

Driveway Crossover Policy

Reference Number:	CR20/57013
Type:	Council Policy
Responsibility:	Director Infrastructure and Environment
Responsible Officer (s):	Manager Infrastructure and Assets
Initial Adopted Date:	August 2020
Last Review Date:	New Policy
Next Review Date:	August 2024
Legislation:	Australian/New Zealand Standard AS/NZS 2890.1:2004 Local Government Act 1999, Section 221 Road Traffic Act 1961
Related Documents:	

1 Purpose

- 1.1 The Driveway Crossover Policy (the "Policy") provides the process required for the installation and construction of a crossover/driveway to allow allotment vehicle access.

2 Definitions

- 2.1 Applicant shall mean the owner of the property where the crossover/driveway is intended.
- 2.2 Crossover or Driveway shall mean the area of road reserve that acts as the point of vehicular access for a property between the road carriageway and the property boundary.
- 2.3 Council shall mean City of Prospect.
- 2.4 Property owner shall mean the owner of the property that utilises the crossover to access the road carriageway.
- 2.5 Public Road shall have the same definition as the Local Government Act 1999.
- 2.6 Vehicle shall have the same definition as the Road Traffic Act 1961.

3 Scope

- 3.1 The Policy applies to:
- 3.1.1 Properties where one (1) or more vehicle crossovers are to be constructed or modified to gain or increase access from a road carriageway to the property boundary of an allotment;

- 3.1.2 The process for obtaining Council approval to modify the construction of an existing approved access point or, to apply for a new crossover; and
- 3.1.3 The on going maintenance and responsibilities of property owners associated with existing crossovers.

4 Legislative and Corporate Requirements

4.1 The Driveway Crossover Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, including:

4.1.1 Local Government Act 1999 – Section 221 Alteration of a Road

- (1) A person (other than the council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the council. Maximum penalty: \$5000.
- (2) A person makes an alteration to a public road if the person –
 - (a) Alters the construction or arrangement of the road to permit or facilitate access from an adjacent property.
- (3) An authorisation is not required under this section an alteration to a road if –
 - (a) The person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
 - (b) The purpose of the alterations to permit vehicular access to and from land adjoining the road and the alteration is approved as part of a development authorisation under the Development Act 1993.

4.1.2 Strategic Plan Targets

- (1) Place "Loved heritage, leafy streets, fabulous places"
 - (a) 2.1 Respect the past, create our future
 - (b) An accessible City
 - (c) A Greener future
- (2) Services "Leaders of the sector providing efficient, responsive, accessible services"
 - (a) 4.1 Excellence in infrastructure

4.1.3 AS/NZS 2890.1:2004 – Parking facilities – Off-street car parking

- 4.1.4 Where the crossover abuts a road under the care, control and maintenance of the Department of Planning Transport and Infrastructure (DPTI), written approval must be granted by the relevant DPTI representative or delegate.

5 Policy Statement

- 5.1 The aim of this Policy is to define City of Prospect principles and procedures for the approval of Driveway Crossovers and associated infrastructure from a constructed road carriageway, across the road reserve (verge) to a property access point. The policy will ensure governance and operations procedures and activities align with legislative requirements and best engineering practice and quality infrastructure outcomes.
- 5.2 This Policy is subject to all relevant legislation and defines the responsibilities for the construction, maintenance, removal and repair of crossovers, other than those works undertaken directly by Council.
- 5.3 This Policy does not deal with detailed design and construction specifications for crossovers as that is detailed within City of Prospect's Standard Details.

6 Application of Policy

- 6.1 All applications for the provision and approval of crossovers will be in writing and submitted by the property owner to Council, utilising the Section 221 Application Form.
- 6.2 All applications for the provision and approval of crossovers will be considered taking into account crossover width, road width, allotment width, proximity to existing street trees, proximity to other crossovers, and proximity to other services such as stobie poles and utility pits.
- 6.3 Crossovers contribute visually to the quality and character of streetscapes and should be consistent in materials which are complimentary to the footpath. Decorative driveway materials will not exceed beyond the property boundary. Consistency in materials contributes to the establishment of a more visually appealing and higher quality of character streetscape. Conversely, use of too many different materials is visually busy and detracts from the quality of a streetscape.
- 6.4 The size and number of crossovers should be minimised where practicable as they have the potential to have a negative impact on the streetscape by reducing space for street trees to be planted or compromising the health of existing street trees, interrupting an otherwise continuous footpath, increasing the urban heat island effect, and reducing the provision for on-street parking. On this basis:
- 6.4.1 Multiple crossovers to a property will not be permitted;
- 6.4.2 The width of a crossover should be kept to a minimum and not exceed 4.5 metres in width.
- 6.5 City of Prospect recognises the social, economic and environmental benefits that our urban forest provides. The effective management of trees and the impact crossovers

can have includes the need to protect trees in line with this triple bottom line approach and will therefore be given high priority in all aspects of the City's activities. On this basis:

- 6.5.1 Crossovers must be a minimum of 2.0 metres away from any street trees;
 - 6.5.2 A street tree will not be removed or re-planted to facilitate a new crossover;
 - 6.5.3 A street tree will not be removed or re-planted to facilitate the widening of an existing crossover
- 6.6 Crossovers must be designed to provide the following minimum clearances:
- 6.6.1 1.0 metre from stobie poles;
 - 6.6.2 1.0 metre from side entry pits;
 - 6.6.3 2.0 metres from an existing street tree;
 - 6.6.4 10.0 metres from non signalised intersections;
 - 6.6.5 (Preferred) 5.4 metres minimum distance from any adjacent crossover.
- 6.7 Where Council undertakes footpath or kerb renewal works in a road reserve it may, at its discretion renew the crossovers in the same material to ensure a consistent streetscape and uniform levels. Where crossovers are in good condition Council may leave these unchanged.

7 Responsibilities

7.1 Property Owner Responsibilities:

- 7.1.1 The property owner is required to carry out approved crossover works in accordance with Council Specifications and Standard Details, and be to Council's satisfaction.
 - (1) Failure to comply with Council specifications may result in Council exercising powers to request removal and/or reconstruction of the crossover, at the property owner's cost.
 - (2) Failure to comply with 7.1.1(1), may result in Council in accordance with Section 213 (2) of the Local Government Act 1999 carrying out the works to remove and/or reconstruct a crossover and, recover the cost, as a debt, from the property owner.
- 7.1.2 The property owner shall be responsible for all costs associated with construction of a crossover, and/or modification of an existing crossover.

- 7.2 The property owner is required to ensure the crossover is constructed and maintained to achieve a maximum 2.5% crossfall through the width of the footpath, and to prevent vehicle scraping to the crossover or roadway when entering or exiting the property.
- 7.3 The property owner is required to maintain the crossover to ensure conformance with Council specifications and keep it free from defects and hazards.
- (1) Failure to maintain the crossover in good condition and free of hazards may result in Council exercising powers to request repair or reconstruction of the crossover, at the property owner's cost.
 - (2) Failure to comply with 7.3 (1), may result in Council in accordance with Section 213 (2) of the Local Government Act 1999 carrying out the works to remove and/or reconstruct a crossover and, recover the cost, as a debt, from the property owner.
- 7.4 A crossover application is subject to a fee, identified in Council's Schedule of Fees and Charges
- 7.5 Council responsibilities:
- 7.5.1 Where Council undertakes maintenance, removal or construction of a crossover and causes damage to private property, it will remediate at its own cost, any agreed damage.

8 Review

- 8.1 The Policy will be reviewed once per Council term or as required by legislation.

9 Access to the Policy

- 9.1 The Policy is available to the public:

www.prospect.sa.gov.au

Customer Services, 128 Prospect Road, Prospect SA 5082.

10 Further Information

- 10.1 For further information about this Policy please contact:

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