

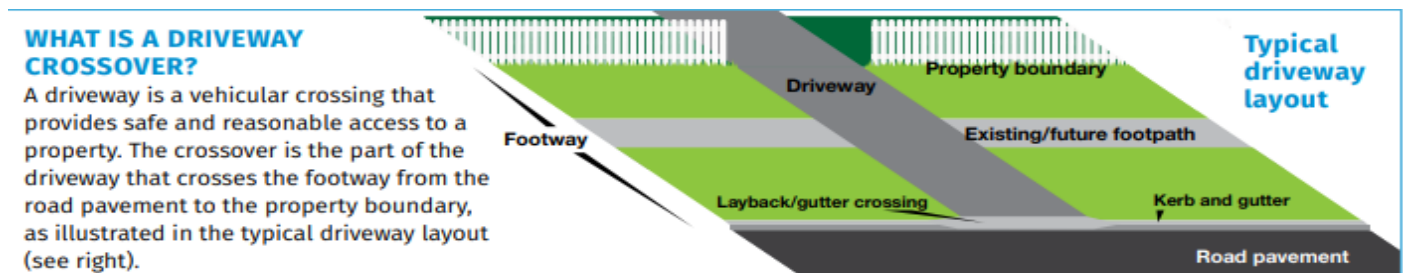
Driveway Crossover

Fact Sheet

This fact sheet provides information for any person or organisation wanting to undertake driveway works within the public road reserve. It details the process and standards Clarence Valley Council requires for the construction or modification of driveways and outlines the responsibilities of property owners.

What is a driveway crossover?

A driveway crossover is the component of a property owner's driveway that is located within the road reserve / road verge / nature strip and separates the property boundary from the road carriageway. The formation of the driveway crossover varies depending on the location of the property (urban or rural), the type of road drainage infrastructure and any site specific constraints.



Submitting a Driveway Access Crossing Application

Driveway crossovers require approval by Clarence Valley Council prior to the commencement of any works on-site. This approval process is issued in accordance with Section 138 of the Roads Act (1993) and is in place to ensure road user safety and compliance with relevant Council policies and engineering standards.

Driveway Access Crossing Applications must be submitted via the NSW Planning Portal or email, council@clarence.nsw.gov.au. The application should contain the following information:

- Site plan which clearly shows:
 - The location and type of the driveway crossover
 - Any surrounding infrastructure such as street signs, telegraph poles, street trees etc
 - Any site constraints such as sight distance or proximity to nearby intersections shall be clearly identified
- Longitudinal section plan of the proposed driveway which shows connection to the existing road.
- Traffic Control Plans where pedestrian or vehicular traffic will be obstructed through the course of works

Section 138 Driveway Access Crossing Application and links to Council's Engineering Guidelines and Standard Drawings (the Northern Rivers Development and Design Manual) can be obtained through Council's website assessment of the application commences once the applicable fees and charges have been paid.

The assessment and inspection process

Council must ensure that new driveway crossovers and maintenance work activities are designed and constructed in accordance with Council's engineering standards. As part of this assessment process, Council officers review the submitted plans to ensure that the proposed design does not create an adverse safety risk to road users.

Following approval, Council staff shall inspect works under the following hold points to ensure works are completed to a satisfactory standard:

- For concrete crossings and aprons – after the formwork has been established, sand bedding compacted and steel reinforcement in place.
- For pipe crossings – after placement of stormwater pipes and headwalls but before backfilling and compaction.
- Final inspection upon completion of works.

Responsibility

Driveways within public road reserve are on Council land and under the control of Council, however, they are the property owners' responsibility to initially construct and maintain, including any modification to the kerb and gutter. It is also your responsibility to ensure that any work done on your driveway crossover complies with Council standards, and any contractor you use is aware of the requirements. Any Contractor completing work within the road reserve must be adequately insured and appropriately licensed to undertake the proposed works. Driveway approval does not override any conditions set out in an associated Development Application.

It is your responsibility to contact 'Dial Before You Dig' by calling 1100 to check for any utilities and services, such as water, gas or electrical, that may be affected by your excavations.

Council will not accept liability for injury or property damage caused by work carried out privately on your driveway crossover, or for accidents caused by badly constructed or unauthorised driveways. Damage caused by Council or other public authorities undertaking works will be reinstated by the authority that has caused the damage.

