

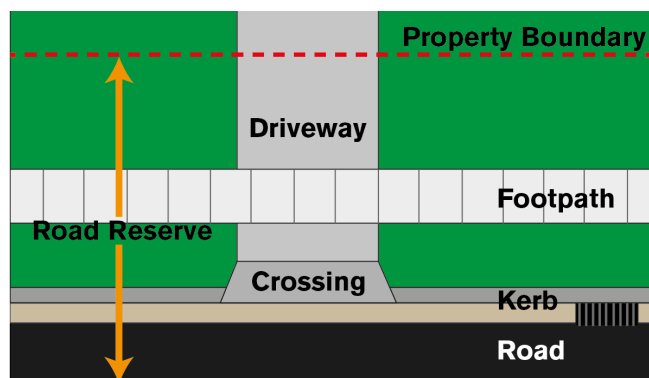


USER GUIDE #23 - DRIVEWAYS AND CROSSINGS IN A ROAD RESERVE

Driveways and crossings in road reserves require a **Minor Works Permit**, which is not an approval under the Mackay Region Planning Scheme 2017. This user guide is provided to clarify the requirements relevant to these commonly undertaken works.

WHAT ARE DRIVEWAYS AND CROSSINGS IN ROAD RESERVES?

Driveways and crossings in road reserves provide vehicle access between the road and property. Crossings are the ramp or other treatment designed to traverse the kerb. Driveways are between the crossing and property boundary.



HOW TO APPLY FOR PERMISSION TO CONSTRUCT A DRIVEWAY

A Minor Works application form must be completed and submitted to Mackay Regional Council along with an application fee. The fee is outlined in Mackay Regional Council's Cost Recovery Fees and Charges for the applicable period.

A site plan indicating location width and other details of the proposed crossing and driveway must be submitted with the Minor Works application.

WHAT ARE THE KEY REQUIREMENTS?

Key design requirements are set out in *Council Policy 024 - Driveways and Property Accesses Crossing Road Reserves*, and summarised as follows:

► Urban accesses

- **Material:**
 - Sealed with non-slip, plain coloured concrete.
- **Standard drawing:**
 - Constructed in accordance with Standard Drawing A3-773 (dimensions, slopes and crossing designs)

for barrier kerb and channels and mountable kerb and channels)

- Approval must be sought to vary from the standard drawing.

▪ Number of crossings allowed:

Frontage width	Number of crossings	Max width of crossing
15.5m or less	1	4.0m
more than 15.5m up to 20m	1	8.0m; or
	2	4.0m
over 20m in urban areas	1 additional crossing per 20m of width in excess of the first 20m	8.0m

- Where the lot has more than one frontage, each frontage may be treated as a separate frontage.

▪ Location of crossings:

- Minimum 6.5m separation between crossings.
- Minimum 0.5m offset from property boundary to driveway flare.
- For corner lots, minimum 6m setback from property corner.
- Crossings should be located to preserve on-street carparks, street trees and other utility installations where practicable.

▪ Other requirements:

- Minimum of 6m within the property boundary where a car may park.
- Crossovers are set square to the kerb line.
- A number of adjoining Lots in the one ownership and used for a single purpose are regarded as a single property for the purposes of calculating the number of allowable crossings.

▶ Industrial and commercial accesses

- Maximum width - 9 metres.

▶ Rural accesses

▪ Standard drawing:

- Constructed in accordance with Standard Drawing A3-8323 - Typical Minor Access Details for Council Rural Roads
- Standard Drawing A3-8252 provides instructions on calculating the culvert sizes for Minor Rural Accesses.

▪ Material:

- Sealed with bitumen for around 6m from the

existing shoulder edge.

- If not already sealed, the following distances of road shoulder leading up to a left turn into the driveway must be sealed :
 - 27m if in a 60km/hr zone
 - 36m if in an 80km/hr zone
 - 45m if in a 100km/hr zone

▪ Other Requirements:

- Vegetation is trimmed to maintain sight lines.
- The table drain is to be graded to allow smooth entry of water through a culvert under the driveway.

***Note:** if your property fronts a State-Controlled Road you should contact the Department of Transport and Main Roads as they may have separate requirements for the driveway access.

MINOR WORKS PERMIT

When the minor works permit is issued it will contain an approved plan, standard drawings and conditions. Some conditions will be standard, some may be specific to your proposed works and site. The property holder is responsible for the construction and maintenance of any access crossing or driveway. The cost of construction and maintenance is borne by the property owner.

FOR MORE INFORMATION

This user guide provides an overview of planning scheme requirements and the development assessment process only. To view the planning scheme in full, please visit Council's website -

www.mackay.qld.gov.au/planningscheme

The *Planning Act 2016*, *Planning Regulation 2017* and the *Development Assessment Rules* set out the requirements for the development assessment process.

Council provides general development advice:

- [Online](#) enquiries can be lodged via the [Planning advice online enquiries form](#)
- 15 minute [counter](#) appointments available Monday - Friday between 8.30am and 4.30pm (minimum 24 hours notice)

FOR MORE INFORMATION PHONE COUNCIL
ON **1300 MACKAY** (1300 622 529)
OR VISIT THE WEBSITE MACKAY.QLD.GOV.AU