

Program:	Infrastructure Planning
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Scope

To define applications for the construction of driveways and property accesses crossing road reserves such that a uniform standard is achieved and safe access to roads is maintained.

Objective

To set design and construction standards for the construction of urban and rural accesses servicing private property including the location, size, number and standards for construction in relation to both urban and rural property accesses.

Policy Statement

Mackay Regional Council (MRC) receives applications for the construction of property accesses at various stages of the development of urban and rural properties. These applications are processed in accordance with *Local Law 1* and *Subordinate Local Law 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011*.

These guidelines have been established to avoid instances of sub-standard construction affecting road safety and generating maintenance impacts.

This process to remain in force until otherwise determined
by Mackay Regional Council

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1.0 Principles

1.1 General

No alteration or improvement to a road shall be constructed or obstructions placed on the road reserve unless an approval under *Local Law No. 1 & Subordinate Local Law No. 1.16* is obtained and the work is undertaken in accordance with MRC's standards and conditions.

The owner of the affected property will be responsible for the application for approval, design, construction, upgrading and ongoing maintenance of the property access.

1.2 Applications

Applications are to be made using MRC's *Minor Works Permit Application* form and must:

- 1.2.1 Include a site plan indicating location details and dimensions of the proposed works, drawn to scale;
- 1.2.2 Be accompanied by those documents and materials stated in section 3 of Schedule 1 of *Local Law No. 1.16*;
- 1.2.3 Where the applicant considers that any of the conditions outlined in section 1.3 below are inapplicable to the proposed works, provide reasons justifying why the condition/s should not be imposed;
- 1.2.2 Be accompanied by payment of the applicable application fee as outlined in MRC's *Cost Recovery Fees and Charges*.

1.3 Approval Conditions

Other than in exceptional circumstances, the conditions referred to in paragraphs 1.3.1 – 1.3.5 below will be imposed on approvals under *Local Law 1 and Subordinate Local Law No. 1.16* to construct driveways and accesses to urban and rural properties. These conditions will be in addition to any other conditions that would ordinarily be imposed on an approval under section 6 of Schedule 1 of *Local Law No. 1.16*.

1.3.1 *Urban Driveways where Kerb and Channel Exists*

All driveways leaving kerb and channel shall be constructed in accordance with MRC's Standard Drawing A3-773. Approval to vary the standard detail must be sought from MRC.

- (1) The number and size of crossings to any lot shall not exceed the following: -
 - (i) Where the frontage of the Lot is 15.5 metres or less, one crossing only having a maximum width of 4.0 metres.

- (ii) Where the frontage of the Lot exceeds 15.5 metres but is less than 20.0 metres, one crossing having a maximum width of 8.0 metres or two (2) crossings each having a maximum width of 4.0 metres.
 - (iii) Where the width of the Lot exceeds 20 metres in the urban areas, one additional crossing having a maximum width of 8.0 metres in respect of each 20.0 metres of frontage in excess of the first 20.0 metres.
 - (iv) Where the Lot has more than one frontage to dedicated and constructed roads, each frontage may be treated as a separate frontage.
- (2) Multiple crossings shall be separated by a clear space of not less than 6.5 metres, measured at the face of the kerb.
 - (3) Wherever practicable, the siting of crossings in relation to other crossings to the Lot, or to neighbouring Lots, shall be such as to preserve the maximum amount of kerbside parking space.
 - (4) Driveways shall be offset from the side property boundary lines by a minimum of 0.5 metres from the neighbouring property boundary to the driveway flare.
 - (5) Where the site is a corner Lot, no crossing shall be situated closer than 6.0 metres from the prolongation of the property boundary on the opposing street frontage, or in the case of a channelised intersection, such greater distance as may be determined by MRC. Distances may also be determined as beyond the influence of normal queue lengths for the intersection.
 - (6) No crossing shall be approved unless there exists a clear space of not less than 6.0 metres within the property boundary on which a vehicle may park.
 - (7) Unless otherwise approved in the special circumstances of a particular case, all crossings shall be set square to the kerb line, and directly opposite the point of entry at the property boundary.
 - (8) For the purposes of determining the number, size and disposition of crossings, a number of adjoining Lots in the one ownership and used for a single purpose shall be regarded as being a single Lot.

1.3.2 Urban Driveways where No Kerb and Channel Exists

In this scenario all conditions in 1.3.1 shall apply however contact is to be made with MRC to determine future kerb alignments and verge

levels and the driveway shall be constructed to match these future requirements.

1.3.3 *Industrial and Commercial Accesses*

The crossing shall not exceed the maximum width of 9.0 metres unless approval for such increase has been received.

1.3.4 *Property Accesses Outside of urban Areas where there is No Kerb and Channel*

Accesses outside of urban areas shall be constructed in accordance with MRC's Standard Drawing A3-8252 and A3-8323.

1.3.5 *Accesses and Driveways General*

- (i) The costs of construction of any access crossing or driveway shall be borne by the property owner.
- (ii) The cost of maintenance of any access crossing shall be borne by the property owner.
- (iii) The applicant is required to lodge a *Minor Works Permit Application* and an application fee for permission to construct in the road reserve. The value of the fee will be determined by Council from time to time and established in MRC's *Cost Recovery Fees and Charges*.
- (iv) The access or driveway must have minimum 1.0 metre clearance to all existing infrastructure including but not limited to stormwater pits, sewer manholes, street trees, telecommunications pits and electrical pillars/poles.

2.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean the collective body of all elected representatives of Mackay Regional Council, as constituted under the *Local Government Act 2009*, responsible for governing the local government area and making decisions in the public interest.

MRC shall mean Mackay Regional Council.

3.0 Review of Policy

This policy will be reviewed when any of the following occur:

- The related documents are amended or replaced.
- Other circumstances as determined from time to time by a resolution of Council

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

4.0 Reference

- Standard Drawings A3-773, A3-8252 and A3-8323 as amended

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
2	Modified Template	Nil		
3	Reference Plan Changes	Plan numbers changed	Council	23.08.17
4	Dimensional approval changes clarify council requirements	Dimensions changed for allowable installation and inclusion of section for areas with no kerb and channel		
5	Review	Update	Council	25/11/25