

Policy

Driveway access to property - construction specification

Version 1.2

Adopted by Council at its meeting on 15 September 2022

Division:
Section:
File Reference:
Historical Reference:

Engineering
Roads and Stormwater
Council Policies/Protocols/Procedures
See Version Control

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1. Policy objective

This Policy will explain the construction requirements for those wishing to undertake driveway or other works within the public road reserve.

- General
- Traffic and public safety
- Public Utilities
- Excavation and foundation
- Formwork
- Reinforcement
- Inspections
- Placing concrete
- Concrete
- Joints
- Curing and protection
- Finish
- Backfilling
- Site cleanup

1.1 Definitions

Not applicable.

1.2 Policy background

Council is the authority for local roads throughout the Shire. Approval is required from Council prior to carrying out works on or occupying a Council road reserve. In order to obtain such approval, design and construction criteria must be adhered to, to ensure the ongoing safety of the public and to protect public assets from damage and undue maintenance. This policy describes the construction requirements.

2. Policy

General

This specification provides the details that should be followed for the construction of vehicles access driveways.

Traffic and public safety

Implement the Traffic and Pedestrian Control Plan for the site (see Section 6 of the Design Guide).

Work safety plan

Ensure all signs and barriers are available and installed in accordance with the Works Safety Plan submitted and approved with your application.

Public utilities

The contractor/owner shall take every precaution to locate and protect all water, sewer, electricity, telephone and stormwater drainage during construction. If any of these services are damaged, the full cost of repairs is to be borne by the contractor/owner. If construction of the vehicular access requires service alterations or the relocation of stormwater gully pits such alterations will be at full cost to the contractor/owner.

Excavation and foundation

Excavation

The subgrade shall be formed at the required depth below the finished surface levels shown on the Drawings. All soft, yielding, or other unsuitable material shall be replaced with approved sound material and the subgrade compacted. The finished subgrade shall not deviate more than 25mm under a straight edge 3 metres long, or its equivalent in shorter lengths.

Sub-base

A sand sub-base or other approved material shall be placed over the subgrade. Immediately prior to the placing of concrete, the sand shall be thoroughly soaked with water and tamped to a compacted minimum thickness of 25mm or as directed by the Engineer. The surface shall then be checked for uniformity and all irregularities shall be made good.

Sawcutting

Where existing concrete kerb and/or footpaving and/or road pavement is to be removed for construction of a vehicular crossing, the section to be removed must be sawcut to provide neat and tidy joints.

Formwork

Forms shall be designed and constructed so they can be removed without injuring the concrete. They shall be built true to line, braced in a substantial and unyielding manner. The interior surface shall be lightly oiled, greased or soaped to ensure the non-adhesion of the concrete.

Forms shall be removed earlier than twenty four (24) hours after the placing of the last of the concrete in the section concerned.

Reinforcement

Where steel reinforcement is shown on the drawings, or as directed by the Engineer, it shall be mild steel conforming with A.S. 1302, A.S. 1303 and A.S. 1304. It shall be free from millscale, grease, tar, paint, oil, mud, mortar, or other foreign substance, and shall be true to size. If the steel has more than a thin film of rust it may be rejected at the discretion of the Inspector.

Steel reinforcement shall be placed accurately in the positions shown in the drawings or as directed by the Inspector and shall be secured against displacement during placing and compacting of the concrete. Bar chairs or other approved means shall be used to provide support and clearance between the reinforcement and the subgrade. Timber blocks or pieces of brick or aggregate are not acceptable for this purpose.

Inspections

Concrete must not be poured (or other permanent materials or pavers placed) until the excavation, formwork and reinforcing has been inspected by Council's Supervising Officer. **The contractor/owner must arrange an inspection by contacting Council's Engineering Division on 02 6670 2400 between 8.00am and 4.30pm Monday to Friday, giving at least twenty four (24) hours notice.** Inspections are only during office hours.

Failure to have the work inspected may result in the access being removed and reconstructed at the contractors/owners expense.

Placing concrete

The concrete shall be supplied in the quantities required for immediate use and shall be placed in position as rapidly as possible. Any concrete which has developed initial set, shall not be used.

The concrete shall be deposited in the forms without separating of the aggregates and compacted. Care shall be taken to fill every part of the forms and to work the coarser aggregate back from the face. Exposed surfaces of the concrete shall be struck off and finished with a steel or wooden float or broom as hereafter specified. Corners and edges, where shown on the drawings, shall be left neatly rounded.

Concrete

All concrete is to be ready mixed. The concrete shall have a compressive strength of at least N25.

Joints

Where shown on the drawings, or where directed, an expansion joint shall be provided, filled with a strip of pre-formed expansion joint filler. The joint filler shall be 10 millimetres thick. Grooved joints shall also be provided as shown on the drawings.

Curing and protection

The freshly placed concrete shall be for a period of three (3) days, or longer if directed, during which time all precautions shall be taken to prevent rapid drying out of the concrete. For the same period the work is to be adequately protected from damage by traffic, or other causes, and all necessary action taken for the control and protection of the public in accordance with A.S. 1742 - 1986.

Finish

The exposed surface of vehicular crossings shall be finished with a wooden float and clean water as may be required to leave the surfaces plane, smooth but not slippery and uniform in colour and appearance. Alternatively, a steel float may be used and a broom finish applied to the surface.

“Stamped patterned” finishes are not to be used because of the inconsistent depth of patterns and slippery surface which are potentially unsafe for pedestrians.

Exposed surface of layback wings and gutters, or kerb and gutter, shall be finished with a steel float and clean water as may be required to leave the surfaces plain, smooth and uniform in colour and appearance. Layback may only be in plain concrete. After initial set in the concrete, the face board is to be removed and the face of the kerb steel finished as specified. All other forms to remain in position for twenty four (24) hours, as before specified.

In Rural and Rural Residential areas bitumen seals are permissible.

Backfilling

After the concrete has set sufficiently, and not sooner than three (3) days after the placing, the spaces adjoining the concrete works shall be backfilled with sound earth material which shall be thoroughly compacted in layers not greater than 100mm in thickness, the whole of the work being finished in a neat and workmanlike manner. This includes returfing and topdressing as necessary or as directed. Any excess materials and debris is to be removed from the road and footpath.

Site cleanup

Remove all Site Safety control measures and excess materials from the road reserve.

3. Related legislation

Roads Act 1993

4. Compliance

Failure to obtain or act in accordance with an approval under the *Roads Act 1993*, or failure to maintain structures approved under the *Roads Act 1993*, may result in the issuing of directions or penalty notices by Council..

5. Forms

[Application for Driveway Access to Property](#)

6. Review period

This policy will be reviewed within 12 months of the election of each new Council or more frequently in the event of any legislative changes or change in circumstances.

7. Useful links

[Tweed Shire Council website](#)

8. Version control

Version #	Summary of changes made	Date changes made
1.1	Incorporated into new policy template	20/06/2022
1.2	Updated and adopted by Council and incorporated into the new policy template	15/09/2022