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CROSSOVER, ROAD VERGE AND DRIVEWAY POLICY

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Strategic Plan link:
A Council that is actively responsive to community needs and delivers financial sustainability, governance and leadership.

References and related Policies, Procedures and Forms:
Local Government Act 1999
DCSB-I-14.4 Unmade Road Development Policy
DCSB FM 07.03 Debtors Policy
DCSB FM 07.06 Private Works Policy
DCSB IFM 13.01 Records Management Policy
DCSB I 14.01 Standards & Requirements for the Design, Construction & Development of Infrastructure Assets
DCSB I 14.04 Unmade Roads Development Policy
DCSB 14 Form 07 Authorisation0. to alter a public road – section 221 v2

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1. INTRODUCTION

This policy is intended to provide clear direction on the provision of vehicular driveway access (including cross over kerb), footpath construction and road verge maintenance and development for residents.

2. POLICY OBJECTIVE

The objectives of this policy are:

To ensure that there is consistency with the provision of footpaths, cross overs, and road verge maintenance and development within the Council district.

To ensure that a process and criteria are established for the provision of footpaths, cross overs and road verge maintenance and development.

To ensure that there is a fair and transparent process in place for the establishment of any such fees and charges associated with the establishment of footpaths, cross overs and road verge development.

3. LIMITATIONS

Clauses 5, 6 and 7 of this policy apply to all properties located within the residential boundaries only of each township within the District Council of Streaky Bay. Clause 8 outlines those properties located outside of the residential boundaries.

4. LEGISLATION

Local Government Act 1999, Section 221 – Alteration of road

5. KERB CROSS OVERS

1.1 Location

The location of all crossings must be assessed with regard to public safety and any applicable Land Management Agreement, design standard or regulation.

The position of each crossing shall be agreed upon and confirmed in writing by the property owner and an authorised representative of Council.

In the event that an agreement cannot be reached the authorised representative of Council shall determine the most suitable location.

1.2 Responsibility

Council shall provide a single vehicle cross over (in constructed kerbs) to each existing rateable property free of charge. Access to new allotments created through subdivision is the responsibility of the developer.

Only one vehicle cross over per residential property is to be located on each street frontage unless by agreement of the Manager, District Services.

Existing rateable commercial and industrial properties will be provided a single vehicle cross over (in constructed kerbs) at the minimum width. Additional width or crossovers by agreement with the Manager, District Services.

The standard width of the crossing place shall be a minimum of 3.0m.

1.3 Additional Access

Corner properties shall be permitted to have two (2) cross overs, the second cross over shall be at the cost of the land owner.

Residents must complete form DCSB 14 Form 07 Application for Additional/Alterations to Kerb Cross Over/Driveway for additional cross overs or work on an existing crossover.

Confirmation of a successful application will be made in writing by an authorised officer of Council. Subject to approval, work may be undertaken by the landowner

1.4 Construction

Construction shall be carried out in accordance with Section 3.3.3, 3.3.4 and 3.4.4 of Council Design Standards.

All construction works shall be carried out by Council (or a subcontractor engaged by Council) unless permission is sought in writing from Council to for the property owner to engage their own contractor.

1.5 Maintenance

Ongoing maintenance of all kerbs and cross over kerb shall be the responsibility of Council.

1.6 Applicable Fees & Charges

All additional accesses and/or variations to standard cross overs shall be at the cost of the property owner. The applicable fees and charges will be listed on the Application for Additional or Alterations to Kerb Cross overs and are payable prior to the commencement of any works.

All fees shall be charged at private works rates and in accordance with Council's private works and debtors policies.

6. DRIVEWAYS

1.7 Location

For the purpose of this policy the drive way is referred to as the vehicular access to a rateable property from the edge of the bitumen, edge of formed road, edge of kerb (which ever is closest) to the property boundary. Any vehicular access beyond this point is the responsibility of the property owner.

The location of all drive ways must be assessed with regard to public safety and any applicable Land Management Agreement, design standard or regulation.

The position of each drive way shall be agreed upon and confirmed in writing by the property owner and an authorised representative of Council.

In the event that an agreement cannot be reached the authorised representative of Council shall determine the most suitable location.

1.8 Responsibility and additional Requests

Construction and costs of the driveway is the responsibility of the landowner.

Unless approved by the Manager, District Services, only one drive way is to be located on each street frontage. Corner properties shall be permitted to have two (2) drive ways;

Residents must complete the attached form DCSB 14 Form 07 Application for Kerb Cross Over/Driveway for the following requests;

- amend existing drive way
- request to concrete/pave/seal driveway
- relocation of drive way
- construct additional drive way

Confirmation of successful application shall be made in writing by an authorised officer of Council.

In the event of a property owner wishing to pave/seal/concrete a driveway to their property, Council may (at the discretion of the Manager, District Services) contribute for the area which would otherwise be footpath (3.0m X 1.5m) at a maximum rate of $50 per square metre (including GST), provided

a. *There is no existing footpath on either side of the road*
b. *There is plans for a footpath to be constructed on that side of the road*
c. *The driveway is constructed to Councils specifications*

1.9 Construction

Construction shall be carried out in accordance with Section 3.3.4 and 3.4.4 of Council's Design Standards.

All construction works shall be carried out by Council (or a subcontractor engaged by Council) unless permission is sought in writing from Council for the property owner to engage their own contractor.

1.10 Maintenance

Ongoing maintenance of all drive way access will be the responsibility of the landowner.

7. ROAD VERGES

1.11 Location

For the purpose of this policy the road verge is referred to as the allotment frontage running parallel to the road and width of this frontage is determined as that being from the unformed road edge, edge of bitumen or kerb (which ever is closest) to the property boundary.

1.12 Responsibility

Council shall be responsible for the management and/or improvement to road verges within budgetary constraints.

1.13 Additional Improvements and/or Alterations

Residents wishing to improve/develop, plant trees, or install services on Council road verge must complete the attached form DCSB 14 Form 08 Application to Alter Road Verge or Footpath detailing the proposed works for requests such as;

- placing material such as limestone scalps/crusher fines
- to concrete/pave/seal road verge
- to plant trees/lawn on road verge
- water or power connection along road verge

Confirmation of successful application shall be made in writing by an authorised officer of Council.

1.14 Maintenance

Ongoing maintenance of all road verges improved by landowners with Council consent will be Council responsibility within budgetary constraints.

1.15 Service Providers

Council will consider the installation of external water and power services to within its road verge to a maximum distance of 20m from the connection/meter point.

8. RURAL PROPERTIES

1.16 Responsibility

Access to rural properties is the responsibility of the landowner.

1.17 Access improvements and/or Alterations

Residents must complete form DCSB 14 Form 07 Application to alter crossover or driveway for the following requests;

- New driveway
- Relocation of drive way
- Installation of pipe/culvert

Confirmation of successful application shall be made in writing by an authorised officer of Council.

1.18 Construction

All construction works shall be carried out by Council (or a subcontractor engaged by Council) unless permission is sought in writing from Council for the property owner to engage their own contractor.

1.19 Maintenance

Ongoing maintenance of all improved drive way access will be the property owner. Maintenance of drainage structures (cleaning) will be the responsibility of Council.

9. EXCEPTIONS

In the event that Council alters a road, verge or footpath that results in a change or inability to access existing driveways, footpaths or verges or limits access to a property it shall be the responsibility of the Council to repair or provide adequate measures to return access to and from the property in a state equal to or better than those measures previously in place.

10. REIMBURSEMENT/PAYMENT OF FEES & CHARGES

Prior to commencement of any works all fees & charges listed on the application form/approval must be paid in full.

Council may refuse to continue the undertaking of any works should any prescribed monies due not be paid in full or within required time frames.

A compliant Tax Invoice shall be issued for any monies due upon the property owner's acceptance of such fees & charges.

The recovery of any monies due shall be recovered in accordance with Council's debtor policy.

11. DELEGATIONS

The Manager, District Services shall be delegated as an authorised person of Council for the purpose of this policy.

12. REVIEW

This policy shall be reviewed every three years basis.

13. RECORDS MANAGEMENT

All records shall be kept and disposed of in accordance with councils Document Control Policy, Records Management Policy & Procedure and the Local Government General Disposal Schedule 20.

14. AVAILABILITY OF POLICY

This policy will be available on Council's website. Copies of this policy may be obtained upon request at a cost to be determined by Council from time to time at Council's Principal Office during ordinary business hours.