

A vehicular accessway is located at the entrance of your property. Vehicle crossing requirements can be determined by one of two ways: during the assessment of a Development Application (DA) or by contacting Council for individual assessment outside of the DA assessment.

What types of vehicular accessways are available?

There are 2 components that make up a vehicular accessway:

- Gutter crossing or 'crossing' - the section within the gutter or longitudinal drainage channel on the edge of a street or road
- Driveway apron or 'apron' - the section from your front boundary to the gutter

There are four types of gutter crossings available:

- Layback – integral with kerb and gutter
- Dish – where no kerb and gutter exists
- Pipe – where no kerb and gutter exists and the levels/waterways are such that a dish would not be appropriate (crash compliant head walls are compulsory)
- Rural gravel – for remote rural areas

There are two types of concrete driveway aprons available:

- Light duty – general domestic
- Heavy duty – generally commercial, industrial, multiple domestic units

The apron is to be constructed to the full width of your gutter crossing (no strips allowed). Aprons are optional for residential properties, although it is recommended where kerb and gutter exists. Aprons are compulsory for commercial, industrial or multiple domestic units etc. Requirements for optional/ compulsory aprons may vary in extenuating circumstances only.

Who can construct a vehicular accessway?

A vehicular accessway can only be constructed by either Council, as a private works, or a licensed contractor of your choice.

Steps to take in organising a contractor-constructed accessway:

- Submit the completed form 'Application for Construction of a Vehicular Accessway', where the driveway is not associated with a development application attach a site plan showing driveway location.
- A Council officer will determine the type and location of the crossing required in accordance with Council's specification for construction of vehicular accessways .
- Payment of bond as per Council's current fees and charges policy.
- Provide Council with a copy of the contractor's current public liability insurance to the value of no less than \$20 million.
- Once construction has commenced, Council will conduct an inspection at each of the two stages:
 - Ø Pre-pour – after the formwork has been setup, sand bedding completed, reinforcing is in place i.e. ready to pour concrete or pipe is placed prior to backfilling and headwall.
 - Ø Final – at the full completion of the crossing/apron i.e. all formwork, rubbish and trip hazards have been removed and all backfilling carried out.
- Should Council find any work to be unsatisfactory and not constructed to Council's standards, corrections by the contractor and a further inspection will be required. The bond may be used by Council to rectify any faulty workmanship or install barriers or fencing for the protection of the public.

- If a vehicular accessway fails to comply with Council's Vehicular Accessway Policy, including failure to meet the set inspection regime or if the Executive Manager of Infrastructure & Environment or his/her representative deems an accessway to be unsafe or a hazard; Council may order the removal of the accessway and have the accessway reconstructed at the owner's cost.
- Once a final inspection has been conducted and deemed to meet Council's standards the bond money, less the inspection fees, will be refunded to the owner per Council's fees and charges.

Steps to take in organising a Council-constructed accessway:

- Submit the completed form 'Application for Construction of a Vehicular accessway', where the driveway is not associated with a development application attach a site plan showing driveway location.
- A Council officer will determine the costs required to be paid in accordance with that current year's fees and charges. (Note: standard charges for crossings do not cover apron works on the footpath area. For rural pipe crossings, gravel over the pipes to provide vehicular access over the drain is included, but not gravel driveways from the crossing to the property boundary.)
- Once fees have been paid by the applicant, the work will be scheduled into Council's works program.

Specification for construction of vehicular accessways:

Refer to Council's 'Specification for the Construction of Vehicular Accessways' for detailed information before proceeding with an application. It is the responsibility of the applicant to ensure that any contractor engaged to carry out any work within the road reserve is conversant with and carries out the works in accordance with Council's 'Specification for the Construction of Vehicular Accessways'. The following summary sets out the responsibilities of contractors constructing vehicular accessways within Council's road reserve area.

- Works & 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 & structures – Section 142, Roads Act 1993:
A person who has the 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.*
 - (b) In the case of a structure (such as a grate 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 maintained so as to facilitate the smooth passage of traffic along the road.*
- Authority may recover cost of constructing or repairing – Section 218, Roads Act 1993:
 - 1. "The owner of land adjoining a public road is liable to pay to the appropriate roads authority the cost incurred by the roads authority in constructing or repairing any special crossing over a footway in the public road for the traffic of vehicles across the footway to or from the land."*
 - 2. "If the crossing has been constructed or repaired at the request of the occupier of the land concerned, any amount paid to the roads authority by the owner of the land may be recovered by the owner from the occupier."*

**For further information phone Richmond Valley Council on (02) 6660 0300,
email council@richmondvalley.nsw.gov.au or visit www.richmondvalley.nsw.gov.au**

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