



INFORMATION KIT

This Information package has been developed to assist residents who would like to construct a new or modify an existing access/driveway crossover.

This application process does not apply to access works that require a development Permit for Operational Works under the Mareeba Shire Council Planning Scheme 2016.

For more information on constructing a driveway/crossover, please visit Council's Rankin Street Office or phone Council on 1300 308 461.

WHAT IS A DRIVEWAY/CROSSOVER?

A driveway is a vehicular crossing that provides safe and reasonable access to a property. The crossover is the section of the driveway that crosses the verge/footpath from the kerb/road edge to the property boundary.

WHAT ARE MY RESPONSIBILITIES?

The property owner is responsible for all costs, the standard of construction and all maintenance of the driveway and crossover. Modification of the kerb and channel, if required, is considered part of the driveway construction.

IS THE DRIVEWAY/CROSSOVER FROM A STATE CONTROLLED MAIN ROAD?

Access driveways from State Controlled Main Roads are administered by the Department of Main Roads. Visit www.tmr.qld.gov.au for contact details. You cannot apply for a permit from Council.

DO I NEED A PERMIT FROM COUNCIL?

Yes, if the access is not from a State Controlled Main Road. Constructing/Maintaining a driveway involves works on Council land and a permit is required to be obtained under the Mareeba Shire Council Local Laws to allow lawful passage across the asset.

CAN I CONSTRUCT MY OWN DRIVEWAY?

Yes you can construct your own driveway in accordance with the FNQROC Development Manual and the permit conditions or you can engage the services of a contractor to undertake the work for you. Look in the Yellow Pages or Local Directory under 'Concrete Contractors' or refer to your local paper services page.

You can arrange a joint inspection with Councils Delegated Officer for advice about your access compliance and construction requirements, please call Council on 1300 308 461 to arrange a time for this inspection.

Alternatively, the following pages should be reviewed by your builder or contractor to determine whether your access is compliant or non-compliant.

IS MY DRIVEWAY/CROSSOVER COMPLIANT OR NON-COMPLIANT?

To determine whether the driveway/crossover is compliant or non-compliant you need to carry out a self-assessment against the adopted standards. Self assessment means that you assess your own compliance against Council's required standards.

1. If the new driveway or modification complies with the standards the driveway/crossover is defined as **compliant**.
2. If the standards cannot be met the driveway/crossover is defined as **non-compliant**. In these cases a set of site specific standards will be mutually agreed to and recorded for this access. Please contact Council on 1300 308 461 to arrange for a joint inspection.

WHAT ARE THE CURRENT COMPLIANT STANDARDS FOR A DRIVEWAY/CROSSOVER?

The Mareeba Shire Council has adopted the standards required by the FNQROC Development Manual. This manual stipulates minimum construction standards and required site grades to allow safe and reasonable access to your property. The following sections need to be referenced for access requirements.

1. Design Guidelines: D1 Road Geometry and D2 Site Regrading, and
2. Standard Drawings: S1015 Access Crossovers, S1105 Rural Allotment Accesses & S1110 Concrete driveway for allotment access

These standards can be viewed using the following link.

<http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html>

Your builder can do this work and many are familiar with the requirements. If not Council officers can assist, please call Council on 1300 308 461 to arrange for this assistance.



Refer to FNQROC Standard Drawing S1105 Rural Allotment Accesses for details on the different types of Precast Headwalls and when they should be applied.



Sloping Headwall examples



Sloped Headwalls

Sloping face headwalls are manufactured to Queensland Main Roads specifications and are available to suit pipes from 300mm to 600mm diameter.

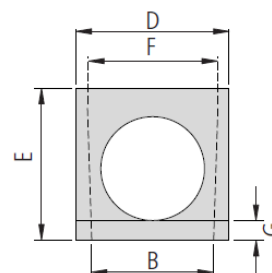
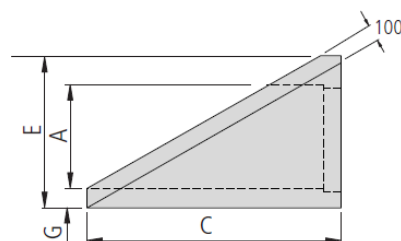


Sloping face headwall

Sloping Face Headwalls

Product Code	Pipe Size	Nominal Dimensions (mm)						
		A	B	C	D	E	F	G
HWL300AH	300	457	650	1250	840	820	700	125
HWL375AH	375	457	650	1250	840	820	700	125
HWL450AH	450	457	650	1250	840	820	700	125
HWL525AH	525	612	800	1500	900	920	850	115
HWL600AH	600	612	800	1500	900	920	850	115

Note: Flat section at top of sloping face headwalls is 55mm wide on 300 to 450 sizes and 85mm wide on larger sizes.

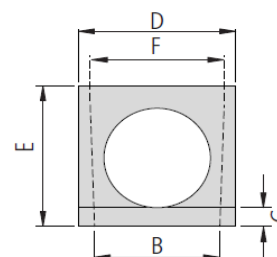
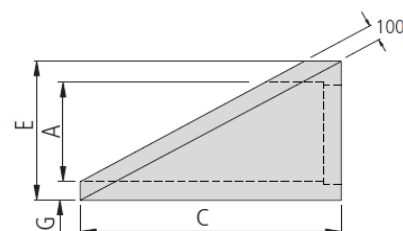


Low-profile sloping face headwall

Low-profile Sloping Face Headwalls

Product Code	Pipe Size	Nominal Dimensions (mm)						
		A	B	C	D	E	F	G
HWL300APH	300	457	650	1250	840	725	700	125
HWL375APH	375	457	650	1250	840	725	700	125
HWL450APH	450	57	650	1250	840	725	700	125
HWL525APH	525	612	800	1500	900	830	850	115
HWL600APH	600	612	800	1500	900	830	850	115

Note: Flat section at top of low-profile sloping face headwalls is 200mm wide on 300 to 450 sizes and 220mm wide on larger sizes





WHAT STEPS CAN I TAKE TO MEET THE REQUIRED STANDARDS?

It may be possible that existing non-complying grades may be able to be rectified in the planning stage of a new dwelling, by determining the height of the new dwelling in relation to the road edge and the dwelling's property setback prior to construction. If this is done prior to the building stage by the designer or contractor, complying grades may be achieved. Bulk earthworks to make a site comply with the required grades may trigger the requirement for a Planning Application for Operational Works. If this situation arises please contact Council's Urban and Regional Planning Department on 1300 308 461.

I HAVE A COMPLIANT DRIVEWAY/CROSSOVER.

Please complete the application form and the completed Acceptance Statement and return to Council.

I HAVE A NON-COMPLIANT DRIVEWAY/CROSSOVER.

Please complete the application form and the completed Acceptance Statement and return to Council.

HOW DO I APPLY FOR A PERMIT FOR A DRIVEWAY CROSSOVER?

Before you commence construction you need to:

1. Complete the Checklist for driveway/crossover (refer below) which is retained by you for your own records;
2. Submit to Council the completed Application Form for Driveway/Crossover and Acceptance Statement (refer below);
3. Pay the application fee in accordance with Council's current Fees and Charges Schedule if the driveway/crossover is required by a Material Change of Use or Reconfiguration of a Lot Development Permit or if approval for a second driveway/crossover is given.

Note – No fee is currently required for an access application if it is not required by a current DA Approval for a Material Change of Use or Reconfiguration of a Lot Development Permit.

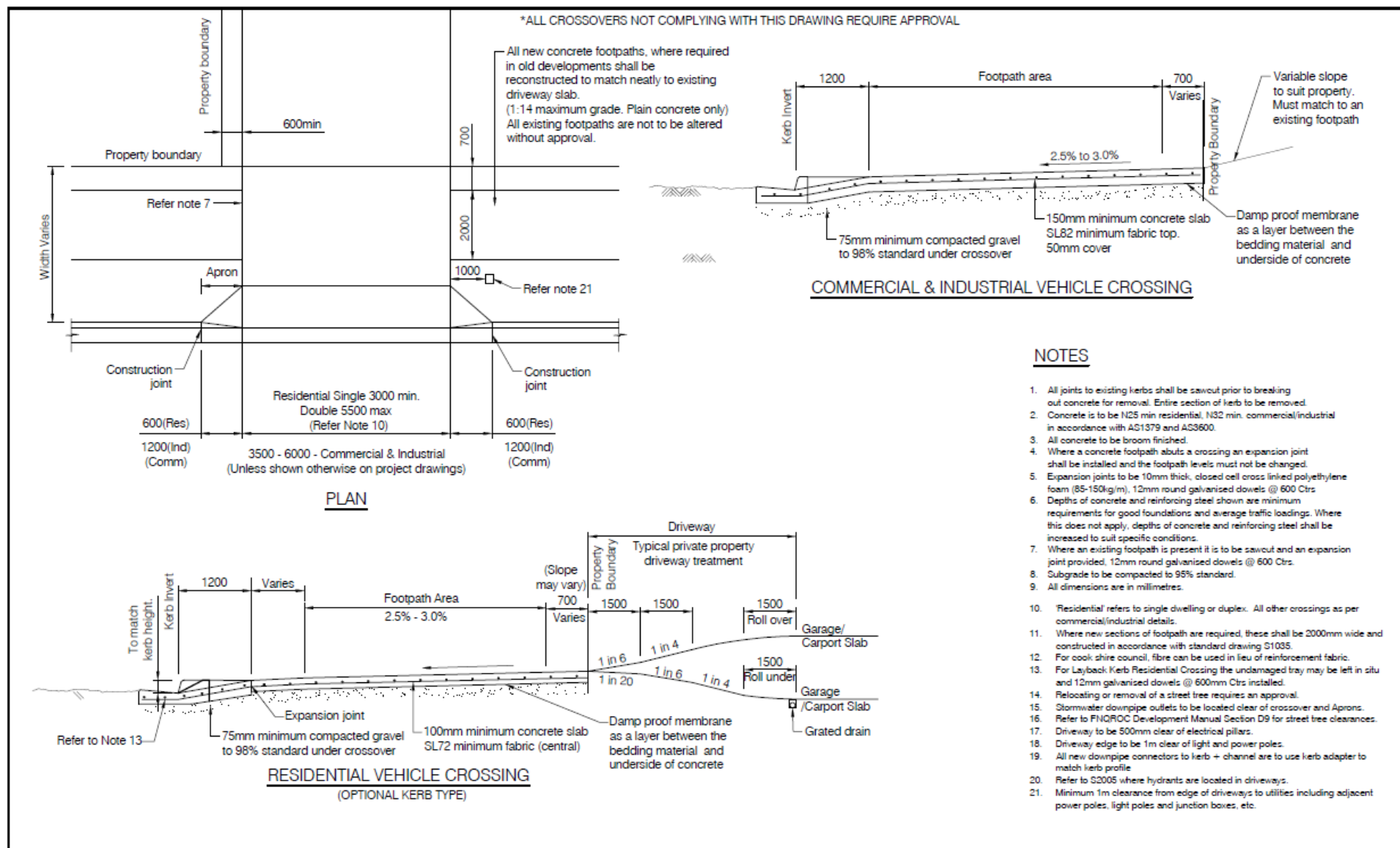
Note - If approval for a second driveway/crossover is given, this will incur a fee.

WHERE CAN I OBTAIN THE APPLICATION FOR A DRIVEWAY CROSSOVER?

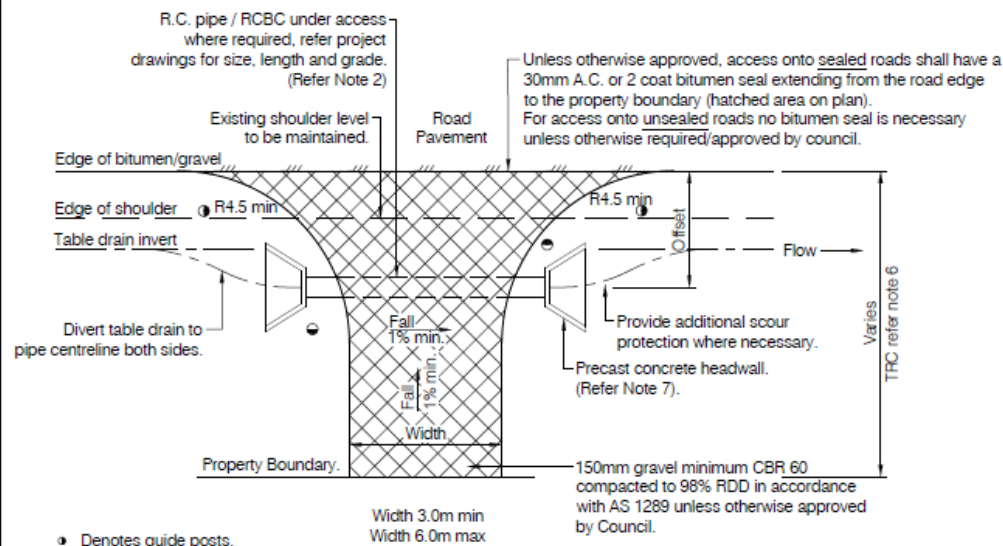
Please see the bottom of this document for the required Application Form for Driveway/Crossover.

WHEN CAN I EXPECT THE PERMIT TO BE ISSUED?

Council will issue the Permit via Australia Post or email (if provided) within **5 working days** following the receipt of the Application.



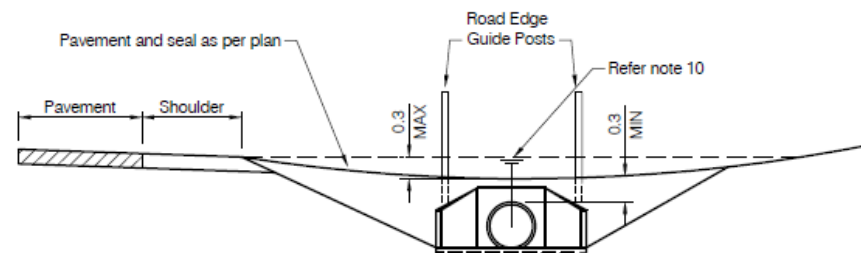
E	NEW DETAIL AND NOTES ADDED	27/08/20	<p style="text-align: center;">DISCLAIMER</p> <p>The authors and sponsoring organizations shall have no liability or responsibility to the user or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused, directly or indirectly, by the adoption and use of these Standard Drawings including, but not limited to, any interruption of service, loss of business or anticipated profits, or consequential damages resulting from the use of these Standard Drawings. Persons must not rely on these Standard Drawings as the equivalent of, or a substitute for, project-specific design and assessment by an appropriately qualified professional.</p>		<p style="text-align: center;">ACCESS CROSSOVERS</p>	<p style="text-align: center;">Standard Drawing S1015</p>	<table><tr><td>A</td><td>B</td><td>C</td><td>D</td></tr></table>	A	B	C	D
A	B	C						D			
D	VARIOUS MINOR AMENDMENTS	23/10/17									
C	VARIOUS MINOR AMENDMENTS	26/11/14									
B	NOTE 10 ADDED	13/01/06									
A	ORIGINAL ISSUE	12/03/04									
REVISIONS		DATE									



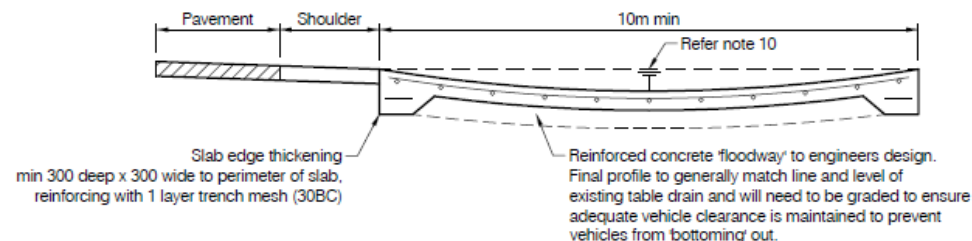
PLAN

NOTES

1. Minimum length of culvert shall be 4.8m for single access, 7.2m for double access.
2. Minimum pipe size shall be Ø375. Minimum RCBC to be 300mm high.
3. Minimum RC pipe / RCBC gradient shall be 1:100.
4. Where cover to RC pipes is less than 260mm pipe shall have 100mm concrete encasement or bridging slab per S1015.
5. Drainage from access must not flow over the through road. All stormwater runoff shall be directed to the table drain.
6. Maximum 10 metres from edge of bitumen seal or where grade is steeper than 6% the bitumen seal shall extend from the road edge to the property boundary unless otherwise approved.
7. Precast sloping headwalls shall be used when:
 - a) the through road has a signposted speed of 80km/hr or greater.
 - b) the through road has a signposted speed of 60km/hr and the offset distance from the traffic lane to the culvert is less than 4.5m.
8. Concrete shall be grade N25 in accordance with AS 1379 and AS 3600.
9. All dimensions are in millimetres.
10. Hydraulic capacity of pipe and access to match the capacity of the table drain. This may require the use of multiple pipes.
11. Minimum sight distances at accesses should comply with "Sight Distance at Property Entrances" Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections.
12. In instances where the detail/s shown on this drawing cannot be achieved due to existing constraints, Council shall be contacted to achieve an acceptable alternative.



END ELEVATION



TYPICAL ALTERNATIVE FLOODWAY TYPE ACCESS
(Where approved by Council)

E	MINOR AMENDMENTS	26/11/14
D	COMBINED PLAN DETAIL AND ADDED SECTIONS	28/11/12
C	VARIOUS MINOR AMENDMENTS	13/01/06
F	MINOR AMENDMENTS	27/08/20
REVISIONS		DATE

DISCLAIMER

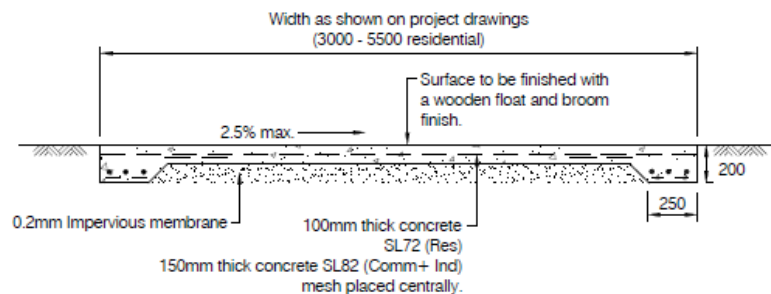
The authors and sponsoring organizations shall have no liability or responsibility to the user or any other person or entity with respect to any liability, loss or damage caused or alleged to be caused directly or indirectly by the adoption and use of these Standard Drawings including, but not limited to, any interruption of service, loss of business or anticipated profits, or consequential damages resulting from the use of these Standard Drawings. Persons must not rely on these Standard Drawings as the equivalent of, or a substitute for, project-specific design and assessment by an appropriately qualified professional.



RURAL ALLOTMENT ACCESSSES

Standard
Drawing
S1105

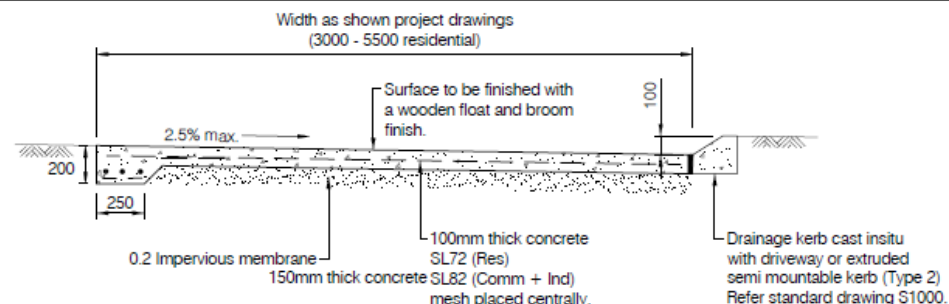
F C D E



CONCRETE DRIVEWAY - TYPE 1

(Without drainage)

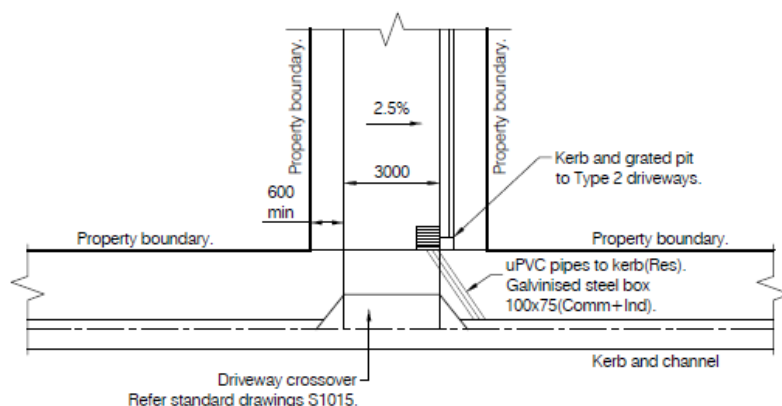
F8 TM 3BAA (Res)
F11 TM 3BAA (Comm + Ind)



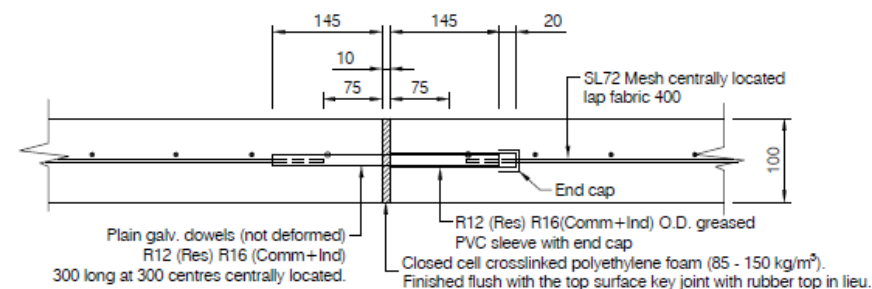
CONCRETE DRIVEWAY - TYPE 2

(With drainage)

Closed cell cross linked polyethylene foam
with 12mm galvanised dowels @ 600mm Ctrs

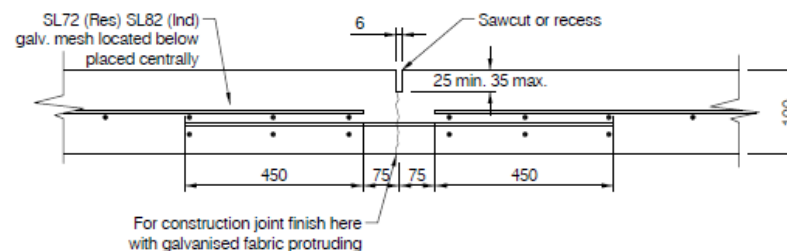


TYPICAL DRIVEWAY LAYOUT



EXPANSION JOINT

Spacing 16000 max.



CONTRACTION JOINT

Spacing 4000 max.

NOTES

- For driveway alignment, longitudinal grade and associated drainage details refer project drawings.
- Concrete is N25 in accordance with AS 1379 and AS 3600.
- Construction joints shall be provided at 4.0m max. Ctrs with expansion joints or approved equivalent @ 16.0m max. Ctrs.
- All dimensions to be in millimetres.
- 'Residential' refers to single dwelling/duplex.
- For commercial or industrial driveways 150mm thick N32 concrete and SL82 mesh.
- Access to Gross Pollutant Traps (GPT) to be min 3.5m wide to commercial/ industrial driveway standard.
- All grates within driveway/roadway are to be Class D for vehicle traffic.

E	VARIOUS AMENDMENTS	23/10/17
D	MINOR AMENDMENTS	26/11/14
C	TYPES 1 AND 2 REVISED, NOTE 3 AMENDED	01/02/06
F	NOTE ADDED	27/08/20
REVISIONS		DATE

DISCLAIMER

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CONCRETE DRIVEWAY
FOR ALLOTMENT ACCESS

Standard
Drawing

S1110

F C D E

CHECKLIST FOR DRIVEWAY/CROSSOVER

ATTACHMENT A

You must have carried out a self-assessment of your driveway/crossover against the adopted standards to ensure that the driveway/crossover is compliant. A **Compliant** driveway/crossover complies with the standards adopted by the Mareeba Shire Council. If these standards cannot be met, the driveway is classed as **Non Compliant** and an agreed set of standards must be mutually agreed to and recorded for the access.

Council relies on your assessment to be accurate to ensure that the driveway/crossover will not have a negative impact on Council's infrastructure, the environment or the community.

The following checklist must be completed and retained for your own records. The checklist assists you to ensure that the driveway/crossover is constructed to Council requirements. If you are engaging a contractor to undertake the works, please ask your contractor to work through this list.

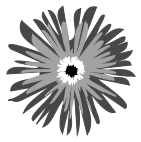
Driveway/crossover checklist

- ☐ Is the driveway on a State Controlled Main Road? Accesses from State Controlled Main Roads are administered by the Department of Main Roads. Visit www.tmr.qld.gov.au for contact details.
- ☐ Check the condition of all existing kerb, channel, footpath and road surfaces. If damage exists, take a photograph or write a note and submit it with your application. Any damage caused by the activity you carry out, or damage not notified to Council, prior to commencing work, will be repaired at your own expense.
- ☐ All driveways must be constructed in accordance with the FNQROC standards for driveway construction. To obtain a copy of FNQROC standard drawings visit <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html> or visit Council's Office or phone 1300 308 461. Standard drawings for driveways are numbered S1015, S1105 and S1110. Refer to Standard Drawings for the relevant type of crossover applicable.
- ☐ Ensure the driveway surface and grades are appropriate for the type of traffic that will use the facility. Appropriate surface types are included in the drawings listed above, other by approval. Driveway surfaces must be non-slip and grades must comply.
- ☐ Rural access sight distances must comply with the Manual of Uniform Traffic Control Devices (MUTCD) sight distances guidelines.
- ☐ Rural access pipe sizes and headwalls must comply with the FNQROC Design Guidelines.
- ☐ All existing concrete footpath strips must be incorporated into the driveway. Your driveway must not interfere with the safe passage of pedestrians.
- ☐ If excavation will occur as part of the driveway construction, you should phone Dial before You Dig on 1100 to locate utility services such as communication, water and electricity.
- ☐ All footpaths and roads must be restored to a satisfactory standard and approved by Council's Delegated Officer.
- ☐ If the construction of the driveway will completely obstruct the footpath and require pedestrians to take another path, you must put adequate signage and redirection measures in place.
- ☐ All roads and footpaths must be made safe at the end of each day to allow the safe flow of vehicle and pedestrian traffic.

CHECKLIST FOR DRIVEWAY/CROSSOVER

- ☐ If you want to close a road, lane or Council parking bay, you need to lodge a Road Closure Application with Council's Civil Works Section for assessment. Phone the Council on 1300 308 461 for more information.
- ☐ If road traffic is affected you need to lodge a Works on Road Application with Council's Civil Works Section for assessment, you must ensure adequate signage and alternate measures are in place. For advice on signage, please refer to the Manual for Uniform Traffic Control Devices available from Main Roads at www.tmr.qld.gov.au. For general Workplace Health & Safety advice refer to Workplace Health & Safety Queensland's website at www.whs.qld.gov.au.
- ☐ Is the driveway near traffic control or calming measures such as slip lanes, median strips, corner truncations or Council street signs? Refer to FNQROC Standard Drawing for required setbacks to any utilities and services.
- ☐ The driveway must not obstruct access or cause damage to public utilities such as bus stops, bikeways, parking bays, taxi ranks, stormwater drains, fire hydrants, utility service pits and power or light poles.
- ☐ Take every precaution to ensure street trees are not affected. If there is a chance that root systems or canopies of any street trees may be damaged during construction, notify Council's Parks and Gardens on 1300 308 461 prior to commencing work.
- ☐ You must ensure appropriate measures are put in place to prevent erosion. Sediment runoff or concrete should not enter the stormwater system. For information on preventative measures visit <http://www.fnqroc.qld.gov.au/regional-programs/regional-development-manual.html> for further details and links or phone 1300 308 461.
- ☐ If you are required to park on the street during construction, you must obey all posted parking restrictions. It is your responsibility to ensure you have obtained, if required, any necessary Police or Main Roads permits prior to commencing work.
- ☐ My driveway is Non Compliant – I have contacted Council on 1300 308 461, arranged a site visit and arrived at a mutually agreed set of standards for this access.

For more information on constructing a driveway, please visit one of Council's Office or phone Council on 1300 308 461.



COMPLIANT DRIVEWAY/CROSSOVER PERMIT CONDITIONS

Council hereby approves the construction of the driveway/crossover, with the following conditions:

1. The holder of the permit shall pay the general charge applicable to complying access works and submit a signed Acceptance Statement with the Application form for Driveway/Crossover (refer below).
Note no fee is applicable if the works are not associated with a reconfiguration of a lot or material change of use.
2. That the access driveway and crossovers be constructed in accordance with the standard required by the FNQROC Manual. Site drainage undertaken by the contractor is to be undertaken to the standards required by the FNQROC Manual.
3. All work areas are reinstated to the satisfaction of Councils Delegated Officer within 7 days of the completion of the vehicular access works.
4. Any damage caused to the road formation or alteration to drainage as a result of the proposed activity shall be repaired, at the applicant's cost, to the satisfaction of Councils Delegated Officer.
5. All necessary precautions are taken to ensure safety for pedestrians and vehicles during the work.
6. All services including but not limited to Water, Sewerage, Electricity and Telecommunications must be located prior to commencement of work. Any service/s requiring relocation is/are to be relocated, at the applicant's cost.
7. All works carried out within Local Government controlled road reserves shall be done safely including appropriate warning signs and comply with:
 - a) the Workplace Health and Safety Act;
 - b) the Manual of Uniform Traffic Control Devices (Queensland);
 - c) the Environmental Protection Act; and
 - d) any other Act or Local Law requirement which may be relevant to these works.
8. The holder of the permit, if a contractor, must take out and maintain liability insurance to an amount of not less than \$10 million in respect to the vehicular access works and which indemnify Council in respect to any liability that may arise from these vehicular access works.
9. The ongoing maintenance remains the responsibility of the property owner.
10. The Council has the discretion to remove or modify any vehicle crossover if they are not constructed or maintained to the Council's satisfaction, or if reasonable objection is raised by a public utility provider or others. In this instance Council will supply 21 days notice for the vehicle crossover to be removed or modified to Council's satisfaction. Should a person fail to do so, Council may make good the vehicle crossover at the person's expense.
11. Council officers may conduct an inspection of the access to ensure compliance.
12. Council must be notified on completion of the project.

Should you wish to discuss these conditions further, please telephone Mareeba Shire Council on 1300 308 461.



Appln #:

Part One – Applicant's Details:

Name:

Postal Address:

Contact Details/Email:

Property Details:

Property Address:

Property Description:

LOT..... ON SP/RP.....

Related DA #:

Date of DA Approval:

Part Two (mark applicable box)

Number of accesses:

(a) Type of Access

Rural

Rural Residential

Residential

Industrial

(b) Frontage Type

Barrier K&C

Rollover K&C

No K&C

(c) Road Type

Gravel

Bitumen

Asphalt

Part Three – Construction Requirements

Note – The minimum requirements are for a sealed access if there is a sealed road frontage and a Gravel access if there is a gravel road frontage.

(a) Road Type

Sealed surface (Bitumen, Asphalt)

Gravel

(b) Construction Type

Concrete crossover and Driveway

Bitumen Crossover and Driveway

Piped crossover of verge

Invert Crossover of verge

Gravel crossover and Driveway

Kerb Ramp Access Crossover

Modification of Existing Access

Other (Required to Submit Drawing)

Standard Drawings for all accesses are available from Council upon request; please contact Council as noted on this form.

Part Four - Fees and Charges (Council use only)

Fee is payable if the driveway/crossover is related to a Development Application for a Material Change of Use or Reconfiguration Decision Notice Approval or approval is given for a second driveway/crossover.

Refer to Council's Fees & Charges for current fee. Please record the number of accesses to be constructed in Part two.

Receipt #:

Receipted by:

Date:

Part Five - Conditions

1. Council Officers may conduct an inspection of the property to ensure compliance with the application and any other conditions stated below.
2. Applicant must construct the Access and/or Driveway to the current FNQROC Standards. (The FNQROC Specified grades are mandatory for a compliant access).
3. Applicant must arrange for an inspection at setup stage before the placement of any concrete/bitumen (Non Compliant accesses only).
4. Council must be notified on completion of the project (All accesses).

I the undersigned agree to fulfil in all respects the above conditions of the application and I understand that should such conditions not be abided by, then Council may revoke the application and the works will not be approved.

Applicants Signature

Date:



ACCEPTANCE STATEMENT (to be attached to the Application form for Driveway/Crossover)

I request permission from the Mareeba Shire Council to construct a self-assessed vehicular access to the above premises.
(Please note Council will assist with the design of the access if required, please contact Council if assistance is needed)

I have read and agree to comply with the conditions described in this document and as stated on the Application form for Driveway/Crossover.

I agree to indemnify Mareeba Shire Council against any claims in negligence or breach of contract relating to the vehicular crossover that I construct and maintain, if such negligence or breach of contract is the consequence of the actions of the property owner.

I agree to maintain the vehicular crossover in a safe condition to the satisfaction of the Mareeba Shire Council's Delegated Officer. If I fail to do so or a reasonable objection to the vehicle crossover is raised by others, Council may require or may undertake works to modify or replace the vehicular crossover with due notice (i.e. 21 days)

I acknowledge and accept that other service providers or the Mareeba Shire Council may remove vehicle crossovers, so they may carry out works in the footpath as the need arises and possibly without warning.

If I sell my property, I agree to advise the new owner of these conditions and that these conditions will then apply to the new owner.

Name of Registered Owners: (please print)

Name(s):			
Signature:		Signature:	

Name of Contractor: (if applicable - please print)

Name(s):			
Address:			
Phone No:		Mobile No:	
Insurance Details:			