



VEHICULAR ACCESS APPLICATION & SPECIFICATIONS

To be used for applications to form vehicular access to the property within the road reserve from the existing kerb and gutter (or edge of bitumen road pavement) across the footway to the road boundary. The road reserve is defined as the entire width of a right of way between property boundaries and includes road pavements, road shoulders and verges, footways and footpaths within the footway.

Instructions for Lodging Application:

Application forms and fees may be lodged as follows:

In person at

- Council Headquarters
2-6 Civic Place Katoomba
- Springwood Office
104 Macquarie Road Springwood

Posted to

- General Manager Blue Mountains City Council
Locked Bag 1005 Katoomba NSW 2780
- **Bookings for inspections: Telephone: (02) 4780-5611**

After you lodge your application, please allow five working days before telephoning to book an inspection.

The following inspections will be required, you will need to:

- Make a booking for the initial inspection
- Make a booking for inspection of form work
- Make a booking for final inspection when works in the road reserve are completed

Owner's Responsibilities:

- To bear all costs associated with the installation of a layback crossing
- To engage a contractor to execute the works
- To produce a suitable design in accordance with Council's specifications, taking into account any difficult site considerations
- The owner or contractor must complete and lodge with Council an application for Vehicular Access, together with the relevant fees
- If proposing to construct a footpath crossing in conjunction with the layback, separate approval should be obtained from relevant authorities for footpath crossing by accessing *DIAL BEFORE YOU DIG Telephone 1100*
- Failure to obtain such approvals may result in those authorities refusing to meet the cost of restoring the crossing, following any subsequent service works
- **Special Note:** If decorative finishes are used on driveway crossings, Council cannot guarantee matching the original finish with any subsequent restoration

Council's Responsibilities:

- Register application
- Following confirmation of booking, inspect site and provide levels
- Following confirmation from contractor, inspect formwork prior to application of the finished surface
- Inspect and approve finished works



Specifications for Dwelling Driveways

Applications and Approvals

- All driveways require approval from Council before they can be built.
- For new dwellings, which are subject to the submission of a Development Application (DA), the **design approval** of the driveway is part of the DA process and should recognise the design principles discussed later in this guide.
- Driveways to new and existing dwellings follow the same **construction approval** process.
- Prior to construction of any driveway, an application to open a public road under Section 138 or the Roads Act, and the relevant fee must be paid.
- Contractors undertaking works in the public road reserve must be competent, approved and have relevant experience in this type of construction. The contract is required to provide proof of public liability insurance to Council prior to commencing any work in the road reserve.
- Council may direct work in the road reserve to be removed and/or reinstated if work is carried out without approval or supervision.

Public Service Utilities

- Access to the site should not interfere with the existing public utility infrastructure, including Council drainage structures, unless prior approval is obtained from the respective authority.
- Driveways are to be a minimum of 500mm clear of all road drainage structures.
- You should advise **Telstra, Integral Energy, Sydney Water** and **AGL** prior to commencement of works. Often these utilities require service conduits under the driveway to facilitate future servicing, and your enquiry may avoid the need to excavate your driveway at a later date. The conduits are usually supplied at no cost.
- Any alteration or damage incurred to public service utilities is the contractor's responsibility.
- **DIAL BEFORE YOU DIG Telephone 1100**

Gutter Crossing

- Where a gutter does not exist at the front of the lot, a gutter crossing is required. There are two types of gutter crossings:
 1. Reinforced concrete dish crossing
 2. Concrete layback
- The kerb & gutter or other gutter crossings in the adjacent area, govern the alignment of the gutter crossing. If no crossings exist, the invert of the gutter crossing should be aligned with the invert of the table drain in the road shoulder. (*Refer to attached Standard Drawings 6000-R-03 & 6000-R-05*)

Apron Crossing

- The part of the driveway within the road reserve, between the property boundary and the gutter crossing, is called the apron crossing.
- The minimum standard for an apron crossing is a reinforced concrete slab 150mm thick with reinforcing mesh at mid-depth of the slab on a Council-approved, compacted sub-grade.
- For a single dwelling, the apron crossing is 3.0m wide at the property boundary splayed to 4.0m wide at the gutter.
- For driveways designed for more than one dwelling, the apron crossing is 5.5m wide at the property boundary splayed to 6.5m wide at the gutter crossing, and the driveway is 5.5m wide for the first 6.0m behind the boundary.

General Construction Requirements

- Where a gutter interferes with a stormwater pipe and/or its outlet through the kerb, the stormwater pipe must be carried diagonally across the footpath to connect with the new kerb outlet, which is to be provided by the contractor.
- All drainage holes must be 100mm x 50mm galvanised rolled hollow section. The invert of the drainage hole is to be 10mm above the gutter invert.
- Where a redundant layback will occur at the frontage of the property, new concrete kerb & gutter is to be constructed.
- **All construction is to be in accordance with Blue Mountains City Council Specification for Public Infrastructure Construction.**
- To ensure safety and prevent usage, all crossings must be barricaded and lit with lamps, for a period of three days.
- All disturbed areas must have sediment/erosion controls in place during construction, and then revegetation and restoration of the site upon completion of the works.
- Upon completion of the works in the road reserve, the contractor must contact Council to arrange a final inspection.

Site Analysis and Planning

Design considerations must include:

- The extent of clearing
- depth of cut and fill for the access
- manoeuvring bay
- the extent of sealing
- Elevated parking pads, which must stand entirely within the lot.

Maximum Grades

- The maximum driveway grade should not exceed 1(vertical) : 4(horizontal).
- Appropriate transition grades adjacent to the gutter crossing and parking space to provide adequate sight distance and avoid scraping of vehicles (*Refer to drawing 6000-R-05*).

Surface materials

- A coarse finish is required on all steep driveways.
- In areas where frosts and icy conditions are common, a grooved surface finish is good practice.
- Grades above 1:10 should be sealed with a permanent pavement material (reinforced concrete or bitumen) to provide adequate traction, minimise maintenance and environmental damage, and to ensure all-weather access.

Safety Considerations

- Access should be safe, direct and available at all times.
- The access should intersect the road at 90° if possible.
- On corner lots, the access point should be set back a minimum of 6.0m from the side boundary.
- Vehicles should generally park and manoeuvre behind the building line. Additional space may be required, to ensure vehicle manoeuvrability.

Design Plan Information

- If a Development Application (DA) is required, plans detailing the proposed access are to be submitted with the DA. If a DA is not required, the driveway requirements should be discussed with the relevant Council department.
- On flat sites a simple plan view is generally adequate.
- On steeper sites the designer should provide the following information with the DA:
 - Contour plan with spot levels
 - Plan view of the proposed development, showing the access alignment relating to existing and identifiable features
 - Longitudinal section of the driveway from the centre line of the road to the rear of the parking platform. Transition grades are to be detailed
 - A typical cross-section, and cross-sections at logical intervals
 - Pavement details. This should include pavement type, thickness, width, surface finish and sub-structure. Expansion joint, control joint and key joint detail should be included if the proposed driveway is a concrete construction
 - Proposed method of drainage of the driveway surface
 - Extent of area to be disturbed
 - Extent of cut and fill, including retaining wall details
 - Hand rail, safety fence, wheel stops and vehicle turning path details
 - Pedestrian access from the parking space to the dwelling
 - Proposed restoration details

Where the driveway is a difficult site, a Civil Engineer or Surveyor with relevant experience, may be retained to prepare the submission.

APPLICATION FOR VEHICULAR ACCESS

Roads Act



Please allow five working days before telephoning to book an inspection.

PROPERTY ADDRESS: LOT _____ SEC _____ DP _____

STREET NO: _____ STREET NAME: _____

TOWNSHIP: _____ POSTCODE: _____

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

TELEPHONE: _____ SIGNATURE: _____

CONTRACTOR'S NAME: _____ PHONE NO: _____

- Bookings for inspections: Telephone: (02) 4780-5611**
- Council offers a competitive surveying or design service. Our team of qualified surveyors will ensure that all design work meets relevant regulations and standards.
Please telephone 4780-5595 to arrange a quotation.
- Where applicants propose to construct a footpath crossing in conjunction with the apron crossing, separate approval should be obtained from authorities registered with **DIAL BEFORE YOU DIG (Tel: 1100)**.
Failure to obtain such approvals may result in those authorities refusing to meet the cost of restoring the crossing, following any future service works.

further information

Blue Mountains City Council
ADDRESS: Locked Bag 1005
KATOOMBA NSW 2780
TELEPHONE: 4780 5000
FACSIMILE: 4780 5555
WEB ADDRESS: www.bmcc.nsw.gov.au
EMAIL: council@bmcc.nsw.gov.au

OFFICE USE ONLY

APPLICATION NO: _____

DATE PAID: _____

FEE PAID: \$ _____

RECEIPT NO: _____

PPB: _____

LEDGER: AP