

POLICY REGISTER

URBAN VEHICULAR ACCESS

Policy adopted: 24th June 1993 Minute No. 267.6.93

Reviewed: 28th January 1999 Minute No. 6.1.99
22nd May 2025 Minute No. 164.5.25

File Ref: R4-21

DOCUMENT CONTROL

Issue	Prepared/Revised by and Date	Action/Amendment Description	Approved By and Date
1.0		First Edition	Council Minute No. 267.6.93 (24th June 1993)
2.0		Second Edition	Council Minute No. 6.1.99 (28th January 1999)
3.0	Sylvester Otieno, 27 th February 2025	Third Edition	Council Minute No. 164.5.25 (22nd May 2025)

1. OBJECTIVE

To clarify the relative responsibilities for the provision and maintenance of urban vehicular accesses and to ensure the safety and accessibility of residents when entering or exiting properties on urban public roads within the Warren Shire Council Area.

2. DEFINITION

An urban vehicular access is the area of access road from the property boundary to the public road shoulder or kerb and gutter layback where applicable, i.e. driveway.

3. POLICY STATEMENT

a. Legality

1. This Policy takes its statutory authority from the Roads Act, 1993 and Roads Regulation, 2000(as amended). This policy supersedes all other policies within Council regarding urban vehicular accesses. All works carried out shall be subject Transport for NSW (TfNSW) minimum standards for sight distance and in accordance with any other Council standards that may be enforced from time to time.

b. Owner's Responsibility

1. All urban properties must have legal access for vehicles in accordance with Council's minimum standard requirements. The property owner is responsible for the maintenance of the urban vehicular access from the property fence line or property boundary to the public road shoulder or kerb and gutter layback where applicable.
2. The location of urban vehicular accesses and proposal to construct same must be approved by the Divisional Manager Engineering Services and approval must be issued prior to any works being carried out. Failure to satisfy these requirements may result in Council removing the work or performing remedial action to legalise the urban vehicular access with all costs being recovered from the owner of the property.
3. All urban vehicular accesses must be maintained to a satisfactory standard which involves ensuring that the surface does not cause a trip hazard or impediment to safe use of the footpath and road verge for pedestrian or other traffic nor an impediment to drainage of the public road as determined by the Manager Engineering Services.
4. All maintenance for an urban vehicular access shall be the responsibility of the property owner and shall be at their cost.
5. All urban vehicular accesses shall be required to comply with the standard set out in the Policy.
6. The construction of vehicular footpath crossings at urban vehicular accesses shall be the responsibility and at the cost of the applicant or property owner and shall be constructed to the standard set out in the Policy.
7. The construction of the first and subsequent urban vehicular accesses where kerb and gutter does not exist at the property location shall be the responsibility and at the cost of the applicant or property owner and shall be constructed to the standard set out in the Policy.

c. The Application Process

1. A person wishing to construct an urban vehicular access shall be required to give Council a minimum two (2) weeks' notice in writing of the proposed work.
2. Work cannot commence until approval for construction of the urban vehicular access has been given.
3. Prior to the issuing of approval for construction of the urban vehicular access an Officer of the Engineering Services Department shall carry out a site inspection of the proposed works and shall determine the suitability of the site for an urban vehicular access.
4. The relevant engineering requirements such as sight distance, the grade or slope of the land and access on to the public road, and the erodibility of the soil in the area shall be considered in the suitability of the site for the urban vehicular access. Minimum standards for these issues are indicated in Section D - Standard of Work.
5. Following a satisfactory site inspection approval for construction of a urban vehicular access together with any conditions will be issued in writing by Council to the applicant and will be valid for the property described thereon for a period of twelve (12) months with the applicant being responsible for all works being carried out. If works are not completed within a period of twelve (12) months the applicant or property owner must re-apply for approval for construction of a urban vehicular access.
6. Approval must be issued for each individual urban vehicular access.
7. At present Council will not charge a fee for approval to construct an urban vehicular access.
8. Council may charge a maintenance bond up to the value of the estimated cost of construction by Council of the urban vehicular access as determined by the Divisional Manager Engineering Services as a guarantee against poor workmanship and substandard reinstatement.
9. Approval for construction of the urban vehicular access or a copy of the approval is to be always held on the job site during the construction period. A copy must be produced for inspection if requested by an Officer of the Council and if this cannot be done a stop works order may be issued and the work will cease until the approval is produced or until the urban vehicular access is legalised through the normal Application Process.
10. If the urban vehicular access cannot be constructed in accordance with this Policy at the location and the work has commenced the job shall be reinstated to its original condition at the cost of the property owner. Any works required to be done by Council in such a case will be recoverable from the owner of the property.
11. After the works have been completed the applicant shall apply in writing for a final inspection which will be carried out within two (2) weeks of notification by an Officer of Council. If the works are deemed satisfactory in accordance with this Policy, the maintenance bond if charged will be refunded to the applicant during the next cheque run after the inspection.
12. If it is found that works have been carried out in an unsatisfactory nature or below Council's minimum standard, the applicant will be notified in writing and will be given one (1) month from date of notice to rectify the works. If works are not

rectified to the satisfaction of the Divisional Manager Engineering Services within this period, Council will undertake to carry out remedial works for which the applicant or owner of the property will be liable. The cost of such works shall be deducted from the value of the maintenance bond or if in excess of this amount or no maintenance bond has been charged, shall be charged to the applicant or property owner.

13. If a pre-existing urban vehicular access is deemed to be unsatisfactory, the property owner will be notified in writing and will be given one (1) month from date of notice to rectify the urban vehicular access. If the urban vehicular access is not rectified to the satisfaction of the Divisional Manager Engineering Services within this period, Council will undertake to carry out remedial works for which the owner of the property will be liable.
14. Applicants may request Council to carry out works in the construction of an urban vehicular access to their property. Works will be undertaken as a private work and subject to Council's own works programme. There will be no requirement under these circumstances for the payment of a maintenance bond for the works being undertaken by Council.
15. On the completion of any urban vehicular access constructed by Council or others the applicant or owner of the property shall become the person responsible for the maintenance of the urban vehicular access from the property fence line or property boundary to the public road shoulder or kerb and gutter layback where applicable.

d. Standard of Work

1. To ensure the safety of vehicles entering and exiting a urban property, minimum standards have been set which must be satisfied prior to the granting of approval to construct a urban vehicular access. These are as follow:

1.1 Sight Distance

Sight distance for vehicles both entering and leaving an urban vehicular access shall be that distance necessary for the design speed of the public road in that location.

Sight distances based on the Austroads "Guide to Road Design Part 3"

Approach Speed	Desirable (m)	Absolute Minimum (m)
40 km/h	34	30
50 km/h	48	42
60 km/h	64	56
80 km/h	103	88

1.2 Laybacks on existing Kerb and Gutter

- 1.2.1 All laybacks on existing kerb and gutter shall be constructed to the standard shown on Council Drawing No.812 (as amended) with all pavement restoration to be undertaken to the satisfaction of the Divisional Manager Engineering Services.

1.3 Vehicular Footpath Crossings

1.3.1 Vehicular footpath crossings may be installed in reinforced concrete with control joints over Council water mains in the footpath or in brick/concrete paving.

1.3.2 All applications for the construction of an urban vehicular access that includes a vehicular footpath crossing must provide details of proposed concrete and reinforcement or pavement design for underneath brick or concrete paving together with details of the proposed traffic using the urban vehicular access.

1.3.3 Where reinforced concrete is to be used on a vehicular footpath crossing of an urban vehicular access the following design criteria is to be adhered to:

Vehicular Footpath Crossing Type	Concrete Strength Minimum	Concrete Thickness	Minimum Reinforcement
Standard Vehicle (Cars) Use of Residential Property	32 MPa	100mm	One layer of SL72 Mesh or equivalent
Non-Standard Vehicle (Truck) Use or Commercial Use	32 MPa	150mm	One layer of SL82 Mesh or equivalent

1.3.4 Vehicular footpath crossings are to be constructed or made flush with the footpath or road verge to ensure that no trip/safety hazards exist for pedestrian or other traffic on the footpath or road verge.

1.4 Urban Vehicular Access with Drainage Pipes/Culverts

1.4.1 All urban vehicular access where kerb and gutter does not exist will require drainage pipes/culverts in accordance with Council's Standard Drawing No.869/1 (as amended) except where the urban vehicular access is on the crest of a hill or on a downward slope from the public road or where there is no discernible table/side drain on the public road.

1.4.2 The minimum standard for the drainage pipe/culvert within an urban vehicular access shall be as follows:

- ♦ Minimum diameter pipe 300 mm;
- ♦ Class 3 reinforced concrete or fibre reinforced concrete pipes or equivalent steel pipes or equivalent concrete box culverts with concrete headwalls either precast or cast insitu on both ends;
- ♦ Minimum width 4.88 metres;
- ♦ Minimum two (2) guideposts to be installed;
- ♦ Minimum of 150 mm thick cover of quality pavement approved by the Manager Engineering Services.

1.4.3 Table/side drains on the public road where they exist shall be directed down both sides of the urban vehicular access and shall be designed to ensure that no blockage, erosion or scour occurs and scour protection must be provided by the applicant or property owner if this is a concern.

1.5 Urban Vehicular Access without Drainage Pipes/Culverts

1.5.1 Where kerb and gutter does not exist urban vehicular access without drainage pipes/culverts shall be permitted in the following situations:

- ♦ on the crest of a hill;
- ♦ where urban vehicular accesses slope downward from the public road pavement towards the property boundary;
- ♦ where there is no discernible table/side drain on the public road.

1.5.2 Urban vehicular access without drainage pipes/culverts must be approved by the Manager Engineering Services.

1.5.3 All urban vehicular access without drainage pipes/culverts are to be constructed in accordance with Council's Standard Drawing No.869/2 (as amended) and shall take off from the shoulder of the public road and shall be designed to ensure that a standard vehicle does not bottom out when entering or exiting the urban vehicular access and shall have a minimum depth of 150 mm compacted quality pavement through the public road table/side drain to the satisfaction of the Divisional Manager Engineering Services.

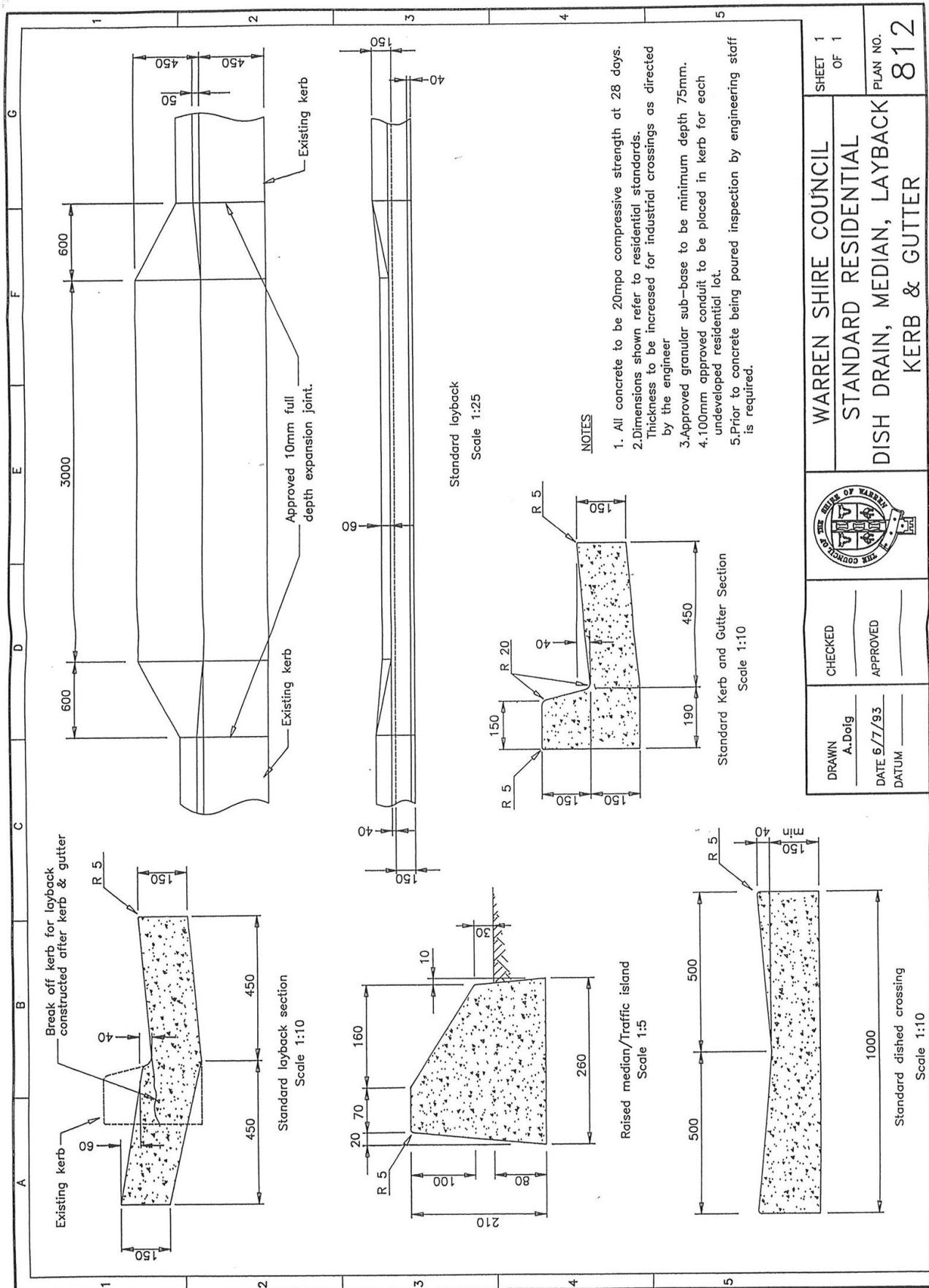
1.5.4 Table/side drains on the public road where they exist shall be directed down both sides of the urban vehicular access and shall be designed to ensure that no blockage, erosion or scour occurs and scour protection must be provided by the applicant or property owner if this is a concern.

e. Construction of Kerb and Gutter in Future Urban Subdivisions

1. All future urban subdivisions within Warren Shire are to be constructed using layback kerb and gutter to negate the need for constructing a kerb layback for each urban vehicular access.

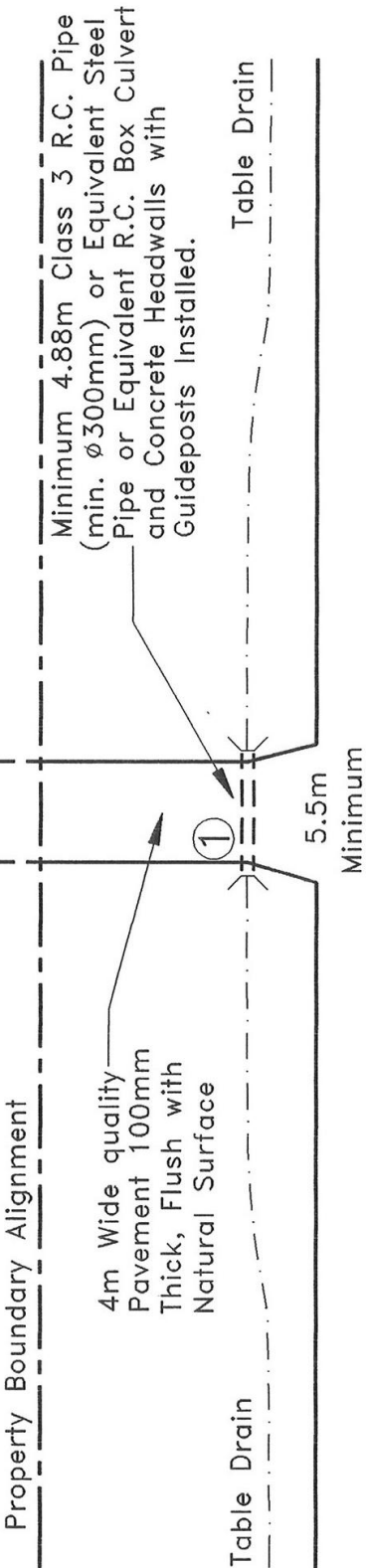
4. POLICY REVIEW

This Policy should be reviewed every 4 years or within 12 months of a Council election. The Policy may be reviewed at any time at Council's discretion (or if legislative changes occur).



NOTES

- ① R.C. Pipe or equivalent box culvert to be located 3m minimum from edge of pavement, subject to footpath requirements



Variable Width Bitumen Sealed or Unsealed Pavement

PLAN

SCALE 1:250



WARREN SHIRE COUNCIL

URBAN VEHICULAR ACCESS
WHERE KERB & GUTTER DOES NOT EXIST
CULVERT DRAINAGE

SHEET
1 of 2

PLAN No.
869

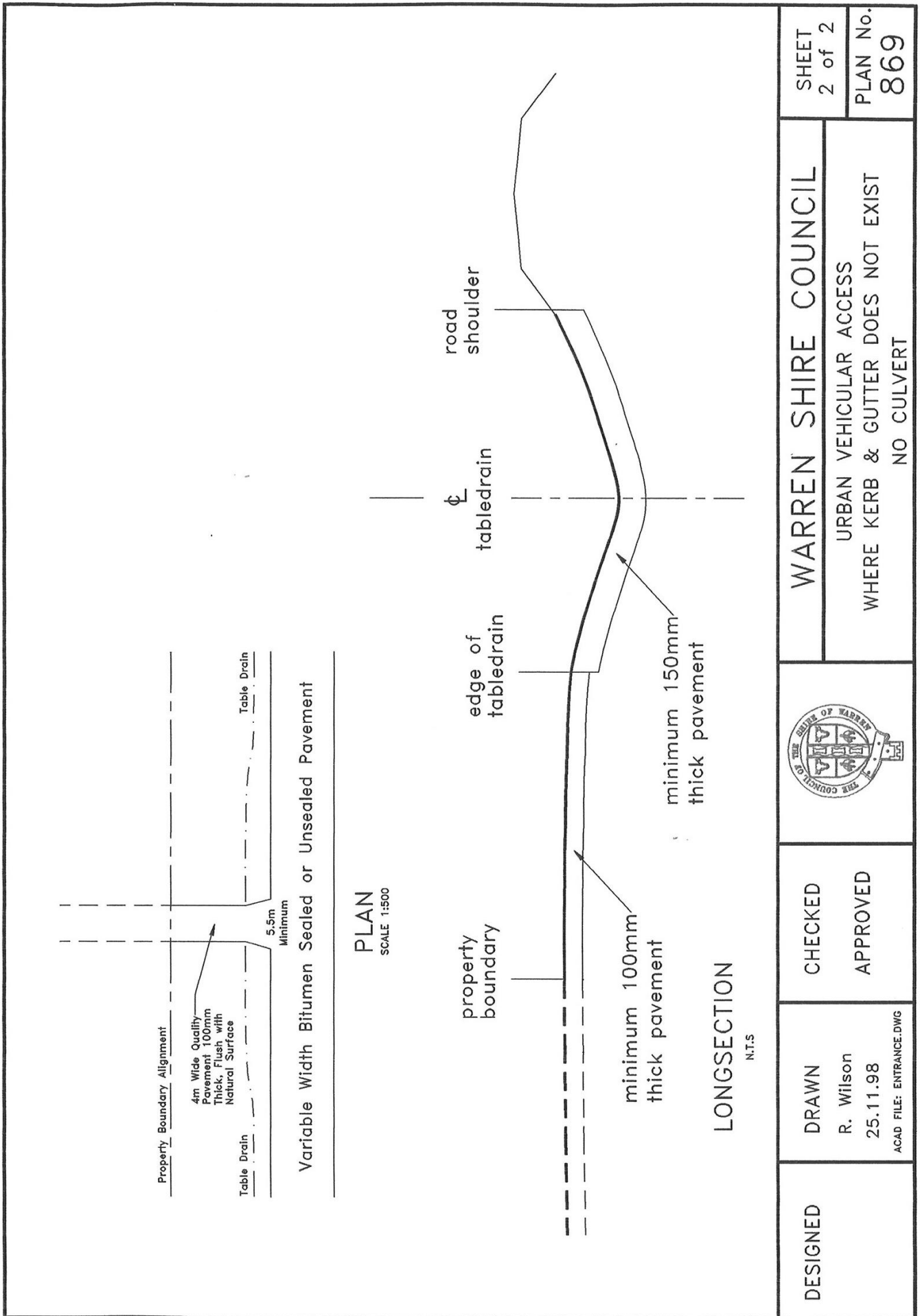
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25.11.98

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SHEET
2 of 2

PLAN No.
869

WARREN SHIRE COUNCIL

URBAN VEHICULAR ACCESS
WHERE KERB & GUTTER DOES NOT EXIST
NO CULVERT



CHECKED

APPROVED

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R. Wilson

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