



## ACCESS LEVELS APPLICATION AND CONSTRUCTION PROCEDURES

### Council issues access levels to:

- Maintain continuity in Council's footway area.
- Prevent surface runoff from Council roads entering a private property.
- Ensure compliance with Council's Engineering Guidelines and AS2890.1.

### Property owners benefit by:

- A vehicular crossing which is of sound construction, since it is the owner/occupier's responsibility to maintain.
- A vehicular access which is compliant with Council's Engineering Guidelines and enables comfortable pedestrian access.

### Process:

1. Complete the **attached** 'Access Levels for Driveways Application' form, pay the relevant fee and submit application form to Environmental, Planning & Building Services department. Please note the different types of applications, each described below:
  - **Design and inspection by Council (see fees & charges):** Select this option if you require Council to provide a compliant design for a non-standard driveway (see below for explanation of standard driveways). Fee includes site inspections and design of the driveway to Council requirements and Australian Standards, inspection of formwork prior to pouring and inspection after pouring.
  - **Approval and inspection by Council of supplied or standard design (see fees & charges):** Select this option if you would like to provide Council with a copy of your own design or select a standard design from the **attached** 'Standard Residential Driveways Designs' form. If you require assistance selecting the correct standard driveway, please call Council's Engineering Department for assistance. Fee includes compliance check for Council requirements and Australian Standards, inspection of formwork prior to pouring and inspection after pouring.
  - **Rural Access - property entrance inspection by Council (see fees & charges):** Select this option if you require an inspection for a proposed rural property access. Fee includes site inspection, inspection prior to placement and inspection after placement.
2. The driveway application will now be processed by Council's Engineering Services section. Once the application has been processed you will receive a letter advising one of the following:
  - **Council has provided design as requested:** If you requested for a design to be provided by Council then the letter will come with an attached driveway design.
  - **Council has approved provided design:** If you provided your own design or selected one of Council's standard designs and it is deemed compliant, you will receive a letter stating that you may proceed with the provided/standard design as attached.
  - **Council has rejected provided design:** If you provided your own design and it is deemed non-compliant, you will receive a letter providing you with options on how to proceed.

Please ensure that you have read all information that is provided with the letter.

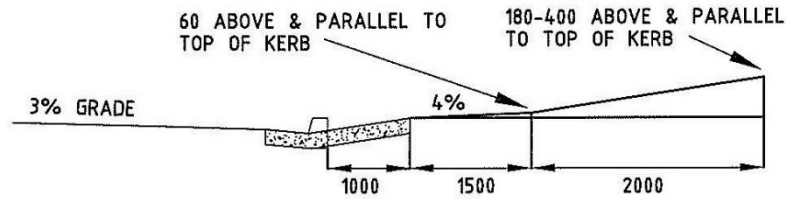
3. Once you have received a letter with an approved or provided design, you will be able to prepare the formwork for the driveway. **Formwork must be inspected by an officer from Council's Engineering Services department before placement of pavement.** Forty eight (48) hours' notice is required to ensure inspection can be completed at the desired time. Failure to have formwork inspected prior to pouring will mean that if driveway is non-compliant, Council has the right to have the driveway removed and replaced at applicant's expense.

Formwork must comply with Council issued or approved applicants design. Failure to do so will result in non-compliance or re-evaluation of fees.

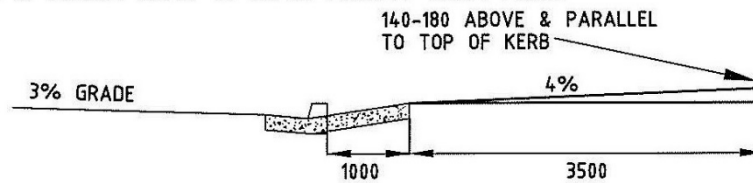
4. After the driveway pavement has been placed, another inspection will be carried out by Council officers to ensure that the driveway has not been modified since formwork inspection. If the driveway is deemed compliant, a 'Compliance Certificate' will be issued to the applicant. File the certificate as a record of compliance as this will be required to obtain an occupation certificate for the dwelling. If the driveway is deemed non-compliant, a 'Non-Compliance Certificate' will be issued meaning that Council will have the right to have the driveway removed and replaced at the applicant's expense and/or an occupation certificate for the dwelling will not be given.

**BATHURST REGIONAL COUNCIL  
STANDARD RESIDENTIAL DRIVEWAY DESIGNS**

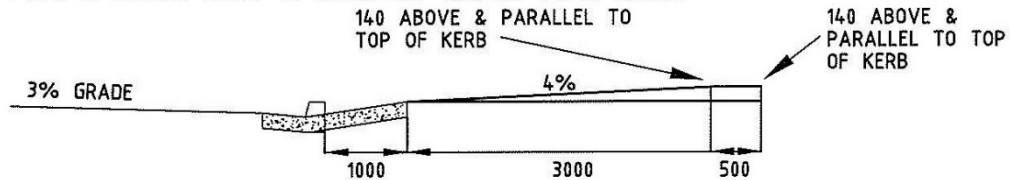
Select Option



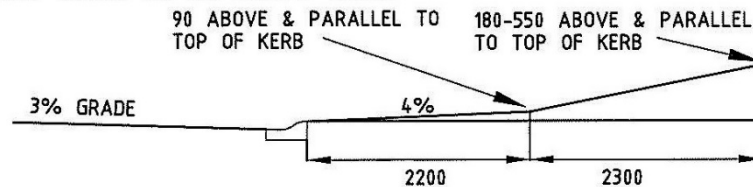
OPTION 1: CUT EXISTING KERB & HAVE MULTIPLE GRADES. RECOMMENDED WHEN EXISTING KERB IS BARRIER TYPE & HOUSE SLAB IS MUCH HIGHER THAN KERB.



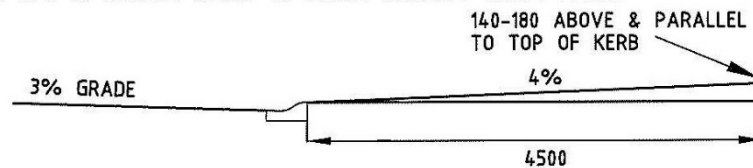
OPTION 2: CUT EXISTING KERB & HAVE CONSTANT GRADE. RECOMMENDED WHEN EXISTING KERB IS BARRIER TYPE & HOUSE SLAB IS SLIGHTLY HIGHER THAN KERB.



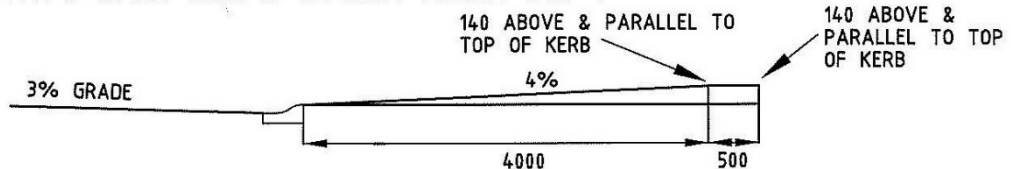
OPTION 3: CUT EXISTING KERB & HAVE CONSTANT GRADE. 0.5m FLAT AREA TO ASSIST IN ROLLING DRIVEWAY INTO DOWNHILL SLOPE. RECOMMENDED WHEN EXISTING KERB IS BARRIER TYPE & HOUSE SLAB IS THE SAME LEVEL AS OR BELOW KERB.



OPTION 4: MAINTAIN EXISTING KERB & HAVE MULTIPLE GRADES. RECOMMENDED WHEN EXISTING KERB IS ROLL TYPE & HOUSE SLAB IS MUCH HIGHER THAN KERB.



OPTION 5: MAINTAIN EXISTING KERB & HAVE CONSTANT GRADE. RECOMMENDED WHEN EXISTING KERB IS ROLL TYPE & HOUSE SLAB IS SLIGHTLY HIGHER THAN KERB.



OPTION 6: MAINTAIN EXISTING KERB & HAVE CONSTANT GRADE. 0.5m FLAT AREA TO ASSIST IN ROLLING DRIVEWAY INTO DOWNHILL SLOPE. RECOMMENDED WHEN EXISTING KERB IS ROLL TYPE & HOUSE SLAB IS THE SAME LEVEL AS OR BELOW KERB.

**NOTES:**

1. ALL STANDARD DESIGNS ARE BASED ON A STANDARD 4.5m WIDE FOOTPATH AREA FOR NEWLY DEVELOPED AREAS. DRIVEWAYS WITH NON-STANDARD FOOTPATH WIDTHS IN PREVIOUSLY DEVELOPED AREAS WILL REQUIRE AN APPROPRIATE PROVIDED DESIGN OR DESIGN BY COUNCIL.
2. APPROVAL OF ALL STANDARD DESIGNS IS DEPENDANT ON INCOMING ROAD CROSSFALL. WHERE CROSSFALL IS GREATER THAN 3%, DRIVEWAY WILL BE MODIFIED/DESIGNED BY COUNCIL TO ENSURE COMPLIANCE.
3. COUNCIL MAINTAINS THE RIGHT TO MODIFY STANDARD DRIVEWAY DESIGNS BASED ON SITE CONDITIONS.

**ACCESS LEVELS FOR DRIVEWAYS APPLICATION**

Date: .....AL No: .....Authority No:.....

Section 1 Type of application (please select)	
<input type="checkbox"/> Design and inspection by Council	\$364.00
<input type="checkbox"/> Approval and inspection by Council of supplied or standard design	\$170.00
<input type="checkbox"/> Rural access - property entrance inspection by Council	\$198.00
<u>Refer Specifications on next page</u>	

Section 2 Applicant details	
Name:	.....
Postal address:	.....
	.....
	Suburb ..... State ..... P/Code .....
Email address:	.....
Contact Nos:	Mobile: ..... Work ..... Home .....
Signature:	.....

Section 3 Property details	
Lot:	..... Deposited Plan/Strata Plan: .....
No:	..... Street: .....
Suburb:	.....
Owner:	.....

Section 4 Application details	
Development Application or Complying Development Certificate No:	.....
Date of consent:	.....
Date levels required by: (if known):	.....

***The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.***

Fees OFFICE USE ONLY	
Fee \$	..... Receipt No ..... Date:.....
Final Certificate No:	..... Date:.....
Conforms: Yes / No	Parcel ID: .....
Levels issued by: .....	Date: .....

**SPECIFICATIONS**  
**VEHICULAR CROSSINGS ON FOOTPATHS**

1. Full width plain or coloured concrete:
  - a) 150mm thick unreinforced or reinforced concrete.
  - b) 25 MPa concrete to be used.
  - c) Expansion joints or saw-cuts to be provided as per design.
  - d) Footpath paving is to be removed for the full width of the crossing and replaced with 150mm thick concrete.
  - e) Suitable reinforcement to be included for commercial and industrial premises:
    - i) minimum 200mm thick @ 25MPa;
    - ii) 2 Layers of SL72 Mesh, 50mm top & bottom cover.
2. Plain or coloured asphaltic concrete:
  - a) 40mm thick asphaltic concrete (hotmix) laid on a sub-base of 100mm thick compacted road base.
  - b) 140mm thick asphaltic concrete (hotmix).
  - c) both of which require to have a 150mm x 150mm concrete edge strip constructed on each side of the crossing.
3. Paving brick or blocks:
  - a) Minimum 65mm thick.
  - b) Type - Herringbone, Basket weave, or Stretcher Bond.
  - c) To be laid according to the manufacturer's specifications.
  - d) A concrete edge strip 150mm x 150mm is to be constructed on each side of the crossing.
4. Crossings are to be designed so that the maximum cross fall over the footpath area is 4%; this is to provide a safe walking environment for pedestrians, and to assist vehicular access preventing damage to vehicles and pavement caused by scraping.
5. No obstruction may be left or built on the footpath that may pose a hazard for the public (eg. Additional kerbs adjacent to the driveway, causing abrupt changes in level, rockeries, etc).
6. All surrounding areas are to be left safe for use by pedestrians, to the Council's satisfaction.
7. Council has the right to have the structure removed and replaced, at the property owner(s)' full cost, if the footpath crossing construction fails to meet any of the above conditions.
8. Crossing designs submitted of approval are to include a longitudinal section of the footpath crossing drawn at a scale of 1:20.
9. Existing footpath that crosses a proposed vehicular access is required to be removed and constructed as part of the vehicular access.