

## WHAT IS A DRIVEWAY?

A driveway is a vehicular access point for a property adjacent to a road or street crossing over a verge, nature strip and/or footpath. In most cases, the driveway is formed from the kerb or edge of the carriageway to the property boundary.

## IS DTMR APPROVAL REQUIRED?

If your property is located on a state-controlled road, a *Road Corridor Permit* issued by Queensland Department of Transport and Main Roads will need to be submitted with the *Driveway Permit* application form.

A *Road Corridor Permit* application form is available for download from the department's website at [www.tmr.qld.gov.au](http://www.tmr.qld.gov.au) or by phoning (07) 3834 2011.

## IS COUNCIL APPROVAL REQUIRED?

### Residential Properties

When constructing the initial driveway you do not need approval to build a standard driveway. You are required to comply with the driveway standard drawing and comply with all conditions.

You need Council approval only if your application refers to a second/additional driveway or if the driveway planned for is on a major road.

Council's standard drawings are available for download from Council's website.

### Commercial Properties

Yes. To construct a new driveway or upgrade or modify an existing driveway, approval is required from Council in the form of a *Driveway Permit*.

A *Driveway Permit* application form and Council's standard drawings are available for download from Council's website. Alternatively, please contact Ipswich City Council on 07 3810 6666 or by email at [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au).

## WHAT ARE THE FEES INVOLVED?

Commercial and additional driveway and non-standard permits attract a fee as outlined in the Ipswich City Council schedule of fees and charges available for download from Council's website ([ipswich.qld.gov.au/fees](http://ipswich.qld.gov.au/fees)).

## HOW IS THE DRIVEWAY TO BE CONFIGURED?

### Standards

Driveways shall be constructed in accordance with Council's standard drawings depending on the type of driveway to be installed:

- Residential property with kerb and channel - SR12
- Residential property without kerb and channel - SR15 and SR16
- Commercial property - SR13 or SR14

Standard drawings are available for download from Council's website ([ipswich.qld.gov.au](http://ipswich.qld.gov.au)). Alternatively, please contact Ipswich City Council on (07) 3810 6666 or email [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)

Where a driveway cannot be constructed in accordance with Council's standard drawing the property owner will need to submit a *Driveway Application* form.

### **Width**

Driveways for residential properties shall be constructed with a maximum width of 4 metres for a single garage and 6 metres for a double garage. The minimum width of a residential driveway is 2.5 metres. For commercial driveway widths, refer to Council's standard drawings.

### **Shape**

Driveway shall be shaped with a full slab only with a cross fall that ensures stormwater runoff is not directed towards neighbouring properties or the road carriageway. Wheel tracks are not permitted.

### **Materials**

Standard driveways shall be constructed out of concrete, pavers or asphalt materials only.

### **Kerb and Channel**

Kerb and channel shall be saw cut along the invert of the kerb and broken out to fit in the driveway slab. This includes mountable kerb and channel.

### **Concrete Paths**

Where a new driveway crosses an existing concrete path, the path shall be saw cut and removed for the full driveway width. In some situations it may be necessary to remove additional path to ensure a smooth and appropriate transition is created between the path and driveway.

## **OTHER REQUIREMENTS**

### **Responsibility**

The property owner is responsible for all costs associated with the construction and maintenance of a driveway.

### **Number**

In limited circumstances an additional driveway may be granted. Approval for an additional driveway requires approval from Council and will be subject to a charge as stated in the Ipswich City Council schedule of fees and charges ([ipswich.qld.gov.au/fees](https://ipswich.qld.gov.au/fees)).

### **Construction Timeframe**

For commercial driveways, works are to be completed within the timeframe nominated in your permit approval when it is issued. Driveway permits are valid for three (3) months from date of issue.

### **Location**

The driveway must be located with a minimum clearance of 12 metres (measured from the cadastral boundary) from intersections, 600 millimetres from the back stone of any stormwater drainage inlet and 800 millimetres from power poles or light poles.

### **Site Planning**

A site plan of the property indicating the location of vehicle accommodation and other buildings on the property and the proposed location of the driveway will need to be submitted with the application form.

## Public Utility Services

The property owner is responsible for locating and protecting underground public utility services such as gas, telecommunications, water, sewer and electricity. A 'Dial Before You Dig' search (telephone 1100) will assist in undertaking this task.

Service fittings such as fire hydrants, water supply valves, water meters, junction boxes etc. shall not be covered. Clearances between the edge of the driveway and public utility service fittings that need to be met are outlined in the table below:

Service Fittings	Clearance (m)
Electricity service (pits and power poles)	0.8
Telecommunications infrastructure	1.0
Water meter	0.6
Water supply valve	1.0
Hydrant point	1.0
Sewerage main	0.6

Any damage caused to public utility services as part of a driveway shall be reported to the relevant service authority as soon as possible and will be repaired at the property owner's expense.

## Road Infrastructure

Obstruction of other public infrastructure such as traffic signs, power poles and parking bays within the road reserve is not permitted without prior consent by Council. The removal or relocation of any of these devices will be at the cost of the property owner. In some areas additional costs may be incurred for the removal of marked parking bays, to allow for the provision of an equivalent number of parking bays nearby.

## Roadside Vegetation

The removal of trees or shrubs from the road reserve is not permitted without prior consent from Council. Contact Ipswich City Council on (07) 3810 6666 for more information.

## FURTHER INFORMATION

For further information regarding driveways, please contact Ipswich City Council on (07) 3810 6666 or email [council@ipswich.qld.gov.au](mailto:council@ipswich.qld.gov.au)

# DRIVEWAY CONDITIONS

- The property owner or their contractor must take out and maintain liability insurance in an amount of not less than \$10m in respect of the driveway works, indemnifying Council against any liability arising from the works.
- The property owner is responsible for all costs associated with complying with permit conditions.
- The driveway and its construction must not unduly obstruct or prejudice the safety of pedestrian or vehicular traffic.
- Should the driveway construction obstruct or cause interference with the road for an extended period of time, a *Temporary Road Closure Permit* application must be submitted in addition to the *Driveway Permit* form.
- All necessary actions must be undertaken to protect the public from nuisance, injury and loss during the construction of the driveway including the safe passage of all road users.
- Appropriate signage/barrier protection must be maintained in accordance with the *Manual of Uniform Traffic Control Devices for Works on Roads* for the duration of construction works.
- All public infrastructure (e.g. footpaths, kerb, gully pits, traffic signs, etc.) disturbed, damaged or removed when undertaking driveway construction shall be reinstated at the property owner's expense, to the satisfaction of Ipswich City Council.
- Public utility services must not be damaged during the driveway construction.
- A "Dial Before You Dig" search (telephone 1100) must be undertaken before construction commences.
- Any damage caused to public utility services as part of a driveway must be reported to the relevant service authority as soon as possible.
- Service fittings (e.g. fire hydrants, water supply valves, water meters) must not be covered.
- The removal of trees or shrubs from the road reserve is not permitted without prior consent from Council.
- Only one driveway is permitted per property .
- The driveway must be constructed in accordance with standard drawings.
- The driveway must be located with a minimum clearance of 12 metres (measured from the cadastral boundary) from intersections, 600 millimetres from the back stone of any stormwater drainage inlet and 800 millimetres from power poles or light poles.
- The driveway must be constructed of concrete (with a broomed or stencilled finish), or asphalt surfacing over a compacted road base or block pavers installed to the manufacturer's standards for vehicular loadings. Exposed aggregate is permitted. Where coatings are used, they are to have non-slip characteristics.
- Where a new driveway crosses an existing concrete path the path must be saw cut and removed across the full driveway width.
- The driveway must be a full slab construction with a cross fall to direct runoff to the stormwater drain - tracks are not permitted on the road reserve.
- The maximum width of the double garage driveway is 6 metres.
- The profile of the driveway must transition smoothly and safely to the adjacent pathway.
- The verge area must be returned to a safe and tidy condition within 20 days of construction commencement.
- The driveway must be maintained in a safe and tidy state.
- Where a driveway cannot be constructed in accordance with Council's standard drawing then Council is to be contacted and advice/approval is to be gained by the relevant driveway authorised authority. The property owner must submit a *Driveway Application* form.