Council, for a period of six months after the completion of the vehicular access works, unless otherwise required by the Council.
- (e) The holder of the permit must ensure the safety of pedestrians and traffic by providing and maintaining appropriate signage and barrier protection, in accordance with the Manual of Uniform Traffic Control Devices for Works on Roads and the *Workplace Health and Safety Act 1995*, for the duration of the vehicular access works.
- (f) The holder of the permit, if a contractor, must take out and maintain liability insurance in an amount of not less than \$10 million in respect of the vehicular access works and which indemnifies the Council in respect of any liability arising from the vehicular access works.
- (g) The vehicular access works must not be constructed within twelve (12) metres (measured from the cadastral boundary) of an intersection.

Example: The vehicle access to the premises cannot lie between the tangent points of the turnout arc.

#### 5. Council discretion

The Council has the discretion to remove or modify any vehicle crossovers if they are not constructed or maintained to the Council's satisfaction, or if a reasonable objection is raised by a public utility provider or others. In this instance, the Council will provide due notice to those responsible for the offending vehicle crossover to be removed or modified to the Council's satisfaction. Should no action be taken within twenty-eight (28) days, Council will have no alternative than to issue a compliance notice. Should there be further non-compliance, a penalty notice can be issued.

#### 6. Enquiries

Road Infrastructure Planning Manager  
 Road and Water Infrastructure  
 Logan City Council  
 150 Wembley Road, Logan Central  
 Alternative, telephone (07) 3412 5282  
 Email [infraplanning@logan.qld.gov.au](mailto:infraplanning@logan.qld.gov.au)

#### Related policies/legislation/other documents:

DOC ID	DOCUMENT TYPE	DOCUMENT NAME
Refer to DM "Local Law" quick search	Legislation	Subordinate Local Law No 11.1 (Interference with Local Government Roads) 2003
-	Legislation	<i>Workplace Health and Safety Act 1995</i>