

RESIDENTIAL DRIVEWAYS AND RESIDENTIAL ROAD WORK PERMIT

Also known as Driveway permit, construction in the verge, secondary driveway application, vehicle crossing permit, domestic driveway crossing

What is a residential road work permit?

A residential road work permit provides approval to undertake work for a residential driveway or crossover within Council road reserve. A residential driveway provides vehicle access for dwelling/s over Council controlled public land, known as the road reserve, verge, nature strip, or footpath. Driveways are the property owner's responsibility, and any associated driveway construction costs construction activities and maintenance are not Council's responsibility. To ensure works within the verge meet Council's requirements, a residential road work permit is required if you wish to build, repair, or modify a residential driveway and/or crossover.

Why does Council require an application for a residential road work permit?

Subordinate Local Law 1.15 (carrying out works on a road or interfering with a road or its operation) 2011 requires you to obtain a roadworks permit to ensure a reasonable level of safety for road users and pedestrians, protect existing infrastructure, and monitor design standards, you must obtain approval from Council for any works you undertake within the road reserve.

Types of work that require a residential road works permit are:

- new driveway
- driveway relocation, repair/ replacement
- additional driveway (in general, one driveway is permitted. All requests for an additional driveway are assessed individually and permission is at the discretion of Council);
- driveway removal or widening

Application process

1. prepare plans—refer minimum requirements, as detailed below;
2. lodge an application with Council;
3. once the road work permit is issued, prepare for construction by following the conditions of the approval;
4. arrange a preconstruction inspection of the setup including concrete slab setup and reinforcing;
5. construct the driveway;
6. arrange a post-construction inspection;
7. request a final inspection certificate

Applications can take up to 10 business days to process.

Minimum requirements for plans

Minimum standards for plans are shown in Council's standard drawings and the Townsville City Plan, planning scheme policy SC6.4 Development Manual (SC6.4 Driveways). To allow Council to quickly and easily assess your applications plans will need to include:

- property boundaries;
- kerb and channel line;
- planned location of the works;
- any landscaping (trees, bushes, etc) within road reserve;
- power poles, maintenance pits, and/or stormwater drainage points (in the kerb);
- any footpath;
- signed parking bays and/or bus bays;
- traffic devices (e.g. stop signs).

Clearance requirements

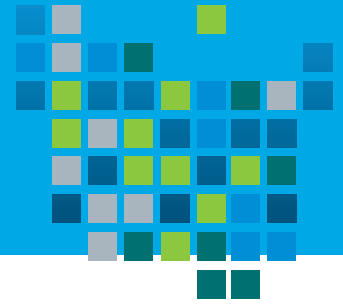
The Townsville City plan sets the following clearance requirements from private and public infrastructure.

- 1.0m minimum from all poles (e.g. Power, signs)
- 0.5m minimum from service pits (Ergon, Telstra)
- 0.6m minimum from stormwater inlet pits/maintenance holes;
- 0.5m minimum from sewer maintenance holes;
- 1.2 minimum from sewer house drain connections;
- 3.5 minimum from trees within road reserve unless assessed and approved by Council

Note: Any relocation of infrastructure will need to be completed at the cost of the applicant. This will be done subject to approval from the relevant owner of the infrastructure.

Planning and Development

RESIDENTIAL DRIVEWAYS AND RESIDENTIAL ROAD WORKS PERMIT



How to lodge an application

The application and documentation can be lodged at Council's Customer Service Centre, 103 Walker Street Townsville or emailed to developmentassessment@townsville.qld.gov.au or online via Townsville Online Lodgement System (TOLS).

Frequently asked questions

What if there is a Street tree near where I want to locate my driveway?

If there is a tree or shrub in councils road reserve that will interfere with the planned works a Council officer will assess the plant and decide on what action is permissible. The removal of trees/shrubs from the road reserve is not permitted without prior consent from Council. Removal and replacement are at the cost of the applicant/landowner.

Will Council repair my crossover or driveway?

Property owners must construct and maintain the access driveway to their property (including the section crossing the road reserve).

Do I need a Road work permit for the maintenance of my driveway?

Basic maintenance such as repairing cracks or sealing the crossover area does not need Council approval.

Do I need a Council permit for building a driveway accessing a State-controlled road?

If the driveway leads onto a state-controlled road, a separate approval from the Department of Transport and Main Roads is required prior to obtaining a permit from Council. 'Road Corridor Permit' issued by the Queensland Department of Transport and Main Roads will need to be obtained.

A link to the [TMR website](#).



How will I know if there are any services underground where I want to locate my driveway?

When planning the driveway location and before starting construction, we recommend you undertake a before you dig search. This free national service provides plans advising of the presence and approximate location of essential services such as telecommunications, oil, gas, sewer, water, and stormwater. It will help you identify other relevant authorities which you may require approval from.

Other related permits

Self-assessable Road work permit

This application is for standard driveways to houses in 'greenfield' urban developments (i.e. new residential estates), where the existing layback kerb and channel do not need to be modified.

Request for a letter of no objection

For a special event or when intended works require a temporary change to traffic conditions. This application is for the assessment of the traffic impact only.

DISCLAIMER: The contents of this information sheet have been prepared to assist in the understanding of Planning and Development in Townsville. The information sheet is an outline only.

For more information please contact Planning and Development: ☎ 13 48 10 ✉ enquiries@townsville.qld.gov.au 🌐 townsville.qld.gov.au