

RICHMOND VALLEY COUNCIL POLICY REGISTER

Policy No: 3.11.1

Reference: Roads - Design and Construction, Maintenance, Policy; Traffic and Transport - Service Provision

POLICY:	VEHICULAR ACCESSWAY
FUNCTION:	Sealed/Unsealed Urban/Rural Regional/Local Roads
OBJECTIVE:	Provision of suitable long term access from streets/roads to properties
DIRECTORATE:	WORKS

BENEFITS:

1. To provide an all weather access to properties from public streets/roads.
2. To maintain and improve drainage of the street/road.
3. To improve the standard of presentation of the streetscape.
4. To reduce Council's ongoing maintenance requirements.
5. To provide a uniform approach to the provision of such access.

DEFINITIONS:

“Gutter Crossing” or “Crossing”

That section within the gutter or longitudinal drainage channel on the edge of the street or road. There are four (4) basic types:

- (a) **Lay Back** integral with kerb and gutter
- (b) **Dish** where no kerb and gutter exists
- (c) **Gutter Bridge** integral with kerb and gutter where site specific levels necessitate.
- (d) **Pipe** where no kerb and gutter exists and the levels/ waterways are such that a “Dish” is not appropriate.

“Driveway Apron” or “Apron”

That section from the gutter to the property boundary, to be full width (not strips).

- (a) **Light Duty** generally domestic
- (b) **Heavy Duty** generally commercial, industrial, or multiple domestic units, etc.

SCHEDULE OF DOCUMENTATION:

Procedures of the Policy are defined by:

- (a) Vehicular Accessway - Information Sheet
- (b) Application for Construction of Vehicular Accessway
- (c) Specification for the Construction of Vehicular Accessways
- (d) Vehicular Accessway - Procedure
- (e) Vehicular Accessway - Field Inspection Check List
- (f) Application for Bond Refund - Refund Bond Monies Application Form
- (g) Standard Letter - Development Application type (minor adjustments to suit individual circumstances).
- (h) Standard Letter - Complying Development type (minor adjustments to suit individual circumstances).

POLICY:

1. Crossings

All Development Application approvals are to include the requirement for a "Gutter Crossing" where:

- i. The application is for works with a direct nexus to vehicle operations (garage, carport, new house, commercial, industrial, etc) *and*,
 - (a) No formal constructed crossing exists *or*,
 - (b) The existing crossing is sub-standard and does not provide free drainage of the gutter.

Council may install crossings as a compulsory measure (at the property owner's cost) where:

- i. In the opinion of the Director of Works this is the most reasonable means of resolving an ongoing maintenance problem caused by drainage/access related matters.
- ii. Multiple requests (in excess of one [1]) have been received in any twelve (12) month period) for metal dust/gravel on unconstructed/substandard crossings.

Crossings may be installed (by Council or Contractor) upon the request of the property owner.

2. Aprons

All Development Application approvals are to include the requirement for a "Driveway Apron" where the application is for an industrial or commercial usage or multiple domestic units (including flats, dual occupancy, duplex etc) *and*

- (a) No formal constructed apron exists *or*,
- (b) The existing apron is sub-standard.

Rural development situations will be treated on an individual merit basis.

Aprons are generally required where kerb and gutter exists. The type of development may be taken into consideration on a merit basis and the provision of aprons in other situations with no kerb and gutter will be determined by Council.

There may be a need for some developments to construct additional pavement between the gutter and the road. This however is generally site specific and is dealt with on a merit basis.

Council may install aprons as a compulsory measure (at the property owner's cost), where in the opinion of the Director of Works such construction:

- i. Provides the most reasonable and practical method of overcoming a site specific problem in relation to grade, footpath access or the like.
- ii. Resolves an ongoing repeat maintenance problem such as wet weather access or the like.

Aprons may be installed (by Council or Contractor) upon the request of the property owner.

3. Construction Methods

Vehicular accessways may be constructed by:

- i. Council: requires completion of an application form, including pre payment.
- ii. Contract: (when done by other than Council). This requires completion of an application form, including Contractor details, insurance cover details, payment of bond monies, etc.

Construction of crossings and aprons is to be carried out in accordance with the details and plans in the "Richmond Valley – Specification for the Construction of Vehicular Accessways". Compulsory inspections are required during and at the completion of the works.

4. Charges

Council's annual "Revenue Policy" sets out the appropriate cost rates including, but not restricted, to:

- i. Gutter Crossings - all types
- ii. Driveway Aprons -.all types
- iii. Specific situations:
 - (a) Works carried out in conjunction with Council initiated works.
 - (b) works required as a result of Council initiated works/road construction.
- iv. Contract Works

Construction By	
Contractor	Council
Bond to be prepaid	Payment in full in advance

Payment of a bond/bank guarantee in full in advance is required for all contractor constructed works, and for applications by developers, builders, contractors, tenants, lessees, non-ratepayers, etc. The bond/bank guarantee to be lodged with Council is equal to the amount set out in Council's standard fees for that type of crossing, or as per the individual assessment. A refund of the bond or bank guarantee, less issue of levels and inspection fees incurred, will occur following satisfactory completion of the work. Inspections are compulsory. The bond or bank guarantee may be used by Council to rectify any faulty workmanship.

The applicant will submit to Council at completion of work, an Application for Refund of Bond Monies for Construction of Vehicle Accessway.

If a vehicular accessway fails to comply with Council's Vehicular Accessway Policy, including failure to meet the set inspection regime or the Director Works or his representative deem an accessway to be unsafe or a hazard, Council may order the removal and reconstruction of the accessway, by the applicant or have the accessway reconstructed by Council at the owners cost.

5. Maintenance

Maintenance of Works and Structures – Section 138, Roads Act 1993

Approval must be sought from the road authority (Richmond Valley Council) prior to any works being carried out in the road reserve.

Maintenance of Works and Structures – Section 142, Roads Act 1993

- (1) *A person who has a right to the control, use or benefit of a structure or work in, on or over a public road:*
- (a) *must maintain the structure or work in a satisfactory state of repair, and*
 - (b) *in the case of a structure (such as a grating or inspection cover) located on the surface of the road, must ensure that the structure is kept flush with the surrounding road surface and that the structure and the surrounding road surface are so maintained as to facilitate the smooth passage of traffic along the road.*

Payment for Restoration Works on pavements, footpaths, kerb and gutter, crossings, etc – Refer Fees and Charges (Revenue Policy).

VARIATION

Council reserves the right to review, vary and/or revoke this Policy from time to time.