

Request for Rural Driveway Inspection

IMPORTANT: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access

1. Applicant Details

Name: Company Name:

Date:.....

Postal Address:

Town: State and Postcode:

Phone Number: Mobile Number:

Fax Number: Email Address:

Inspection Address:.....

Date Inspection Required: Time:.....

2019/20 Application Fee: **\$22.00 (Inc GST)** 2019/20 Inspection Fee: **\$329.00 (Inc GST)**

Office Use Only

Assessment No: Lot:..... DP:.....

File No: Date:

PAYMENT DETAILS

Total Amount (Inc GST):..... GL Number: 7000-1350-0 (CODE: 062)

Receipt Number: Date of Receipt:.....

INSPECTION DETAILS

Inspection Officer:..... Position:.....

Date of Inspection:..... Pass/Fail:.....

Comments:.....

CSR Number: Date Entered:.....

NOTE: FORM GOES TO –

- CASHIER (to accept payment and complete PAYMENT DETAILS)
- ADMINISTRATION OFFICER (to enter property details, Lot, DP etc & arrange inspection)
- INSPECTION OFFICER (to complete INSPECTION DETAILS)
- ADMINISTRATION OFFICER (to enter into Customer Service Request System)
- RECORDS DEPARTMENT (to file on appropriate Property file)

RURAL PROPERTY ACCESS POLICY



Responsible Department: Infrastructure Delivery
Responsible Section: Road Services
Responsible Officer: Road Services Manager

Objective

To ensure that vehicular accesses to private property in rural areas are constructed to a uniform, practical and safe standard that will protect road pavements, utility services, pedestrians and motorists, as well as support drainage to prevent erosion.

Introduction

It is the property owner's responsibility to construct and maintain property accesses. A property access is the section of vehicular access between Narrabri Shire Council's road construction (edge of pavement) and the property boundary.

Narrabri Shire Council requires that the property access be constructed at the frontage of a property, at location(s) approved by Narrabri Shire Council and to standards approved by Narrabri Shire Council in order to address possible road safety and maintenance considerations.

Under Section 107 of the Roads Act 1993, Council may direct any person who causes an obstruction or encroachment on a public road, or the owner of any land that is used, or is able to be used, in connection with the obstruction or encroachment on a public road, to remove the obstruction or encroachment.

Definitions

"Policy" means Rural Property Access Policy

"Council" means authorised Council Officer from Narrabri Shire Council.

"Rural" means any property that adjoins a Council road which does not contain kerb and gutter.

"Driveway" means an all weather access across a table drain and may include stormwater pipes (culverts).

"Property Access" means the roadway linking the edge of a Council road to a single private property boundary. The Private Property Entrance may traverse a road reserve or stock route.

"Council Road" means a Council controlled road listed on the Narrabri Shire Council Road Register.

Policy

The construction and maintenance of the driveway, from the edge of the Council formed road to the property boundary, remains the responsibility of the property owner, and must be carried out in accordance with this policy. Any variance from these details must have written approval from Council's Director of Engineering Services before work has commenced. Failure to comply with this document may result in the works being removed at the property owner's expense.

Access to rural properties shall be located in accordance with AS.2890.1 or as approved by the Director of Engineering Services, at a location such as to provide adequate sight distances, so that road users can see vehicles entering or leaving the access in time to brake or take evasive action. Council can provide advice on the location of proposed accesses.

Each Lot must have access onto the property via a property access which is used for the purposes of accessing a single property. Where multiple Lots are created and a 'Right of Carriageway' is used for access to rear Lots, then each Lot shall have a single property access created central to its Right of Carriageway access, or as approved by the Director of Engineering Services.

Accesses are to commence at the outside edge of the road shoulder, and under no circumstances are to impinge onto the road shoulder. The access shall be formed on an alignment that is at right angles (ninety degrees) to the Council road alignment. Under exceptional circumstances where approved by the Director of Engineering Services, the access may be formed on an alignment between seventy to ninety degrees to the Council road alignment.

Accesses are to be properly formed and graded so that stormwater is not channelled by the driveway onto the surface of Council's road.

The design and shape of the property access must be such that Council plant and machinery will be able to traverse it during maintenance operations.

Where the works will affect the flow of traffic on a public road the property owner will need to engage a suitably experienced contractor to carry out the work. The contractor will need to complete the works in accordance with the RMS's Traffic Control at Work Sites manual, be adequately insured against Public Liability and shall be responsible for any claims arising from these works.

Access Surface

Where a proposed driveway adjoins to a sealed Council road, the driveway shall also be sealed from the road pavement to the property boundary or a length of 8.0m (whichever is the least distance).

Where a proposed driveway adjoins to a gravel surface Council road the driveway shall also have a gravel surface that is of a similar (or better) standard to that of the gravel road, from the road pavement to the property boundary or a length of 20m (whichever is the least distance).

Type 1 Property Access (not piped)

If the table drain has inadequate depth and it is impractical to fit a pipe, a non piped property access may be provided through the table drain in accordance with Council standard drawing SD-102 (Rural Vehicular Crossing – Type 1).

Type 1 Rural Vehicular Crossings will not be appropriate at locations where stormwater from table drains may cause failure of these accesses. Type 1 accesses are generally approved at the tops of road crests where stormwater volumes are low and table drain catchments are minor, as determined by the Director of Engineering.

Type 2 Property Access (piped - minimum diameter 375mm reinforced concrete pipe RRJ minimum 4.88m long with headwalls)

Where the access crosses a table drain beside Council's road, a concrete pipe shall be installed in accordance with Council standard drawing SD-102 (Rural Vehicular Crossing – Type 2) so that water in the table drain can flow unimpeded. In some instances a larger diameter pipe will be required, and this will be as directed by Council's Director of Engineering at the expense of the property owner.

Stormwater pipes must not be located over water mains, sewer mains or other services. The property owner is responsible to check the locations of any services, which might be affected by the access and thus responsible for any costs associated with the relocation or damage of these services.

Inspections

The following inspections will be required,

- Prior to backfilling on pipes (Type 2)
- Prior to sealing the surface (Type 1 or 2)
- Prior to importing of gravel (Type 1)

Council requires at least two full working days notice prior to inspecting the work. Inspections will be carried out during Councils standard operating times (Monday to Friday, 8:35am to 4:30pm).

A fee in accordance with Narrabri Shire Council's Fees & Charges will be required for any inspections where less than two full working days notice has been given or where an inspection is required outside of Councils standard operating times.

A 'Request for Rural Access Inspection' forms are available from the Narrabri Council Office.

Workmanship

Any vehicle crossing not inspected or constructed in accordance with this policy will be removed by Council after the property owner has been notified of Councils intentions in writing and given 28 days to rectify the matter.

Adjustments

Where Council works require an approved vehicle crossing to be modified, Council will undertake such modifications at no cost to the property owner. The property owner will continue to be responsible for the maintenance and upkeep of the modified access.

References

- Roads Act 1993.

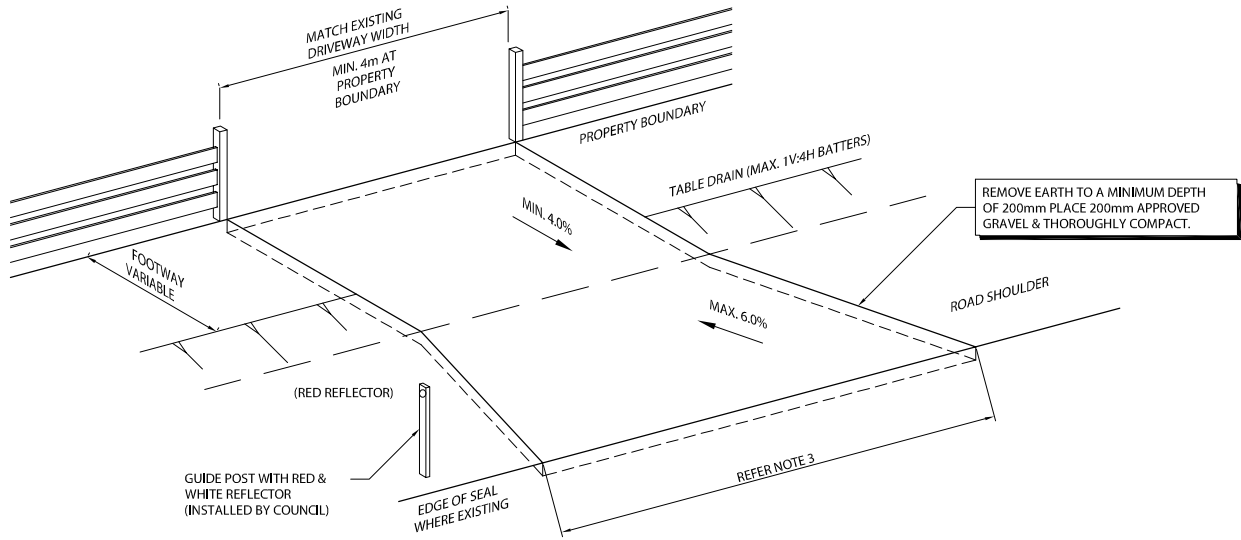
Measure of Success

- Measure by the adherence to the Policy and Procedure outlined in the Policy.

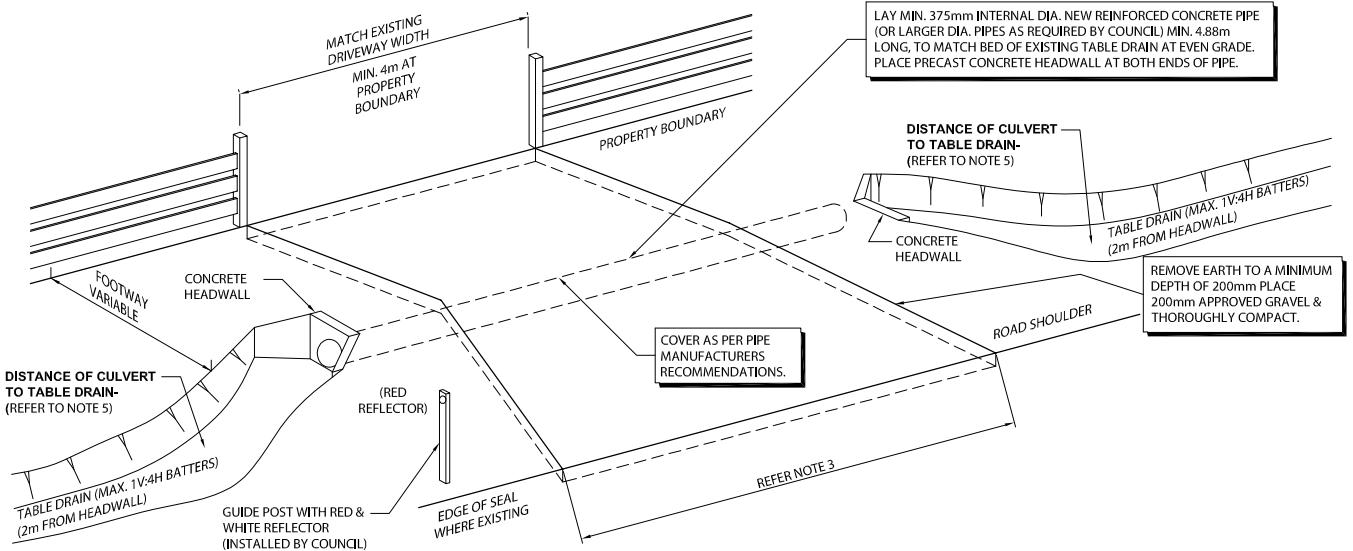
History

MINUTE NUMBER	MEETING DATE	DESCRIPTION OF CHANGE
201/2010	20 April 2010	Adopted
26/2012	21 February 2012	Reviewed
210/2013	2 April 2013	Reviewed

DO NOT SCALE



RURAL VEHICULAR CROSSING - TYPE 1



RURAL VEHICULAR CROSSING - TYPE 2

NOTES:

1. RURAL VEHICULAR CROSSING STARTING FROM PROPERTY BOUNDARY WILL EXTEND UP TO EDGE OF FORMATION.
2. A **GUIDEPOST** SHALL BE INSTALLED FOR SAFETY REASONS ON THE APPROACH SIDE (SUPPLIED & INSTALLED BY COUNCIL).
3. **WIDTH OF ACCESSWAY AT ROAD SIDE** = WIDTH OF DRIVEWAY AT THE PROPERTY BOUNDARY PLUS 1.0m ON EACH SIDE (e.g. FOR A 4.0m WIDTH AT PROPERTY BOUNDARY, THE WIDTH OF DRIVEWAY AT EDGE OF BITUMEN WILL BE 6.0m)
4. AUTHORISED COUNCIL OFFICER TO BE NOTIFIED **PRIOR TO BACKFILL** FOR INSPECTION OF PIPEWORK. 24 HOURS NOTICE REQUIRED.
5. **PIPE CULVERT** TO BE A MINIMUM OF 2.0m BEHIND **TABLE DRAIN** (WHERE POSSIBLE OR AS APPROVED BY THE DIRECTOR OF ENGINEERING).

NARRABRI SHIRE COUNCIL

46-48 MAITLAND STREET NARRABRI NSW 2390 PH: (02) 6799 6866 FAX: (02) 6799 6888

VEHICULAR CROSSING
RURAL ACCESS

DESIGNED : A.SMETANIN

APPROVED : A.SMETANIN

DRAWN : G.LATHAM(07-01-2014)

REVISION : E

DWG. No.

SD-102

DATE

07-01-2014

Section 138 Road Act 1993 Application

Office Use Only

Application Number

Date Received

About this Form

You can use this form for:

- Construction or re-constructing a road or footpath;
- Construction works in the road reserve associated with a Development Consent

Works typically include road or footpath construction, kerb & gutter, drainage, lighting and traffic control devices.

Development Consent Reference

Lot No

Section No

DP No

Street No

Street Name

Town

Postcode

Development Application Number

DA

Applicant Details

Applicant(s) Name

Postal Address

Town

Postcode

Telephone Number

Fax Number

ABN

Email Address

FURTHER INFORMATION

Narrabri Shire Council
46-48 Maitland Street
PO Box 261
NARRABRI NSW 2390
Tel: 02 6799 6866
Fax: 02 6799 6888
council@narrabri.nsw.gov.au

General

- a) The application must include all information necessary to allow assessment of the application.
- b) This application must be made in respect of a current Development Consent specifically requiring consent to the proposed works. Where an application is lodged for staged works, the definition of the extent of works and all requirements relevant to those works must be agreed with Council and requirements met.
- c) Any approval under the Roads Act shall be subject to the conditions stated in the Roads Act approval correspondence.

Plans, documents & information to be included with the application

- a) Engineering plans (electronic PDF format) for the required work within a public road designed by a suitably qualified professional.
- b) Pavement Report where required by the conditions of the Development Consent.

Declaration

Applicant's Declaration

I hereby make application to Council for permission to develop as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application maybe delayed, rejected or more information may be requested. I understand to develop in conformity with such approval and Acts and Codes, INDEMNIFY the Moree Plains Shire Council against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out work within the road reserve at the above address.

Applicant Name

Applicant Signature

Date

FURTHER INFORMATION

Narrabri Shire Council
46-48 Maitland Street
PO Box 261
NARRABRI NSW 2390
Tel: 02 6799 6866
Fax: 02 6799 6888
council@narrabri.nsw.gov.au

Information for Applicants

ROADS ACT 1993 - SECTION 138

Works and Structures

1. A person must not:
 - a) Erect a structure or carry out a work in, on or over a public road, or
 - b) Dig up or disturb the surface of a public road, or
 - c) Remove or interfere with a structure, work or tree on a public road, or
 - d) Pump water into a public road from any land adjoining the road, or
 - e) Connect a road (whether public or private) to a classified road,

Otherwise than with the consent of the appropriate roads authority.

Maximum penalty: 10 penalty points.

2. A consent may not be given with respect to a classified road except with the concurrence of the RMS.
3. If the applicant is a public authority, the roads authority and, in the case of a classified road, the RMS must consult with the applicant before deciding whether or not to grant consent or concurrence.
4. This section applies despite the provisions of any other Act or law to the contrary, but does not apply to anything done under the provisions of the Pipelines Act 1967, or under any other provision of an Act that expressly excludes the operation of this section.

Maintenance of works and structures.

1. A person who has a right to the control, use or benefit of a structure or work in, on or over a public road:
 - a) Must maintain the structure or work in a satisfactory state of repair, and
 - b) In the case of a structure (such as a grating or inspection cover) located on the surface of the road, must ensure that the structure is kept flush with the surrounding road surface and that the structure and surrounding road surface are so maintained as to facilitate the smooth passage of traffic along the road, and the person is, by this section, empowered to do so accordingly.

Maximum penalty: 30 penalty units.

2. Subsection (1) applies to all structures and works in, on or over a public road, including structures and works for which there is no consent in force under this Division.
3. Subsection (1) does not apply to a person whose right to the control, use or benefit of a structure or work consists merely of a right of passage that the person has as a member of the public or a right of access that the person has as the owner of adjoining land.
4. If:
 - a) A roads authority has granted a consent under this Division to the doing of anything, and
 - b) That thing has been or is being done otherwise that in accordance with the consent,the Roads authority may direct the holder of the consent to take specified action to remedy any damage arising from the doing of that thing otherwise that in accordance with the consent.

FURTHER INFORMATION