

CAIRNS REGIONAL COUNCIL - CAIRNSPLAN 2016

Self-assessable Driveways and Crossover Information Kit

A driveway is a vehicular crossing that provides safe and reasonable access to a property. The Access Crossover is that part of the driveway that crosses the footway from the kerb and channel to the property boundary.

It is the property owner's responsibility to construct and maintain residential Driveways and Crossovers (Access Crossover) on a Local Government Road and within a resident's own property.

Self-assessable

No Permit required if the intended work complies with the Acceptable Outcomes (Self-Assessment) listed in the Infrastructure Works Code 9.4.6 and Parking and Access Code 9.4.8 and the Dual Occupancy Code 9.3.9 and other applicable Codes under CairnsPlan 2016

- **A Single Access Crossover** (new or alteration to existing Residential/Rural/Commercial/Industrial per property) does not require Council approval if it complies with the Acceptable Outcomes (Self-Assessable) listed in the Infrastructure Works Code 9.4.6 and Parking and Access Code 9.4.8 and the Dual Occupancy Code 9.3.9 under CairnsPlan 2016.

The Access Crossover must be constructed in strict accordance with the FNQROC Development Manual and the Development Manual drawings S1015, S1105 and S1110 as applicable. These documents stipulate the minimum construction standards and required site grades to allow safe and reasonable access to your property. These standards aim to minimise stormwater runoff and erosion, ensure access to public utilities, and maintain a safe corridor for pedestrians and traffic.

Residential Crossover widths between 3m to 4.5m, Rural Crossover widths between 3m to 6m and Commercial, Industrial and Unit Development Crossover widths between 3.5m to 6m, are able to be Self-Assessed.

Assessable development:

An Operational Works Permit is required where the intended work does not comply with any or all the Acceptable Outcomes listed in the Infrastructure Works Code 9.4.6 and Parking and Access Code 9.4.8 and the Dual Occupancy Code 9.3.9 and other relevant Codes under CairnsPlan 2016:

- **Residential / Rural / Commercial / Industrial Access Crossovers** that do not comply with any of the Acceptable Outcomes listed in the Infrastructure Works Code 9.4.6 and Parking and Access Code 9.4.8 and the Dual Occupancy Code 9.3.9 under CairnsPlan 2016 (**this includes additional Access Crossovers and Multiple Works per property**) (excluding landscaping, see Note [a]) require an Operational Works Application and Approval. The DA Form 1, the appropriate fee (including Bond) and any supporting documents must be lodged with Council. If and when approved, the Access Crossover/Works must be constructed in accordance with the conditions set out in the Approval.

Please note that the application assessment will be made only on the items that are non-compliant with the relevant code/s.

If your application does not comply with any or all of the Acceptable Outcomes in the applicable Codes, please obtain a copy of the Assessable Driveways and Crossover Information Kit and lodge an Operational Works Application.

Information that applies to both Self-assessable and Assessable Development

- The FNQROC Development Manual stipulates that the works must not adversely affect pedestrian and road traffic movements during the construction process and thereafter. A Traffic Management Plan must be produced, based on the latest version of the Manual of Uniform Traffic Control Devices (MUTCD). The Traffic Management Plan must be prepared and endorsed by a suitably qualified person and a copy kept on site. For small scale works such as the construction of footpaths, a step-by-step description of the work methodology to indicate how the public will be safeguarded may be acceptable. Council should be contacted for advice, should this method be applied.
- In ALL cases the Traffic Management Plan or Traffic Guidance Scheme must be submitted and accepted by Council, prior to any works commencing on the site. See FNQROC CP1.10 (2).
- Depending on the Zone of the property and Part 5 – Tables of Assessment the following additional codes may apply but are not limited to:
 - The applicable Zone Code, Airport environs overlay code, Bushfire hazard Code, Coastal processes overlay code, Flood and inundation hazards overlay code, Hillslopes overlay code, Natural areas overlay code, Neighbourhood character overlay code, Potential landslip hazard overlay code.
 - Please check with Council Planning Section to obtain the Zone Code for your property and confirm which Codes will apply from Part 5 – Tables of Assessment.
 - Non-compliance with the applicable Self-Assessable Acceptable Outcomes from any of the CairnsPlan 2016 Codes will require the submission of an Operational Works Application and subsequent approval prior to commencement of any works.

Standard drawings for crossovers can be found in the FNQROC Development Manual available at www.fnqroc.qld.gov.au.

Note [a]:- A separate Landscaping application (DA Form 1) will need to be lodged for approval with Council. See CairnsPlan 2016 Landscaping Code www.cairns.qld.gov.au/building-planning-business/planning-schemes/v1.1cp2016.

It is an offence to undertake Operational or Infrastructure Works without a current approval granted by Council, unless the works are Self-Assessable under CairnsPlan 2016.

For Self-Assessable work complete the following check list and keep this information with the required Traffic Management Plan to prove compliance or submit this with the Traffic Management Plan to Council as a permanent record.

Details of applicant: (Please print clearly)

Name of Applicant / Owners Representative _____

Phone No _____

Address of Applicant / Owners Representative _____

Owner of property _____

Phone No _____

Address of Owner _____

Contractor _____

Phone No. _____

Email Address _____

Location of work

Assessment No. _____

Street No. _____ Street _____

Suburb _____ Lot No. _____ Plan No. _____

Description of works _____

Do any trees, shrubs, or plants on the road verge require removal to accommodate these works?

Yes
 No

If YES a permit is required to be issued under Local Law 11. Work may not commence until the permit is applied for and approved. Available at www.cairns.qld.gov.au/payments/forms

- Is the driveway on a State Controlled Main Road? Accesses from State Controlled Main Roads are administered by the Department of Transport and Main Roads. Please visit www.tmr.qld.gov.au for contact details and Access approval.
- Complete the applicant response to Acceptable Outcomes listed in the Infrastructure Works Code 9.4.6 and Parking and Access Code 9.4.8 and the Dual Occupancy Code 9.3.9 (if applicable) under Cairns Plan 2016 (attached below this list).
- Check the condition of all existing kerb, channel, footpath and road surfaces. If damage exists, take a photograph or write a note and submit it with your application. Any damage caused by the activity you carry out, or damage not notified to Council, prior to commencing work, will be repaired at your own expense.
- Confirm that the works will be constructed in strict accordance with the FNQROC Development Manual and the Development Manual drawings S1015, S1105 and S1110 as applicable.
- Ensure the driveway surface and grades are appropriate for the type of traffic that will use the facility. Appropriate surface types are included in the drawings listed above, other by approval. Driveway surfaces must be non-slip and grades must comply.
- Rural access sight distances must comply with the Manual of Uniform Traffic Control Devices (MUTCD) sight distances guidelines for use of Stop Signs. (Part 2, Section 2.5.4, Figure 2.2)
- Confirm that the Access Crossover and Driveway will have the following setbacks:-600mm clear of any Stormwater pit, 500mm clear of Street Signage and Electrical pillars, 1m clear of Parking meters, 1m clear of Power or Light poles and existing Trees (measured from the tree trunk), 9m clear of Minor intersection, 18 m clear of a Major intersection. Confirm with Telstra/NBNCo. any requirements for distances from Telecommunications Infrastructure and obtain proof of acceptance from the service owner/provider. Contact Telstra – Network Integrity Ph 1800 810 443 F1102490@team.telstra.com or www.telstra.com.au.
- All existing concrete footpath strips must be incorporated into the driveway. Your driveway must not interfere with the safe passage of pedestrians.
- Confirm that the Access Crossover and Driveway is not in a Services Reserve or Future Road Reserve. Obtain proof from the Reserve owner that they do not object to the Crossover
- The works must not adversely affect pedestrian and road traffic movements during the construction process and thereafter. A Traffic Management Plan must be produced, based on the latest version of the Manual of Uniform Traffic Control Devices (MUTCD). The Traffic Management Plan must be prepared and endorsed by a suitably qualified person and a copy kept on site. For small scale works such as the construction of footpaths, a step-by-step description of the work methodology to indicate how the public will be safeguarded may be acceptable. Council should be contacted for advice, should this method be applied.

In ALL cases, a Traffic Management Plan must be completed to ensure Pedestrian and Traffic safety, prior to any works commencing on the site.

- I have called “Dial before you dig” to locate my underground Pipes and Cables.
- All footpaths and roads must be restored to a satisfactory standard and approved by Councils delegated Officer. All roads and footpaths must be made safe at the end of each day to allow the safe flow of vehicle and pedestrian traffic.
- If you want to close a road, lane or Council parking bay, you need to lodge a Road Closure Application with Council.
- The driveway must not obstruct access or cause damage to public utilities such as bus stops, bikeways, parking bays, taxi ranks, stormwater drains, fire hydrants, utility service pits and power or light poles.
- If you are required to park on the street during construction, you must obey all posted parking restrictions. It is your responsibility to ensure you have obtained, if required, any necessary Police or Main Roads permits prior to commencing work.
- My driveway is Non-Compliant with the Codes – I will need to lodge an Operational works application to Council, please obtain a copy of the Assessable Driveways and Crossover Information Kit – Operational Works Application.

Privacy the information collected in this form will be used by the compliance assessor in accordance with the processing and assessment of your application. Your personal details will not be disclosed for a purpose outside of the process, except where required by legislation (including the *Right to Information Act 2009*) or as required by Parliament. This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

SELF-ASSESSMENT continued:-

9.4.6 Infrastructure works code (Extract)

Application

- (1) This code applies to development identified as requiring assessment against the Infrastructure works code by the Tables of Assessment in Part 5.
- (2) When using this code, reference should be made to Part 5.

Purpose

- (1) The purpose of the Infrastructure works code is to ensure that development is safely and efficiently serviced by and connected to infrastructure.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) the standards of water supply, waste water treatment and disposal, stormwater drainage, local electricity supply, telecommunications, footpaths and road construction meet the needs of development and are safe and efficient;
 - (b) development maintains high environmental standards;
 - (c) development is located, designed, constructed and managed to avoid or minimise impacts arising from altered stormwater quality or flow, wastewater discharge, and the creation of non-tidal artificial waterways;
 - (d) the integrity of existing infrastructure is maintained;
 - (e) development does not detract from environmental values or the desired character and amenity of an area.

Criteria for assessment

Part A - Criteria for self-assessable and assessable development

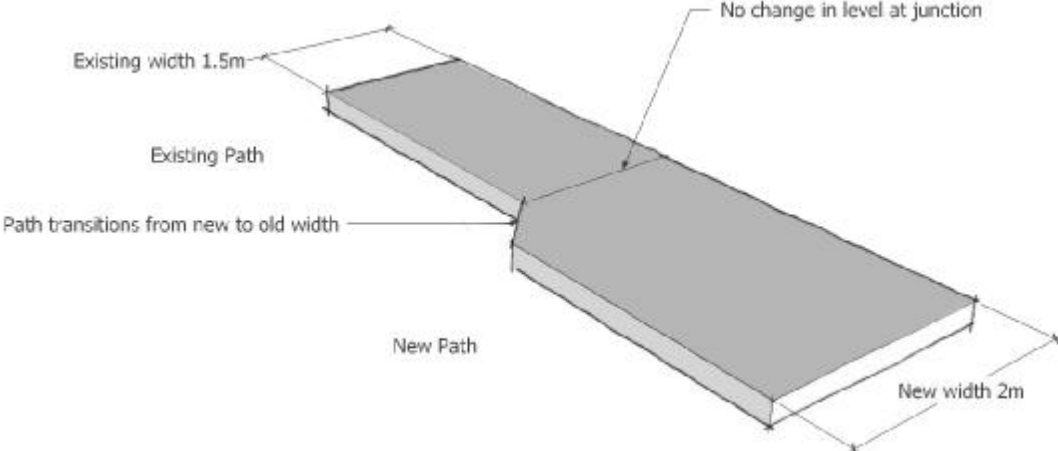
Infrastructure works code – self-assessable and assessable development

Performance outcomes	Acceptable outcomes	Applicant response
For self-assessable and assessable development		
Works on a local government road		
PO1 Works on a local government road do not adversely impact on footpaths or existing infrastructure within the road verge and maintain the flow, safety and efficiency of pedestrians, cyclists and vehicles.	AO1.1 Footpaths/Pathways are located in the road verge and are provided for the hierarchy of road and located, designed and constructed in accordance with Planning scheme policy – FNQROC Regional Development Manual.	
	AO1.3 New pipes, cables, conduits or other required to cross existing footpaths;	

Performance outcomes	Acceptable outcomes	Applicant response
	<p>(a) are installed via trenchless methods; or</p> <p>(b) where footpath is removed to install infrastructure, the new section of footpath is installed to the standard detailed in the Planning scheme policy – FNQROC Regional Development Manual and is not less than a 1.2 metre section.</p>	
	<p>AO1.4 Where existing footpaths are damaged as a result of development, footpaths are reinstated ensuring:</p> <p>(a) similar surface finishes are used;</p> <p>(b) there is no change in level at joins of new and existing sections;</p> <p>(c) new sections are matched to existing in terms of dimension and reinforcement.</p> <p>Note – Figure 0.a provides guidance on meeting the outcomes.</p>	
Stormwater quality		
<p>PO5 Development is planned, designed, constructed and operated to avoid or minimise adverse impacts on stormwater quality in natural and developed catchments by:</p> <p>(a) achieving stormwater quality objectives;</p> <p>(b) protecting water environmental values;</p> <p>(c) maintaining waterway hydrology.</p>	<p>AO5.1 A connection is provided from the premises to Council’s drainage system;</p> <p>or</p> <p>AO5.2 An underground drainage system is constructed to convey stormwater from the premises to Council’s drainage system in accordance with the Design Guidelines set out in Sections D4 and D5 of the Planning scheme policy – FNQROC Regional Development Manual.</p>	
	<p>AO5.3 A stormwater quality management plan is prepared, and provides for achievable stormwater quality treatment measures meeting design</p>	

Performance outcomes	Acceptable outcomes	Applicant response
	<p>objectives listed in Table 0.b and Table 0.c, reflecting land use constraints, such as:</p> <ul style="list-style-type: none"> (a) erosive, dispersive and/or saline soil types; (b) landscape features (including landform); (c) acid sulfate soil and management of nutrients of concern; (d) rainfall erosivity. 	
	<p>AO5.4 An erosion and sediment control plan demonstrates that release of sediment-laden stormwater is avoided for the nominated design storm, and minimised when the it is exceeded by addressing design objectives listed in Table</p> <p>Error! Reference source not found.b for:</p> <ul style="list-style-type: none"> (a) drainage control; (b) erosion controls; (c) sediment control; (d) water quality outcomes. 	
	<p>AO5.5 Erosion and sediment control practices are designed, installed, constructed, monitored, maintained, and carried out in accordance with the erosion and sediment control plan.</p>	
	<p>Protection Act 1994.</p> <p>Note – During construction phases of development, contractors and builders are to have consideration in their work methods and site preparation for their environmental duty to protect stormwater quality.</p>	
Telecommunications		
<p>PO10 Development is connected to a telecommunications service approved by the relevant telecommunication regulatory authority.</p>	<p>AO10.1 The development is connected to telecommunications infrastructure in accordance with the standards of the relevant regulatory authority.</p>	
Road construction		
<p>PO12</p>	<p>AO12.1</p>	

Performance outcomes	Acceptable outcomes	Applicant response
<p>The road to the frontage of the premises is constructed to provide for the safe and efficient movement of:</p> <ul style="list-style-type: none"> (a) pedestrians and cyclists to and from the site; (b) pedestrians and cyclists adjacent to the site; (c) vehicles on the road adjacent to the site; (d) vehicles to and from the site. (e) emergency vehicles. 	<p>The road to the frontage of the site is constructed in accordance with the Design Guidelines set out in Sections D1 and D3 of the Planning scheme policy – FNQROC Regional Development Manual, for the particular hierarchy of road.</p>	
	<p>AO12.2 There is existing road, kerb and channel for the full road frontage of the site.</p>	
	<p>AO12.3 Road access minimum clearances of 3.5 metres wide and 4.8 metres high are provided for safe passage of emergency vehicles.</p>	
<p>Construction management</p>		
<p>PO15 Work is undertaken in a manner which minimises adverse impacts on vegetation that is to be retained.</p>	<p>AO15.1 Works include, at a minimum:</p> <ul style="list-style-type: none"> (a) installation of protective fencing around retained vegetation during construction; (b) erection of advisory signage; (c) no disturbance, due to earthworks or storage of plant, materials and equipment, of ground level and soils below the canopy of any retained vegetation; (d) removal from the site of all declared noxious weeds. 	
<p>PO16 Existing infrastructure is not damaged by construction activities.</p>	<p>AO16.1 Construction, alterations and any repairs to infrastructure is undertaken in accordance with the Planning scheme policy – FNQROC Regional Development Manual.</p> <p>Note - Construction, alterations and any repairs to State-controlled roads and rail corridors are undertaken in accordance with the <i>Transport Infrastructure Act 1994</i>.</p>	



New footpath sections - Note: Path transition length is 1 meter between new to old Path

9.4.8 Parking and access code (Extract)

Application

This code applies to development identified as requiring assessment against the Parking and access code by the Tables of Assessment in Part 5.

When using this code, reference should be made to Part 5.

Purpose

- (1) The purpose of the code is to ensure that parking and access infrastructure and facilities are provided to service the demand of the development.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) on-site vehicle and bicycle parking facilities are provided to accommodate the demand generated by the development.
 - (b) parking and access facilities are designed and constructed:
 - (i) in accordance with relevant standards;
 - (ii) to be convenient and accessible;
 - (iii) so that they do not adversely impact on the safety and efficiency of the surrounding road network;
 - (iv) so that they do not disrupt the on-street parking arrangements in the surrounding area.

Criteria for assessment

Part A - Criteria for self-assessable and assessable development

Parking and access code – self-assessable and assessable development

Access requirements	Acceptable Outcomes	Applicant Response
<p>PO3 Access points are designed and constructed:</p> <ol style="list-style-type: none"> (a) to operate safely and efficiently; (b) to accommodate the anticipated type and volume of vehicles; (c) to provide for shared vehicle (including cyclists) and pedestrian use, where appropriate; (d) so that they do not impede traffic or pedestrian movement on the adjacent road area; (e) so that they do not adversely impact upon existing 	<p>AO3.1 Access is limited to one access crossover per site and is:</p> <ol style="list-style-type: none"> (a) An existing access point; or (b) an access point located, designed and constructed in accordance with: <ol style="list-style-type: none"> (i) Australian Standard AS2890.1; (ii) Planning scheme policy – FNQROC Regional Development Manual - access crossovers. <p>Note – Where development is for Dual occupancy, AO7.1 of the Dual occupancy code prevails over the number crossovers stated above.</p>	

<p>intersections or future road or intersection improvements;</p> <p>(f) so that they do not adversely impact current and future on-street parking arrangements.</p> <p>(g) so that they do not adversely impact upon existing services within the road reserve adjacent to the site</p>	<p>AO3.2 Access, including driveways or access crossovers:</p> <p>(a) are not placed over an existing:</p> <ul style="list-style-type: none"> (i) telecommunications pit; (ii) stormwater kerb inlet; (iii) sewer manhole; (iv) water valve or hydrant. <p>(b) are designed to accommodate any adjacent footpath;</p> <p>(c) adhere to minimum sight distance in accordance with Australian Standard AS2890.1</p>	
	<p>AO3.3 Driveways are:</p> <p>(a) designed to follow as close as possible to the existing contours but are no steeper than the gradients outlined in Planning scheme policy – FNQROC Regional Development Manual;</p> <p>(b) constructed such that where there is a grade shift to 1 in 4 (25%), there is an area with a grade of no more than 1 in 6 (16.6%) prior to this area, for a distance of at least 5 metres. On gradients greater than 1 in 6 (16.6%) driveways are constructed to ensure that the crossfall of the driveway is one-way and directed into the hill, for vehicle safety and drainage purposes.</p> <p>(c) constructed such that the transitional change in grade from the road to the lot is fully contained within the lot and not within the road reserve.</p> <p>(d) designed to include all necessary associated drainage that intercepts and directs storm water runoff to the road, storm water drainage system.</p>	

9.4.9 Dual occupancy code (Extract)

Application

This code applies to assessing development for a Dual occupancy.

When using this code, reference should be made to Part 5.

Purpose

- (1) The purpose of the Dual occupancy code is to promote a variety of housing choice to cater for a range of housing needs and affordability.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) the scale and character of development is consistent with the existing desired residential character and streetscape pattern;
 - (b) design gives a sense of individual ownership to residents;
 - (c) dual occupancies do not detrimentally affect the function of the road network and its infrastructure design requirements.

Criteria for assessment

Part A - Criteria for self-assessable and assessable development

Dual occupancy code – self-assessable and assessable development

Performance outcomes	Acceptable outcomes	Applicant response
For self-assessable and assessable development		
Parking and access		
PO7 The development provides residents and guests with safe and convenient vehicle parking, access to dwellings and the road network, while maintaining the standard of existing infrastructure in the road reserve.	AO7.1 Dwelling units are serviced by: <ol style="list-style-type: none"> (a) a shared unobstructed driveway and crossover with a maximum width of 3.6 metres; or (b) one unobstructed driveway and crossover, having a maximum width of 3 metres, is provided to each street frontages, where the site has two street frontages. 	
	AO7.2 The surface treatment of any driveway is imperviously sealed.	
	AO7.3 Where development is on a State controlled road, Sub-arterial road or Collector road the driveway design is such that vehicles can enter and exit the site in a forward gear.	

Performance outcomes	Acceptable outcomes	Applicant response
	<p>AO7.4 Where a dual occupancy is to be established on a corner allotment each dwelling is accessed from a different road frontage with a minimum 6 metre separation between driveway and intersection.</p>	
	<p>AO7.5 Driveways and crossovers avoid existing on-street infrastructure, including street trees, drainage pits, street signs, service pillars and electricity infrastructure.</p>	
	<p>AO7.6 Driveway crossovers are designed in accordance with the Infrastructure works code.</p>	

Complete and return the above check lists and any supporting documents to

In person
Cairns Regional Council
119-145 Spence Street
CAIRNS
8.20am - 4.45pm
Monday – Friday, exc. Public Holidays

By mail
Attention: Licensing & Approvals - for the Engineering Inspection & Approvals Section
Cairns Regional Council
PO Box 359
CAIRNS QLD 4870

Drawings available from www.fngroc.qld.gov.au
Regional Development Manual - Issue 6 (2014)
Standard Drawings – S1015, S1105, S1110 and S1035 as applicable.