

Vehicle Access Crossovers

Policy type	Council
Function	Infrastructure Services
Policy Owner	Asset Engineering
Effective date	24 August 2017

1. Purpose

To ensure the construction and maintenance of vehicle access crossovers to Council's requirements. To remove unauthorised vehicle access crossovers where deemed necessary by Council's Authorised Officer.

2. Scope

This Policy applies to all vehicle access crossovers under the jurisdiction of the Cassowary Coast Regional Council.

2.1 Responsibility

The **Chief Executive Officer** has overall responsibility for the implementation and execution of the policy.

The **Director Infrastructure Services** has responsibility for the technical assessment and approval of vehicle access crossovers.

Considerations When Applying for the Installation of a Vac

The property owner benefited by a VAC is responsible for the full cost of the construction and maintenance of the VAC, including any stormwater culvert/s and headwall/s installations.

The property owner is responsible for determining the preferred location for their VAC and should consider allotment arrangement, location of structures (house, garage etc), sight distance and visibility at the road, drainage, speed environment and road surface. Council will only object to the proposed location if it represents a major safety risk to other road users.

3. Definitions and principles

VAC – Vehicular Access Crossovers, for the purposes of this document a VAC extends from the property boundary to the edge of the sealed formation, the shoulder point of the unsealed formation or the extent of the maintained road network.

Approved VAC - A VAC that is constructed by Council or a VAC that is approved by an Authorised Officer, constructed to Council's Specifications, inspected and approved by Council in writing.

Unapproved Fit for Purpose VAC - An existing VAC to a property;

- for which the landowner cannot produce documented evidence of the VAC approval, and
- the VAC does not meet Council's current Specifications, and/or is not - constructed in accordance with Council's requirements, but has been constructed of durable materials to a standard similar to Council's requirements.

Unapproved Not Fit for Purpose VAC - An existing VAC to a property

- for which the landowner cannot produce documented evidence of the VAC approval, and
- which does not meet Council's current Specifications, and one or more of the following
- a VAC creating an obstruction to a road or stormwater drain, or
- a VAC that is deemed to be a safety hazard to traffic and/or pedestrians, or
- a VAC that by the nature of its construction acts as an obstruction to Council's general maintenance activities.

Non-standard VAC - A VAC that is unable to be built to Council's specification due to topographical or physical restrictions affecting the site.

Unconstructed VAC - A VAC that is not deemed to have been constructed of durable materials e.g. significant gravel pavement, sealed surface or concrete.

Culvert Crossing - A VAC over a drain or watercourse requiring the installation of a stormwater pipe, box culvert or bridge.

Invert Crossing - A VAC constructed through a table drain where it is possible to comply with the grades defined in the council standard. A VAC through a table drain must be constructed of concrete to designed lines and levels as determined by an Authorised Officer.

Maintained Road Network - The extent of the maintained road network is defined as those roads which are listed as maintained in Council's road register.

Council Approved Standard - CCRC has adopted the current version of the FNQROC Development Manual as its design, construction and procedure standard, including any amendments specific to the Cassowary Coast Regional Council included or referenced in the manual. Should additional guidance be required, designers shall refer to Council design drawings and/or the Australian Standards.

Council Authorised Officer - means the Executive Officer of the Council or a person delegated by the Chief Executive Officer as being authorised.

Private Access Road is a road constructed within a road area that is not listed as maintained on council's road register.

Roadworks Permit - means an approval issued under Cassowary Coast Regional Council Subordinate Local Law No. 1 (Administration) 2011, Schedule 7— Alteration or improvement to local government controlled areas and roads. *Council does not condone or accept any responsibility for any work carried out within a road area without its written approval.*

Significant Works – Capital works that have a material impact on the road and/or drainage levels to the extent that the VAC is materially detrimentally impacted.

Works Acceptance - means acceptance of development (operational) works in accordance with the FNQROC Development Manual, Construction Procedures.

Reconstruction - the capital works improvements to a road that may include realignment, widening or regrading. This definition does not include works that are operational in nature such as renewal or maintenance activities including drain cleaning, National Disaster Relief and Recovery Arrangements (NDRRA) restoration works, shoulder works, resealing etc.

3.1 Principles


This Policy applies to vehicular access to and from a property from the Cassowary Coast Regional Council's maintained road network.

4. Procedure

- (a) This policy is to be read in conjunction with the Guidelines for the Implementation of the Vehicle Access Crossovers Policy.
- (b) The full cost of construction and maintenance of VAC is the responsibility of the property owner whose property is served. Council takes responsibility for the construction and maintenance of the maintained road network. It is the responsibility of the property owner to obtain and maintain access from the council maintained road to their property.
- (c) Except in special circumstances, Council will not permit more than one (1) VAC for each property.
- (d) Where an **Unapproved VAC** has been identified as representing a road safety risk or causing detrimental effects on Council infrastructure Council will provide notice in accordance with its Local Laws to remove the **Unapproved VAC** or carry out works as approved by an Authorised Officer. The notice will require the property owner to construct a VAC to Council's Specifications to ensure compliance with this policy.
- (e) Where the occupier fails to take action to install an **Approved VAC** following proper notice being given and subsequently gains access to the property with an **Unapproved VAC** which obstructs or restricts stormwater flow in any way, or poses a safety risk to either pedestrians or traffic, an Authorised Officer may take action in accordance with Council's Local Laws to have the VAC removed.
- (f) Where an existing VAC is to be re-located, the property owner is responsible for the cost of removal of the obsolete VAC and restoration of the disturbed area as well as construction of the new VAC.
- (g) All VACs shall be constructed as per Council standard with only concrete being approved where kerb and channel exists or at an invert crossing through a formed table drain.
- (h) All VACs shall be constructed at right angles to the kerb or pavement edge unless permitted otherwise.

4.1 Dimensions:

- (a) Culvert crossings shall be a minimum width of 4.8 metres.
- (b) Where there is existing kerb and channel the VAC shall be a maximum 3.5 metres.
- (c) A wider or 2nd VAC will require written approval.



Responsibility for the reinstatement of a VAC after scouring or landslips in earth banks or cuttings in a VAC, are the responsibility of the property owner. Damage caused to the road or any other public utility or the public itself from these occurrences or any other feature of any VAC are the property owner's responsibility.

The entire VAC construction subject to the permit will be restricted to within the confines of the property frontage along the Council road reserve. Exemptions may be made in special circumstances by an Authorised Officer.

Any modifications required to existing structures or installation of new structures for which there is not an applicable standard controlling the proposed works to enable construction of a VAC, will require a design by a Registered Professional Engineer Queensland (RPEQ) to be submitted to Council for formal written acceptance prior to any works being undertaken. All costs associated with these works are the responsibility of the property owner.

Property owners are responsible to provide for drainage of stormwater entering or exiting their property along the access. They are to ensure the stormwater discharge is directed into the existing drainage so as not to create a hazard for road users or have detrimental effects on the verge and associated road infrastructure, this restriction includes erosion and sedimentation.

4.2 Where Council is conducting Significant Works on the road and an access is affected the following apply:

- (a) Any **Approved** or **Unapproved Fit for Purpose** VAC that is constructed prior to the commencement of works will be restored at Council's expense to Council standard. Council will upgrade an approved or unapproved fit for purpose VAC as part of the works when the existing access cannot be modified to suit the designed road profile. These VAC's will be detailed or referenced on the design drawings and priced into the project budget. Surfacing will be replaced like for like.
- (b) However Council will not accept responsibility for restoration of any **Unapproved Not Fit for Purpose** or **Unconstructed** VACs. Property owners will be liable for any upgrade in standard to an **Unapproved Not Fit for Purpose** or **Unconstructed** VAC resulting from design or construction deficiencies. Council will contribute 50%, to a maximum of \$2,500.00, towards the upgrade of one only VAC per property. Any property owner who receives the pensioner rates remission for rates will receive an additional 30% contribution from Council up to a maximum of \$4000.
- (c) The owners of properties who have a VAC application approved but have not yet constructed the VAC may be eligible to have the VAC constructed by Council as part of the construction works. All costs for the materials, installation and construction are to be borne by the property owner.
- (d) When restoring or installing a VAC the extent to which Council will undertake works for the VAC will be limited to the minimum requirements to restore existing levels of service.
- (e) Where an existing **Non Standard** VAC has been constructed Council restoration works will only restore to existing levels of service relative to grade, stormwater flows and vehicle access. Should the property owner wish to improve the level of service Council will contribute 50%, to a maximum of \$1,000.00, towards the upgrade of one only VAC per property.
- (f) Where a contribution from the property owner is required works on the access to be upgraded will not commence until the contribution is paid in full.
- (g) Where a contribution from the property owner is required the contribution must be paid promptly so as not to delay and/or extend the Council works.

Related forms, policies and procedures	Guidelines for the Implementation of the Vehicle Access Crossovers Policy
Relevant legislation	<i>Local Government Act 2009</i> <i>Local Government Regulations 2012</i> <i>Local Law No. 1 (Administration) 2011</i> <i>Subordinate Local Law No. 1 (Administration) 2011</i> <i>Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011</i>
Reference and resources	

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