

DRIVEWAYS AND OTHER WORKS IN THE ROAD RESERVE

Subordinate Local Law 1.15 Carrying out works on a road or interfering with a road or its operation 2011

WORKS IN THE ROAD RESERVE

The road reserve is the public land outside your property boundary, and includes the nature strip and footpath. To ensure a reasonable level of safety for road users, protect existing infrastructure, and monitor design standards, Council must approve ALL works within the road reserve.

DRIVEWAYS

In accordance with Council policy, it is the responsibility of the property owner to construct and maintain the access driveway to their property (including the section crossing the road reserve).

To apply for Council approval of proposed work in the road reserve, submit an [Application for a Road Work Permit](#), including a site plan. The site plan must include the location of the proposed works, services and trees. The Application for Road Work Permit form is available on Council's website and the applicable fee is listed in the Planning Services fees and charges.

Council has an online self-assessable road work permit application for certain types of driveway. More information is available on Council's website.

Locating services within the road reserve is the responsibility of the applicant. The Dial Before You Dig service will determine the location of utility services such as gas and communication, and an all services plan available upon request from Council will show the location of Council infrastructure.

Generally, only one driveway is permitted. All requests for a secondary driveway are assessed individually and permission is at the discretion of Council.

If the work is located on a state-controlled road, a road corridor permit or letter of acknowledgement issued by the Queensland Department of Transport and Main Roads will need to be submitted with the Application for a Road Work Permit.

INSPECTIONS

Council will inspect the works at various points, which will be specified on the road works permit. These points may include pre-excitation, setup, backfill and final. When scheduling the work, take into consideration that you need to book inspections 24 hours in advance. On approval of your application for a road work permit, you will receive an acknowledgement letter nominating a contact phone number to book inspections. The permit is valid for a period of 12 months.

Driveway standards

You need to abide by the minimum standards as depicted in Council's standard drawings. These standard drawings are available on Council's website (search for Standard drawings). A Council officer will assess and advise which standard drawing is applicable for your driveway. If in a rural area, a site inspection will determine which standard will be relevant to allow all weather access and not interfere with drainage.

TRAFFIC MANAGEMENT PLANS

If the work you are undertaking blocks or impacts on pedestrian or vehicular traffic (including within the parking zone), you will need to develop and submit a traffic management plan to Council. All traffic management plans must adhere to the standards outlined in the *Manual of Uniform Traffic Control Devices*, which is available on the Department of Transport and Main Roads website.

GANTRIES, HOARDING, AND SCAFFOLDING

As the circumstances for gantries, hoarding and scaffolding vary widely, you will need to talk directly with a Council officer (usually at an on-site meeting) to discuss the scope of works and to discuss traffic management strategies. For more information phone 13 48 10, or view our *Requirements for works zones, gantries, scaffolding and hoarding guidelines* on [Council's website](#).