A guide to driveway crossovers

This guide has been developed to help residents ensure that their driveway crossover complies with Council’s standard conditions.

What is a driveway crossover?
A driveway crossover is a vehicular crossing that provides safe and reasonable access to a property. The driveway crossover is the part of the driveway from the edge of the road pavement to the property boundary (i.e. over Council controlled land, footpath and road reserve).

What does self-assessment mean?
Self-assessment means that you assess the compliance of your driveway crossover against Council’s requirements. Council is relying on your assessment to be accurate so that your driveway crossover will not have a negative impact on the environment, Council’s infrastructure or the community.

What are my responsibilities?
The property owner/s are responsible for the cost of construction and maintenance of a driveway. Any modification to the kerb and channel is considered to be part of the construction of the driveway and therefore is the responsibility of the property owner/s. Council takes no responsibility for any public liability injury or property damage caused by you carrying out work for a driveway crossover.

What are Council’s requirements for a driveway crossover?
To be classed as self assessable, a driveway crossover must be constructed in accordance with Council’s standard conditions attached. Your driveway must be finished with a non-slip surface and be able to withstand loading from vehicles. Acceptable construction materials are concrete, asphalt or bitumen.

What if I can’t comply with the standard conditions?
Driveway crossovers that cannot be constructed in accordance with Council’s standard conditions will need to be assessed by Council. A fee applies and must be paid at the time of lodgement of the ‘Driveway crossover - Application (non-self-assessable) form.

Written approval must be received from Council prior to construction of your driveway.

Can I construct my own driveway?
Yes, you can construct your own driveway. Alternatively, you can engage the services of a licensed contractor to do the work for you.

What if there is a tree, infrastructure or utility service in the way?
You should plan the location of your driveway. Significant trees, traffic islands and stormwater pits cannot normally be moved to suit driveway crossovers. The cost of any remedial works will be at the property owners’ expense. Council may grant permission for the removal or relocation of some street trees.

Department of Transport and Main Roads
If access to your property is from a Queensland Government controlled road (i.e. a main road) you will require Main Roads permission to construct your driveway crossover. Council cannot approve your driveway. Visit www.transport.qld.gov.au for more information.
The self-assessment process:

Step 1 – Plan the location
Consideration needs to be given when planning the location of your driveway. Ideally your driveway should be planned prior to the construction of your house to prevent further expense in moving obstacles. You need to ensure there are no obstructions such as public utility services, street trees, water meters, traffic signs, infrastructure or traffic islands impeding access. Also, consider the kerb space between your proposed driveway and your neighbours as your driveway will affect the number of parking spaces available near your property.

Driveway crossovers cannot be constructed in the locations shown on the relevant standard drawings as ‘prohibited locations’.

Step 2 – Design your driveway
Standard drawings are available to assist you or your hired contractor with the construction of your driveway. Select the appropriate standard drawing (i.e. RS-049, RS-050 or RS-056) for the driveway type and the kerb and channel type. Copies of the relevant standard drawings are attached to the back of this guide.

It is important to choose materials that will provide a non-slip surface and withstand vehicular loading.

To be classed as self-assessable, a driveway crossover must be constructed from either concrete or asphalt.

It should be noted that pavers, tiles, loose stones and gravel are not appropriate due to pedestrian slip and trip hazards.

You may at this point decide to hire a licensed contractor to construct your driveway. Generally, a licensed contractor should have the expertise to interpret standard drawings and provide specialist information.

Step 3 – Submit your self-assessable notification
Complete the ‘Driveway crossover – Self-assessable notification’ form and submit to council. You will need to complete all the sections of the notification and have at least one of the property owners sign the declaration at the end of the form.

If your proposed driveway complies with all the standard condition requirements listed on the notification, you may submit the form to council and then begin construction of the driveway. This means that you will have answered ‘yes’ to all condition requirements.

If you have answered ‘no’ to any of the condition requirements, you must submit the ‘Driveway crossover - Application (non-self-assessable) application form and pay the relevant application fee. Please do not commence construction work until you have received written approval from Council.
Step 4 – Begin construction
The construction of a complying driveway crossover may start as soon as the Council receives a completed copy of the 'Driveway crossover – Self-assessable notification' form. Construction of the driveway must be completed within six months of submitting the notification.

General advice about constructing a driveway crossover:

- The driveway crossover must not obstruct access or cause damage to public utilities such as bus stops, bikeways, parking bays, taxi ranks, stormwater drains, water meters, fire hydrants, utility service pits, street trees and power or light poles.
- Phone, electrical and gas pits and maintenance manholes can be incorporated into the driveway crossover with the service provider’s permission. The service cover is to be adjusted to the level of the driveway crossover at the owners’ expense.
- A standard vehicle (i.e. sedan/wagon) must be able to negotiate the gradient without difficulty or harm to vehicle, pedestrians or property.
- The driveway crossover must be graded appropriately to protect your property from stormwater overflow from the road and neighbouring properties.
- The driveway crossover must not direct stormwater run off to neighbouring properties.
- Construction of a full slab driveway crossover is required between the kerb and property boundary. Tracks are not permitted on the road reserve (footpath).
- Adequate signage, barrier protection and redirection measures must be in place if construction of the driveway crossover obstructs pedestrians or traffic. For standards and procedures refer to the Manual of Uniform Traffic Control Devices at www.mainroads.qld.gov.au
- Check the condition of all existing kerb, channel, footpath and road surfaces. Take a photograph or provide a written statement of all damage and submit it with your notification or application prior to carrying out any work. Any damage caused by the driveway construction will be repaired at the property owners’ expense.
- If excavation is necessary as part of the driveway construction, you must phone Dial Before You Dig on 1100 to locate underground pipe and cable networks such as gas, communications, water and electricity. Any damage to infrastructure will be repaired at the property owners’ expense.
- Do not disturb survey marks during driveway construction. They may be required for future property boundary identification.
- You must satisfy all Council requirements by obtaining any necessary permits prior to commencing work on your driveway.
Standard conditions for driveway crossovers:
The proposed driveway crossover:

1. is to be constructed of concrete (includes plain, coloured or stencilled/stamped concrete and exposed aggregate concrete), asphalt or bitumen;
2. is the only driveway crossover for this property;
3. is to be located to provide a clear view of passing pedestrians and vehicles;
4. is to be located where there are no painted or concrete traffic islands on the road in front of the driveway crossover;
5. is to be located at least 1.0m clear of the nearest stormwater pit, power pole or road sign;
6. is to be located where it is at least 3m clear of the nearest tree;
7. is to be located where its construction will not disturb a survey mark;
8. is to be located where there are no water meters, fire hydrants or valves in the path of the driveway crossover;
9. is to be located where it will not cover the water supply pipe between the main and the meter;
10. is to be located where there are no sewage manholes, stormwater manholes or utility covers (e.g. Telstra) in the path of the driveway;
11. will be constructed at finished levels to match the existing concrete footpaths (if present);
12. is to be located outside of a ‘prohibited location’ as shown on the standard drawings (i.e. for residential driveway crossovers - RS-049 and RS-050, or for rural driveway crossovers - RS-056);
13. is to be located where it will not be within 10m of the approach side of a bus stop;
14. is to be located where it will not be built over a council easement;
15. will be constructed in accordance with the relevant standard drawings – RS-049, RS-050 or RS-056 (including levels and grades).

Note: If a proposed driveway crossover does not comply with any of the above condition requirements, an application will need to be made to Council [Refer to Council’s form Driveway crossover - Application (non-self-assessable)].

Additional standard conditions and terms:
For the purpose of constructing a driveway crossover, Moreton Bay Regional Council grants permission to carry out work on a road reserve or on council controlled land, subject to the following additional standard conditions and terms:

(a) Adequate warning of the presence of works on a road reserve or council controlled land shall be given in accordance with the Manual of Uniform Traffic Control Devices (MUTCD) *, and: -
   (i) Between sunset and sunrise such warning shall at least consist of a barrier with warning lights and a reflectorised warning sign on each side of the works;
   (ii) Between sunrise and sunset such warning shall at least consist of a barrier with warning flags or a warning sign on each side of the works;

(b) Any steps necessary for the protection of the public shall be taken by the applicant at the applicants’ expense;

(c) Work shall proceed without any interruption to traffic. If traffic lane closure is required, the person carrying out the works shall have the “Notification of Temporary Part Road Closure” form approved prior to any road closure occurring. Works shall be carried out in accordance with the MUTCD *;
(d) The works shall be backfilled, consolidated and the surface reinstated immediately after the works are completed, or before this permission expires, whichever is the sooner;
(e) Any subsidence or other damage which occurs and is attributable to the work done under the application, shall be repaired by the applicant or the applicants’ agent within forty-eight (48) hours of receiving notice to do so by Council’s authorised officer;
(f) The applicant shall be required to obtain a Public Liability Insurance Policy of not less than $20 million covering any risk arising from the proposed work;
(g) A minimum 1.5m pedestrian throughway shall be maintained at all times. This pedestrian throughway shall be of equivalent standard to existing or to the satisfaction of the authorised officer.

PROHIBITED LOCATIONS AT INTERSECTIONS FOR RURAL VEHICLE CROSSINGS

- Endwalls to be concrete or min 200 rocks grouted with cement.
- On roads with a marked centreline, ends to be sloping:
  - <4.5m from road edge for 60km/h zone.
  - <6m from road edge for 80km/h zone.
  - <9m from road edge for 100km/h zone.
- Refer to TMR Std Dwg SD1304, SD1305, SD1306 for sloping/square endswalls.

VEHICLE CROSSING PLAN

- 2.8m min
- 5.0m min
- TP
- Edge of sealed shoulder
- R 375 RCP min
- #2fork outlet/inlet, min #200 rocks
- Property boundary
- 1 Guide post each side
- To match adjacent road surface

VEHICLE CROSSINGS

- RS-056

NOTES:

1. A site assessment (by a Council representative) is to occur upon application for a pipe crossing.
2. Pipe crossings are not to be installed on road verges that fall to the subject property where stormwater cannot be directed to a natural water course or drainage easement or when there is an upstream stormwater catchment or V-Drain.

INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA

STANDARD DRAWINGS

RURAL DRIVEWAY

LONGITUDINAL SECTION

SSD - EXITING FROM DRIVEWAY

SAFE SIGHT DISTANCE

- Speed Limit
- Safe Sight Distance (m)

- Based on Standards Part 4A - 2009, Table 3.2

- Line of sight shall have a min vegetation/bench clearance of 300 except where the sight line remains in the road formation as shown.

TYPICAL DRIVEWAY SECTION - ROAD IN CUT

- Provide culvert where tube drain exists or water runs along embankment.

TYPICAL DRIVEWAY SECTION - ROAD IN FILL

- Fixed 1 in 33 Fall

- 1 in 4 max

- 1 in 6 max

- 2.8m min

- R 1500 min

- 1.0m min

- 1.0m min

- R

- 1.5m min

- 1.5m min

- 2.0m min

- 1.0m min

- 1.0m min

- R 1500 min

- 1.0m min

- 1.0m min

- R

- 1.0m min

- 1.0m min

- R