

PROPERTY ACCESS FACT SHEET

WHAT IS A PROPERTY ACCESS?

A 'Property Access' (also known as driveway or crossover) is a vehicle access point to your property crossing over a verge, nature strip and/or footpath from the property boundary to the constructed road edge.

DO I NEED APPROVAL?

Yes, **all** property accesses within Scenic Rim are required to have written approval from either Council or the Department of Transport & Main Roads. Approval is required to either construct a new property access or to upgrade/modify an existing property access.

HOW DO I KNOW WHAT APPROVAL I REQUIRE?

If you access your property from a State Controlled Road, approval from the Department of Transport & Main Roads is required. If you are unsure if the road you access your property from is a State Controlled Road, refer to TMR's website for a map of the region outlining the state controlled roads within our region (**South Coast Region: Front**) - <http://www.tmr.qld.gov.au/Travel-and-transport/Maps-and-guides/Queensland-state-controlled-roads-and-region-maps.aspx>.

WHY DO I NEED APPROVAL?

Approval is required to ensure that the property access meets the following Council conditions:

1. The property access is located in the most suitable position where appropriate safe sight distance for the surrounding speed environment can be achieved.
2. The correct type of property access is constructed.
3. The construction of the property access complies with Council's relevant standard drawings (widths, shape, materials, surface finish etc).
4. Correct drainage infrastructure has been installed (if required).

By having your property access approved by Council/Transport & Main Roads, it ensures that it will be safe for both yourself and other road users, while also protecting the road network. If you live within the rural areas of the region, having your access approved also correctly determines the site for your rural road number, as this number is a measured distance to your property access.

WHAT IS INVOLVED IN THE APPROVAL PROCESS?

To make an application for the approval of a property access, the submission of two (2) application forms are required, located on Council's website at <http://www.scenicrim.qld.gov.au/forms>

- Property Access Crossover Application
- Road Corridor Use Application

The 'Property Access Crossover Application' covers obtaining a conditional approval outlining what type of property access is required to be constructed. It also includes the relevant standard drawing, Council conditions and 2-3 site inspections including:

- Initial Site Inspection (identify the appropriate location and type of access required)
- Prepour Inspection (for concrete accesses only - to approve the setup of the formwork prior to the pouring of concrete)
- Final Inspection (to assess that the access has been constructed to Council standards and approve a 'Property Access Permit' to be issued)

The 'Works Within a Road Reserve' section of the Road Corridor Application is a permit allowing you or your designated contractor to carry out the works specified in your Conditional Approval. This application does not have to be submitted at the start of the process, but does need to be submitted prior to any work on the property access being carried out.

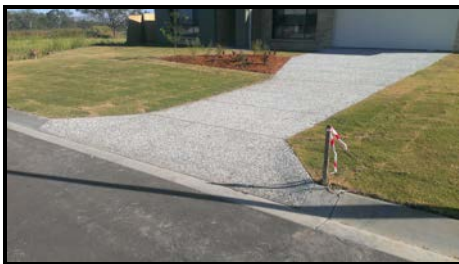
After the final inspection has been completed and the property access meets Council standards, a Property Access Permit will be issued to the applicant.

WHAT FEES ARE INVOLVED?

The Property Access Application fee as outlined in Scenic Rim Regional Council's Fee's & Charges (<http://www.scenicrim.qld.gov.au/fees-and-charges>). The fee's to be paid are for the inspections. The Road Corridor Use Application for 'Work Within a Road Reserve' also has a fee.

WHAT TYPES OF PROPERTY ACCESSES DOES COUNCIL ALLOW?

There are three (3) types of property accesses Council will allow for residential property accesses, these include:



URBAN PROPERTY ACCESS



PIPED PROPERTY ACCESS



CONCRETE INVERT ACCESS

There is a separate standard for commercial driveways but this type is generally only used as a part of a development application.

WHO IS GOING TO BUILD MY PROPERTY ACCESS?

The construction of the property access is to be organised by the property owner or the house builder (depending on the house package). There are a number of earthmoving and concreting contractors within the region that are able to construct property accesses. If you wish to construct your property access yourself, you will need to have appropriate Public Liability Insurance to cover the work.

CAN I USE MATERIALS OTHER THAN CONCRETE OR BITUMEN?

Yes, you may be able to use coloured or stencilled concrete or exposed aggregate, but it is subject to Council approval and other restrictions. You may also be able to have a gravel property access, but **only** when you access your property from a gravel road. Pavers are not an approved building material for property accesses due to safety risks to pedestrian's if they move overtime and create tripping hazards.

CAN I HAVE MORE THAN ONE PROPERTY ACCESS TO MY PROPERTY?

Council prefers that each block only have one access to limit the number of entrances to the roadway and hence reduce conflict point which improves safety. However, in limited cases where there is no other option to access all areas of the block internally via a single driveway then consideration will be given to a second access if it is justified. Any additional accesses will also require Council approval.

WHO IS RESPONSIBLE FOR THE MAINTENANCE OF MY PROPERTY ACCESS?

The property owner is responsible for the construction and maintenance of a property access.

FURTHER INFORMATION

For further information regarding Property Accesses, please contact Scenic Rim Regional Council via email to mail@scenicrim.qld.gov.au or by phone on (07) 5540 5111.

COUNCIL RESERVES THE RIGHT TO REMOVE ANY ILLEGAL ACCESS AND RECOVER THE COST OF THIS WORK FROM THE PROPERTY OWNER.