

1. Purpose

To clearly define responsibilities for physical access to properties from the Council roadway.

2. Objectives

The issues of financial contribution, specifications, and approvals regarding property access are clearly defined.

3. Scope

This policy applies where property owners require vehicle access between property boundary and vehicle carriageway. This policy applies to driveway access and pedestrian access in urban areas. This policy also applies to property access in the rural area between vehicle carriageway and property boundary.

This policy also applies to situations where Council has altered levels and/or drainage conditions on the carriageway which have affected property access levels.

4. Background

Council is a roads authority and has responsibility for management of activities and condition of road reserves. The area of land between property adjoining the road reserve and the formed or constructed carriageway may be used as a driveway entrance or exit to the property. The property owner and Council have different roles in relation to management of driveway entrances.

5. Legislation and Associated Documents

5.1.

ASSOCIATED POLICIES	<ul style="list-style-type: none"> Contributions for Kerb & Guttering and Paving
ASSOCIATED LEGISLATION	<ul style="list-style-type: none"> <i>Roads Act 1993</i>
ASSOCIATED DOCUMENTS	Nil

6. Definitions

Term	Definition
Road Reserve	area of land designated as road and controlled by Council
Property Access	sometimes referred to as driveway, driveway entrance, driveway exit. The area of land used by vehicles to cross between carriageway and property boundary
Vehicle Carriageway	the section of road reserve used for vehicle travel. Where kerb and guttering exists, it is generally the area of road between kerb faces
Approved Property Access	are access crossings either constructed by Council or constructed by the property owner in accordance with specifications and formal approval by Council
Unauthorised Access	1) Constructed with prior permission and/or not in accordance with Council specifications or; 2) Creating an obstruction to a road or stormwater drain.

7. Policy Statement

The property owner is responsible for all costs associated with installation and maintenance of property access between vehicle carriageway and property boundary. Council is not responsible for any costs associated with upgrading or maintenance of property access.

Any upgrade, repair or maintenance works associated with the property access must first be approved by Council. Council may direct a property owner to undertake repairs to a property access where it can be shown that the access presents a public safety hazard or presents a hazard to the integrity of the road.

Roadworks undertaken by Council that change the condition or level of a property access will be remedied by Council.

The obstruction of drains or gutters with any objects or structures used by the property owner to obtain vehicle access will be considered unauthorised. Unauthorised accesses will be removed by Council staff after the property owner is given twenty-eight (28) days' notice in writing.

The installation of a second property access by the property owner will not be permitted unless specifically authorised by Council.

8. Responsibilities

The following officers in Council have responsibility for implementation of this policy: Manager Projects and Director Technical Services.

9. Getting Help

The following officers in Council are able to provide advice on this policy: Manager Road Operations; Manager Urban Services and Facilities; Manager Projects and; Director Technical Services.

Version Control

DEPARTMENT	Technical Services		
RESPONSIBILITY	Director Technical Services		
VERSION CONTROL			
Policy Name	Id No and Version	Resolution	Date Adopted
Access to Properties	1	116	22 October 2009
Access Across Road Reserves to Properties	2	122/1314	19 September 2013
Access Across Road Reserves to Properties	3	30/1718	20 July 2017
Access Across Road Reserves to Properties	4	335/2021	20 May 2021
Next Review Date	2023		