

PROPERTY ACCESS APPLICATION

APPLICANT DETAILS

(Applicant will be the person/organisation receiving the approval letters and drawings)

Applicant name			
Postal address			
Telephone		Email	

PROPERTY DETAILS

Property address			
Legal description	Lot		Plan
Sketch plan showing location of property access attached		<input type="checkbox"/> Yes	<input type="checkbox"/> No

APPROVAL DETAILS

This application is being made under the Scenic Rim Regional Council's Subordinate Local Law No.1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) and requires the following:

- The construction of the property access is to be arranged by the owner.
- Submission of this form along with the payment of the Inspection Fee (\$229.00) for Council Officers to carry out up to three inspections as per below:
 - Initial Inspection - to identify the appropriate location and type of access to be constructed;
 - Prepour Inspection (for concrete accesses only) - to approve construction of access (eg grades, widths, depths, reinforcing, removal of kerb, etc)
 - Final Inspection - to assess that the access meets Council standards and issue approval.
- Council requires the location of the proposed access to be CLEARLY MARKED onsite (eg wooden pegs/bright ribbon - especially on vacant blocks). A sketch plan showing the location of the property access is also to be submitted along with this application.
- Submission of a 'Road Corridor Use' application form **PRIOR** to the start of construction.

Applications for approval of works within a road reserve by lodging a 'Road Corridor Use' application form will be considered by Council subject to the provisions of the *Local Government Act 2009*, Local Law No.1 (Administration) and Subordinate Local Laws No.1.1 (Alteration or Improvement to Local Government Controlled Areas and Road) and/or No.1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) of the Scenic Rim Regional Council.

IMPORTANT NOTICE - Privacy Statement

Scenic Rim Regional Council is collecting your personal information on this form in order to issue the requested approvals. The information will only be accessed by Scenic Rim Regional Council for Council business related activities. Your information is handled in accordance with the *Information Privacy Act 2009* and will not be given to any other person or agency unless you have given permission or we are required by law.

Signature		Date	
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TO PROGRESS YOUR APPLICATION, PLEASE ENSURE PAYMENT IS MADE AT TIME OF LODGEMENT

Credit Card ☐ Cheque/Money Order Enclosed ☐ Cash paid in person ☐

CREDIT CARD DETAILS (IF APPLICABLE)

Cardholders Name		Type of Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card
Card Number	____ / ____ / ____ / ____	Expiry	____ / ____	Amount \$

COUNCIL USE ONLY

2024/25

Receipt #	Application #	Amount \$	Date	RAMS Application - Prop Access	\$229.00
Doc set #	File #	Referred to			

TO SUBMIT YOUR FORM TO COUNCIL

By Mail	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
By E-mail	mail@scenicrim.qld.gov.au	Phone	(07) 5540 5111
In Person	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Mountain Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St and Yuulong Rd, Tamborine Mountain	

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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 and 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 and 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 and 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 is required, located on Council's website at <http://www.scenicrim.qld.gov.au/forms>

- Property Access Application
- Road Corridor Use Application

The 'Property Access 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 Fees and Charges (<http://www.scenicrim.qld.gov.au/fees-and-charges>). The fees 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 ACCESSSES 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 stenciled 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 pedestrians if the pavers move over time 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 points 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.