

Property Access Crossovers

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

1. Purpose

This policy:

- Details the responsibilities of the property owner in relation to the provision and maintenance of Property Access Crossovers (PAC) within the road reserve area from private property to the edge of the trafficable portion of the maintained road network
- Ensures safe and efficient access to properties with minimum disruption to other road users, including pedestrians
- Ensures PAC are installed with minimum impact on Council's assets such as road carriageway, utilities, drainage and street furniture
- Provides a process for the installation and maintenance of a PAC to Council's specifications.

2. Scope

This Policy applies to all PACs under the jurisdiction of the Cassowary Coast Regional Council (CCRC).

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.

2.2 Considerations When Applying for the Installation of a PAC

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

The property owner is responsible for determining the preferred location for their PAC 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 may object to the proposed location if it represents a safety risk to other road users.

3. Definitions and principles

PAC –for the purposes of this policy a PAC extends from the property boundary to:

- the edge of the sealed formation: or
- the shoulder point of the unsealed formation; or
- the extent of the maintained road network or
- A point determined by Council's Authorised Officer.

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

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

- for which the landowner cannot produce documented evidence of the PAC approval, and
- the PAC 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 acceptable to Council.

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

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

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

Unconstructed PAC - A PAC that is not deemed to have been constructed of durable materials.

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

Invert Crossing - A PAC constructed through a table drain where it is possible to comply with the grades defined in the council standard. A PAC 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 Local Law. *Council does not condone or accept any responsibility for any work carried out within a road area without its written approval.*

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

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

Reconstruction - 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, Queensland Reconstruction Authority Restoration of Essential Public Assets works, shoulder works, resealing etc.

3 Principles

This Policy applies to access to and from a property from the Cassowary Coast Regional Council's maintained road network. Works on Council land, such as road reserves and verges, must be approved before the works are undertaken.

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

The property owner benefited by a PAC is also responsible for works and maintenance affecting the road edge, including kerb and channel (where constructed), shoulder or pavement.

The property owner is responsible for determining the preferred location for their PAC 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 may object to the proposed location if it represents a major safety risk to other road users.

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 PAC 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. To avoid doubt, requests by renters and leaseholders to upgrade PACs and driveways will be directed to the property owner.

- (c) Except in special circumstances, Council will not permit more than one (1) PAC for each property.
- (d) Where an **Unapproved PAC** 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 PAC** or carry out works as approved by an Authorised Officer. The notice will require the property owner to construct a PAC to Council's Specifications to ensure compliance with this policy.
- (e) Where the occupier fails to take action to install an **Approved PAC** following notice being given and subsequently gains access to the property with an **Unapproved PAC** which obstructs or restricts stormwater flow/drainage 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 PAC removed.
- (f) Where an existing PAC is to be re-located, the property owner is responsible for the cost of removal of the obsolete PAC and restoration of the disturbed area as well as construction of the new PAC.
- (g) All PACs 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 PACs shall be constructed at right angles to the kerb or pavement edge unless permitted otherwise.

4.1 Dimensions:

4.2 Urban driveways and where kerb and channel exist

- (1) The number of PAC and size of a PAC to any property shall not exceed the following:
 - i. Where the frontage of the property is ten (10) metres or less, one PAC only having a maximum width of 4.0 metres
 - ii. (ii) Where the frontage of the property exceeds ten (10) metres but is less than twenty (20) metres, one PAC each having a maximum width of 8.0 metres or two (2) PAC each having a maximum width of 4.0 metres
 - iii. (iii) Where the width of the property exceeds twenty (20) metres in the urban areas, one additional PAC having a maximum width of 8.0 metres in respect of each twenty (20) metres of frontage in excess of the first twenty (20) metres
 - iv. (iv) Where a property has more than one frontage, each frontage may be treated as a separate frontage.
- (2) Multiple PAC shall be separated by a clear space of not less than six (6) metres, measured at the face of the kerb.
- (3) Wherever practicable, the siting of PAC in relation to other PAC to the property, or to neighbouring property, shall be such as to preserve the maximum amount of kerbside parking space.
- (4) Where the site is a corner lot, no PAC shall be situated closer than six (6) metres from the corner, or in the case of a channelised intersection, such greater distance as may be

determined by the Director Infrastructure Services or a representative. Distances may also be determined as beyond the influence of normal queue lengths for the intersection.

- (5) No PAC shall be approved unless there exists a clear space of not less than six (6) metres within the property boundary on which a vehicle may park. Where the maintained road network finishes short of a property, an extended PAC may be constructed in the road reserve by the property owner in order to provide access to that property (subject to approval by an Authorised Officer). All costs associated with the extension of the PAC shall be borne by the property owner benefited by the PAC. This will not form/become part of Council's maintained road network.

In steep locations where grades restrict the positioning of the PAC from commencing in the road at the property frontage the following may apply:

- A PAC may start from the formed road at the frontage of an adjoining or neighbouring property, as determined by an Authorised Officer.
- A PAC constructed in the road reserve may be further extended in the road reserve to provide access for other properties not already serviced by a PAC, as determined by an Authorised Officer.
- In such instances the maintenance and repair of jointly accessed PACs become the responsibility of property owners sharing the PAC.

4.3 Unapproved PAC

If an unapproved PAC has been assessed as adversely affecting use of the road by the public or Council officers, Council may, at its discretion, direct a property owner to remove, repair or modify the PAC. Costs shall be borne by the respective property owner, who will also be responsible for compensation to be paid for any damages that may result from the installation of the PAC.

4.4 Non-standard PAC

A proposed PAC that is assessed generally as non-standard due to site constraints may require submission of plans of survey, cross section, longitudinal section and other requirements, to enable Council to verify grades, cross falls, access widths, structural details, drainage requirements or other issues in order to properly review the proposal.

Non-standard PAC in streets with a high pavement crown (e.g. steeper than 1 in 30) and/or with high property level at street boundary (e.g. over 200mm higher than the road channel invert for a PAC 3.5 metres long from kerb to fence line) are prone to vehicles scraping as they drive over the PAC. If the street is classified as a local access street, applicants may need to apply for an alternative PAC which bridges over the channel invert, removing the problem with level changes. PAC

Plans and certification from a suitably Registered Professional Engineer Queensland (RPEQ) may be required as part of any application for a PAC of this type. This requirement is to ensure that all drainage, pedestrian, utility and road safety factors are duly considered. An alternative design, location or approach may be recommended to the client as a better and more standard design solution.

4.5 Culvert PAC

On un-kerbed roads where a PAC intersects a drainage flow path, a stormwater drainage pipe or box culvert may be required to be installed as part of the PAC. The property owner is responsible for all costs associated with the installation and maintenance of the culvert PAC.

Culverts installed as part of a PAC are required to:

- Be a minimum size of 375mm diameter or larger as determined by a Council Authorised Officer
- Be a minimum length of 4.8 metres
- Be of reinforced concrete and sufficient class to withstand vehicular loads
- Have headwalls of a suitable size and design installed at the inlet and outlet (where applicable)
- Be constructed in accordance with the FNQROC Development manual.
- Precast sloping headwalls to be used on all access where the road design speed is 100km/h or where the culvert is within 4.5m of the traffic lane and the road speed is 80 km/h

To assess the pipe size and best location for the PAC Council will undertake an inspection on-site and advise the property owner of the assessment outcome. For complex situations Council may request that the owner seeks their own advice from an RPEQ.

For rural lot access where a variation on the FNQROC standard is permitted and concrete is used, there must be a 300mm wide shoulder between the edge of the road seal and the concrete slab. Patch mix shall be used to seal this shoulder to provide ease of maintenance.

4.6 Industrial and commercial PACs

For PACs on industrial or commercial premises, the FNQROC standard drawings will apply.

4.7 Use of alternative and pipe materials

The use of alternative materials to concrete (e.g. polypropylene pipes) may be considered by Council on a case-by-case basis.

4.8 Property owner responsibilities - general

Responsibility for the reinstatement of a PAC after scouring or landslips in earth banks or cuttings in a PAC, 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 PAC are the property owner's responsibility.

The entire PAC 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 PAC, 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.

Approval to construct a PAC will be valid for 12 months. At the completion of the 12 month period a new PAC application must be lodged.

4.9 Footpaths

Property owners are responsible for ensuring PACs align and join safely with footpaths and provide pedestrian access without hazard. Gradient of footpath and driveway need to meet.

Where a property owner constructs a pedestrian access from the road edge or kerb, the provisions of this policy apply. Specifically, a permit for works is required, and property owner benefited by a PAC is responsible for the full cost of the construction and maintenance of the PAC.

4.10 Where Council is conducting Significant Works on a road, and an access is affected

- (a) Any **Approved** or **Unapproved Fit for Purpose** PAC 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 PAC as part of the works when the existing access cannot be modified to suit the designed road profile. These PACs will be detailed or referenced on the design drawings and priced into the project budget. Surfacing will be replaced like for like.
- (b) Council will not accept responsibility for restoration of any **Unapproved Not Fit for Purpose** or **Unconstructed** PACs. Property owners will be liable for any upgrade in standard to an **Unapproved Not Fit for Purpose** or **Unconstructed** PAC resulting from design or construction deficiencies. Council will contribute 50%, to a maximum of \$2,500, towards the upgrade of one only PAC 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 \$4,000.
- (c) The owners of properties who have a PAC application approved but have not yet constructed the PAC may be eligible to have the PAC 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 PAC the extent to which Council will undertake works for the PAC will be limited to the minimum requirements to restore existing levels of service.

- (e) Where an existing **Non Standard** PAC 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, towards the upgrade of one only PAC 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>

Policy Number	10745		
Approved by	Council Resolution LG0174	Approval date	24 August 2017
Approved by	Council Resolution LG1703	Approval date	24 April 2024
Review date	April 2027		