

## WHAT IS A “PROPERTY ACCESS”?

A Property Access, also known as driveway or crossover, is a vehicle access point to your property crossing over a verge, nature strip and/or footpath from the property boundary to the constructed road edge. Where there is a concrete kerb and channel, the crossover is the 900mm deep section of driveway where the kerb is cut. Where there is no kerb or pipe crossing, the crossover is the section of driveway from the edge of road to the private property edge of the roadside table drain.

## DO I NEED APPROVAL TO CONSTRUCT, MODIFY OR REPLACE MY PROPERTY ACCESS?

Yes, all property accesses within the North Burnett are required to have written approval from either Council or the Department of Transport & Main Roads. Approval is required to either construct a new property access or to upgrade/modify an existing property access.

## HOW DO I KNOW WHAT APPROVAL I REQUIRE?

If you access your property from a State Controlled Road, approval from the Department of Transport & Main Roads is required. If you are unsure if the road you access your property from is a State Controlled Road, please contact them on 13 74 68.

## WHY DO I NEED APPROVAL?

Approval is required to ensure that the property access meets the following Council conditions:

1. The property access is in the most suitable position where appropriate safe sight distance for the surrounding speed environment can be achieved.
2. The correct type of property access is constructed.
3. The construction of the property access complies with Council’s relevant standard drawings (widths, shape, materials, surface finish etc).
4. Correct drainage infrastructure has been installed (if required).

By having your property access approved by Council/Transport & Main Roads, it ensures that it will be safe for both yourself and other road users, while also protecting the road network.

## WHAT IS INVOLVED IN THE APPROVAL PROCESS?

To make an application for the approval of a property access, the submission of a Property Access Application form is required, as well as a Road Corridor Use Application.

The Property Access Application covers obtaining a conditional approval outlining what type of property access is required to be constructed. It also includes the relevant standard drawing, Council conditions and site inspections.

The 'Works Within a Road Reserve' section of the Road Corridor Application is a permit allowing you or your appointed contractor to carry out the works specified in your Conditional Approval. This application needs to be submitted prior to any work on the property access being carried out.

After the final inspection has been completed and the property access meets Council standards, a Property Access Permit will be issued to the applicant.

## WHAT STANDARD DRAWINGS DO I NEED TO REVIEW?

The Standard Drawings that may be applicable are: R1010 Residential Driveway Slabs, R1012 Rural and Urban Accesses Requiring Culverts, R1013 Rural and Urban Invert Accesses, R1014 Residential Invert Crossings, and R1015 Residential Invert Crossing (Steep Driveways).

These can be viewed on the website at: [northburnett.qld.gov.au/property-access](http://northburnett.qld.gov.au/property-access).

## WHAT FEES ARE INVOLVED?

There are no fees charged for the application process.

## WHAT TYPES OF PROPERTY ACCESSES DOES COUNCIL ALLOW?

There are three (3) types of property accesses Council will allow for residential property accesses, these include:

1. Urban Property Access
2. Piped Property Access
3. Concrete Invert Access

There is a separate standard for commercial driveways but this type is generally only used as a part of a development application.

## WHO IS GOING TO BUILD MY PROPERTY ACCESS?

The construction of the property access is to be organised by the property owner. There are earthmoving and concreting contractors within the region that can construct property accesses. If you wish to construct your property access yourself, you will need to have appropriate Public Liability Insurance to cover the work.

## PROPERTY ACCESS CONSTRUCTION REQUIREMENTS

The property access needs to be safe, functional and consider the most appropriate surface, level and construction methods for the access.

- Driveways are not to be covered with a tiled or paved surface.
- Gravel may be used, but only when you access your property from a gravel road.
- Driveways are not to extend into the stormwater channel. Residents must not install any “bridging” materials in the gutter of the road such as checker plates, timber sleepers or concrete.
- Crossings are to be constructed square to the street alignment, contained within the site frontage and sealed/surfaced to the satisfaction of Council from invert of channel to property.
- Driveway must include a minimum setback from property boundary of 700mm so that the taper may finish on the boundary, but driveway is offset.

## WHAT ARE MY RESPONSIBILITIES DURING CONSTRUCTION?

The property owner is responsible for:

- Obtaining a permit to construct a property access before work begins.
- Constructing the property access to Council standards. Reference Drawings are available to view from Council.
- Ensuring all concrete work adjoining an existing concrete structure (eg footpath or kerb and channel) is dowelled to prevent future movement.
- Any modifications to the kerb and channel, or open drains.
- Public liability in case of injury or property damage caused by the owner.
- Determining the location of any services that may be affected by the driveway – dial before you dig (1100) or visit [www.1100.com.au](http://www.1100.com.au).



## WHAT ARE MY RESPONSIBILITIES WHEN THE PROPERTY ACCESS IS COMPLETE?

The property owner is responsible for the maintenance of the property access including:

- Repair of the driveway because of root damage.
- Any damage or breakage to the driveway.
- Soil drop-off at the driveway edge.
- Damage to the kerb and channel near or in front of the driveway.
- Ensuring the driveway does not pose a hazard risk to anybody using the Council-managed footpath/verge.

Council reserves the right to remove any illegal access and recover the cost of this work from the property owner.

## CAN I HAVE MORE THAN ONE PROPERTY ACCESS TO MY PROPERTY?

Council prefers that each block only have one access to limit the number of entrances to the roadway to reduce potential conflict points which improves safety. However, in limited cases where there is no other option to access all areas of the block internally via a single driveway then consideration will be given to a second access if it is justified. Any additional accesses will also require Council approval.

## FURTHER INFORMATION

For further information regarding Property Access, please contact North Burnett Regional Council via email to [admin@northburnett.qld.gov.au](mailto:admin@northburnett.qld.gov.au) or by phone on 1300 696 272.