

## Driveway and Crossover Checklist

(applicant use only)

**This checklist is to identify if additional documentation is required to be added to the driveway and crossover application**

- Is the driveway on State Controlled Main Road? Access from State Controlled Main Roads are administered by the Department of Transport and Main Road. Please visit [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) for contact details and Access approval.

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- The conditions of any planning or engineering approval previously granted by Council have been complied with and are fully represented in drawings and documentation supplied with this application. Please insert the Council reference no. shown on the front of the Development Application Notice (if applicable) e.g 8/8/1234 in the relevant question on Form 1 and Form 6.

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- Provide one (1) set of Plans @ scale 1 to 100 of the proposed location of the Works in relation to the frontage of the allotment and provide appropriate photos of the site, showing any obstructions such as Service Pits, Hydrant Points, Stormwater Inlet Pits, Trees and or Power and Light Posts.

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- Complete the applicant response to Acceptable Outcomes listed in the Infrastructure Works Code and Parking and Access Code and the Dual Occupancy Code (if applicable) under CairnsPlan 2016.

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- 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.

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- Confirm that the works will be constructed in accordance with the FNQROC Development Manual and the Development Manual Drawings as applicable, or specify the proposed deviations and show the proposed deviations in the plans attached to the application.

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- 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.

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- Rural access sight distance must comply with the Manual of Uniform Traffic Control Devices (MUTCD) sight distances guidelines for use of Stop Signs.

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- 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, 18m clear of a major intersection. Please confirm with Telstra/NBNCo. Any requirements for distances from Telecommunications Infrastructure and provide proof of acceptance from the service owner with the application. Contact Telstra – Network Integrity Telephone 1800 810 443 [F1102490@team.telstra.com](mailto:F1102490@team.telstra.com) or [www.say.telstra.com](http://www.say.telstra.com)

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- All existing concrete footpath strips must be incorporated into the driveway. Your driveway must not interfere with the safe passage of pedestrians.
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- 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.

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- I have called "Dial Before You Dig" to locate my underground pipes and cables.
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- All footpaths and roads must be restored to a satisfactory standard and approved by Council's delegated officer.
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- All roads and footpaths must be made safe at the end of each day to allow the safe flow of vehicle and pedestrian traffic in accordance with your traffic management plan.
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- If you want to close a road, lane or Council parking by, you need to lodge a Road Closure Application with Council.
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- 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, anility service pits and power or light poles.
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- 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 Policy or Main Road permits prior to commencing work.
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- Confirm that the access crossover and driveway is not in a Service Reserve or Future Road Reserve. Seek the reserves owner's permission prior to applying for this Operational Works application.
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Your personal information has been collected for the purpose of assessing your Application for Approval. The collection of your information is authorised under the Local Government Act 2009. You are providing personal information which will be used for the purpose of delivering services and carrying out Council business. Your personal information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission or the disclosure is required by law.