



DRIVEWAY SPECIFICATIONS

Section 138 of the Roads Act 1993 requires that Council consent be obtained for works within the road reserve. This includes driveways and footpaths. This approval is necessary to ensure the work complies with Australian Standards and Council policies and that the safety of all road users, including pedestrians and cyclists, is protected, both during and after construction. Driveways or other works undertaken in the road reserve without Council approval may need to be removed if deemed to be a public liability or safety risk.

GENERAL NOTES:

1. Read all pages carefully, and ensure this specification is on site at all times during works.
2. The footpath must be kept clear of rubbish at all times. For the protection of the public, WorkCover approved barriers must be erected and maintained at any worksite on Council owned or managed property. Suitable erosion and sediment controls must be provided prior to commencement of works.
3. All contractors/ owners who carry out works on Council property, including the footpath verge and roads, must provide a certificate of currency demonstrating that they hold a public liability insurance policy with an indemnity limit of not less than \$10 million with each new request. All contractors must provide their Department of Fair Trading licence number with each new application.
4. The "Vehicular Crossing Request" form must be signed by the contractor; acknowledging their responsibilities. A copy of the "Vehicular Crossing Request" form is available on Council's website under Vehicular Crossing Requests (Driveways).

5. The works can only be carried out between 7:00am and 5:00pm Mondays through Saturdays. No work can be undertaken on Sundays or public holidays.
6. The applicant/ owner are responsible for all costs.
7. Driveways or other works undertaken in the road reserve without Council approval may need to be removed if deemed to be a public liability or safety risk. Council will not be held responsible for any public risk claims arising from incorrectly installed or unapproved works.
8. If the existing gutter crossing is damaged or cracked, it must be completely removed and reconstructed in accordance with these specifications in order to prevent infiltration of water into the road pavement, causing damage. If the road pavement is damaged during construction, it must be restored in accordance with these specifications.
9. Driveways, pathways or paving contained wholly within the property boundary can be carried out without submitting a "Vehicular Crossing Request" form. Subdivision 14 and Subdivision 28 from the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 addresses what works are able to be carried out without separate development approval. The provisions of Council's Local Environmental Plan and Development Control Plan are relevant also. Where the works are not able to be carried out as exempt development, a development application must be submitted.

SERVICES/ SEPARATE APPROVALS:

1. Contact "dial before you dig" on 1100 for information on the location of services in the footpath verge.
2. Any necessary alterations to service utilities,

including repairing any damage caused, are subject to negotiation with the relevant authority.

3. Telstra approval is required to adjust/ relocate any pits located within or adjacent to the proposed crossing.
4. For medium or heavy duty crossings, the owner/ applicant is responsible for contacting Endeavour Energy to determine whether additional electrical ducts are required to be installed.
5. Separate approval from the Roads and Maritime Services is required for any works on a classified road, including driveways. Contact the RMS in order to ascertain their requirements.

STREET TREES/ SIGNS AND STREET FURNITURE:

1. No trees are to be lopped, removed or relocated without the prior written consent of Council.
2. For trees within the property, a separate Tree Management Application is required to be completed, submitted to and approved by Council. A copy of the Tree Management Application form can be found on Council's website. No tree removal is to occur until that application has been approved.
3. For street trees located in the footpath verge, removal will only be considered where there is no other suitable location for the driveway. In the first instance the proposed driveway must be relocated or narrowed.
4. The intended removal or relocation of a street tree must be identified on the Vehicular Crossing Request form. The Vehicular Crossing Request cannot be made unless separate, specific written Council approval for the removal or relocation of the street tree/s has been given. That written Council approval must be attached to the Vehicular Crossing Request and the accompanying declaration completed by the applicant. Failure to comply with any of these requirements will result in a failed inspection result and possible further action.
5. Relocated or replaced street tree must be located and planted in accordance with Council's Standard Drawing 50 – Typical Street Tree Setout and Details.
6. Similarly, where the driveway conflicts with existing advisory, directional or street name signs or other street furniture in the footpath verge, the removal or relocation of this advisory, directional or street name signs or other street furniture will only be considered where there is no other suitable location for the driveway. In the first instance the proposed driveway must be relocated or narrowed.
7. No signposting is to be removed or relocated until Council has inspected the site, consented to the removal or relocation and given a direction concerning the new location.
8. Regulatory signs (for example signage relating to parking restrictions or a bus stop) cannot be removed or relocated as part of a Vehicular Crossing Request. These types of matters need to first be reported to the Local Traffic Committee.
9. The intended removal or relocation of existing

advisory, directional or street name signs or other street furniture must be identified on the Vehicular Crossing Request form. The Vehicular Crossing Request cannot be made unless separate, specific written Council approval for the removal or relocation of the advisory, directional or street name signs or other street furniture has been given. That written Council approval must be attached to the Vehicular Crossing Request and the accompanying declaration completed by the applicant. Failure to comply with any of these requirements will result in a failed inspection result and possible further action.

10. Where approved for relocation, the signage must be placed in the new location immediately upon removal.

ADDITIONAL DRIVEWAYS:

1. Only one driveway is permitted per residential lot. Separate, specific written Council approval is necessary for any additional driveways.
2. More than one driveway is not usually supported except for very specific circumstances.
3. If an additional driveway/s is proposed it must be identified on the Vehicular Crossing Request form. The Vehicular Crossing Request cannot be made unless separate, specific written Council approval for the additional driveway/s has been given and is subject to strict criteria as set out below. That written Council approval must be attached to the Vehicular Crossing Request and the accompanying declaration completed by the applicant. Failure to comply with any of these requirements will result in a failed inspection result and possible further action including the removal of the unauthorised additional driveway/s together with the restoration of the affected areas in the road reserve.
4. In considering a request for an additional driveway, the following is considered:
 - An additional driveway will not be considered where:
 - The lot is less than 20 metres wide.
 - A reduction in the available room for on-street parking caused by the additional driveway is not desirable.
 - Sight distance for the new driveway is limited because of a crest or curve in the road.
 - The removal or relocation of one or more street trees, signs or other street furniture is required.
 - The driveway is within 6 metres of the tangent point of the kerb return at intersections, as per AS/ NZS 2890.1:2004 and Council's Development Control Plan.
 - The site is located on a classified road, and the NSW Roads and Maritime services (RMS) have not consented to a second driveway.
 - The driveway is otherwise constrained or not considered appropriate, as determined by Council staff.
5. Conversely a second crossing will only be

considered where:

- Sight distance for the existing driveway is restricted. In these instances, the existing driveway will likely have to be removed when creating the new driveway.
- A second garage, carport or parking area that is unable to be accessed from the existing driveway has been approved by Council (not a private certifier). Specifically, an approved secondary dwelling, dual occupancy, granny flat or studio dwelling that does not explicitly identify a second garage, carport or parking area with a driveway leading to the roadway (noting that a private certifier is not able to approve such works in the road verge) does not constitute approval for a second driveway.
- The property fronts a busy roads, is located in a school area or near a bus stops etc; and the purpose of the second driveway is to provide for access into and out of the site in a forward direction.

SPECIFICATIONS:

GENERAL

1. Materials acceptable for driveway construction are: Plain, coloured, patterned or moulded concrete; Paving; and Asphalt.
2. All finished surfaces are to be non-slip and maintain an even surface complying with AS 4586 and AS 3661.1.
3. Concrete must have a minimum compressive strength of 25MPa at 28 days. This minimum applies to all gutter crossings, driveways and associated works.
4. All soft, yielding and unsuitable bedding material must be removed and replaced with crushed rock or similar before concrete is poured.
5. The gutter crossing, kerb and gutter must be constructed using plain concrete. No other materials/ finishes can be used.
6. Formwork must be braced in a substantial and unyielding manner. Where the crossing is skewed, all dimensions and levels are to be measured square to kerb. All formwork must remain in place for 72 hours after the final concrete pour. No traffic can pass over the crossing for 7 days after pouring.
7. Formwork must be completely filled by continuous tamping, spading or slicing of the concrete. Coarse aggregate shall be worked away from exposed surfaces which are to be finished with a wooden float or broom, corners and edges must be neatly rounded.
8. Reinforcement must have a minimum cover of 40mm, be clean and free of loose rust, be supported on bar chairs with a minimum 200mm overlap between sheets and suitably tied.
9. Control joints shall be provided:
At minimum intervals of 6 metres;
Where new work abuts old, with dowels provided also for medium and heavy duty crossings;

Where the gutter crossing meets the driveway slab; and

At the boundary line. A saw cut with a minimum depth of 40mm can be used, however a minimum gap of 80mm must be provided between reinforcing sheets.

10. All extensions to footpath crossings and laybacks must be dowelled into the existing footpath crossing slab and layback using R12 bars, 500mm long at 300mm centres.
11. Direction must be sought from Council's inspector regarding any skew angles.
12. Where an existing pedestrian footpath is within the proposed driveway, and the footpath is not 125mm thick and reinforced, it must be removed and replaced as part of the driveway. The owner/ contractor must ensure that the existing footpath is transitioned into the level of the new driveway slab so that there is no trip hazard.
13. Following the completion of the driveway, gutter crossing and pedestrian footpaving, the surrounding edges must be backfilled to ensure the new crossing is flush with the adjacent footpath levels. The site must be safe for pedestrian traffic.
14. Crossings must be a minimum of 500mm clear of any kerb inlet pits.
15. The kerb and gutter must be poured as a single contiguous structure. Where a new driveway is being installed, the existing kerb and gutter must be removed in its entirety.
16. Where the road pavement is damaged, it must be saw-cut a minimum of 300mm from the edge of the gutter and replaced once the gutter crossing has been poured.
17. The maximum driveway gradient within the site is 22%. The driveway within the footpath verge must fall towards the top of kerb, even on low level sites, with a gradient between 2% and 4%. Transitions are required where the change in gradient is excessive. Refer to Council's Standard Drawing 16 for more details, a copy of which can be found on Council's website under Engineering specifications.
18. If the footpath crossing or driveway is constructed in material other than plain concrete, Council will not be responsible for restoration or repairs in material other than plain concrete.
19. Where a proposed driveway crosses an existing cycleway/ shared path, the cycleway/ shared path must be kept and the driveway must finish on either side of the same, rather than the cycleway/ shared path being removed and the driveway extending all the way through the footpath verge.

STANDARD DUTY DRIVEWAYS AND GUTTER CROSSINGS (RESIDENTIAL)

For single dwellings and dual occupancy developments:

1. The minimum concrete depth permitted is 125mm with one layer of F62 mesh.
2. The maximum permitted width of the gutter crossing is 5.4m. The minimum width is 3m.



3. The maximum splay between the back of the kerb and the property boundary is 1 metre.
4. Refer to Council's Standard Drawing 15 for more details, a copy of which can be found on Council's website under Engineering specifications.

MEDIUM DUTY DRIVEWAYS AND GUTTER CROSSINGS

For commercial and medium density residential developments:

1. The minimum concrete depth permitted is 150mm with one layer of F72 mesh.
2. The maximum permitted width of the gutter crossing will be specified in the development consent. The minimum width is 4m.
3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side.
4. The driveway slab must be dowelled into the layback using R12 bars, 500mm long at 300mm centres.
5. Refer to Council's Standard Drawing 15 for more details, a copy of which can be found on Council's website under Engineering specifications.

HEAVY DUTY DRIVEWAYS AND GUTTER CROSSINGS

For commercial, industrial and high density residential developments:

1. The minimum concrete depth permitted is 200mm with one layer of F82 mesh.
2. The maximum permitted width of the gutter crossing will be specified in the development consent. The minimum width is 4m.
3. The driveway must be splayed at the kerb, with a minimum splay of 500mm on each side.
4. The driveway slab must be dowelled into the layback using R12 bars, 500mm long at 300mm centres.
5. Refer to Council's Standard Drawing 15 for more details, a copy of which can be found on Council's website under Engineering specifications.

RURAL DRIVEWAYS AND GUTTER CROSSINGS

1. A 150mm deep concrete table drain must be provided.
2. The concrete table drain must be constructed 2m from the edge of the existing road pavement, or in line with, and at the same level of, the existing table drain.
3. The minimum permitted width of the crossing 4m.
4. The driveway slab must be constructed in accordance with the requirements relating to standard, medium duty or heavy duty driveways above as nominated in the development consent.
5. Piped crossings over an existing table drain may be used, where necessary, subject to a site meeting with Council's inspector before any works commence. The pipe must have a minimum diameter of 375mm, be either fibre-reinforced concrete or reinforced concrete with concrete headwalls at either end. An all-weather surface crossing must be constructed, with details provided to Council for approval before any works commence.
6. A minimum 150mm deep pavement with a two coat seal or asphalt, as approved by Council, must be provided between the concrete table drain and the edge of the existing road pavement.
7. Refer to Council's Standard Drawing 17 and 45 for more details, a copy of which can be found on Council's website under Engineering specifications.

PAVED/ TILED DRIVEWAYS

1. Where pavers or tiles are proposed, they must be laid on 30mm of bedding sand above the appropriate standard, medium or heavy duty reinforced concrete driveway slab nominated above, laid at an appropriate level to allow for the depth of the pavers/ tiles and bedding sand.
2. Pavers/ tiles are to be non-slip and maintain an even surface complying with AS 4586 and AS 3661.1.
3. A concrete edge must be provided to restrain the

- pavers/ tiles and sand.
4. Pavers/ tiles must be laid within 14 days from the completion of the slab, with approved barriers in place until all works are completed.

ASPHALT DRIVEWAYS

1. Where an asphalt driveway is proposed, it must be applied above the appropriate standard, medium or heavy duty reinforced concrete driveway slab nominated above, laid at an appropriate level to allow for the depth of the asphalt.
2. The minimum asphalt depth is 25mm, compacted thickness.

OTHER DRIVEWAY FINISHES

Other driveways finishes will only be permitted where prior approval has been granted by Council.

CONCRETE FOOTPATH PAVING

1. Concrete footpath paving must be constructed of 75mm deep 25MPa concrete laid on a 50mm approved sub-base. The cross-fall of the footpath must be between 2 and 4% falling towards the kerb. The maximum permitted longitudinal gradient is 1(V):8(H) or 12.5%.
2. Concrete footpath paving in a driveway must be constructed to a higher standard/ depth correlating with the relevant standard, medium or heavy duty requirements discussed above.
3. Concrete footpath paving must be 1.2m wide and 600mm from the property boundary, unless as otherwise directed by Council's inspector.
4. Expansion joints must be provided every 6m and dummy joints provided every 1.2m.
5. Refer to Council's Standard Drawing 18 for more details, a copy of which can be found on Council's website under Engineering specifications.

INSPECTIONS:

FORMWORK AND REINFORCEMENT INSPECTION (PRELIMINARY WORKS)

1. No works are to be undertaken before an application has been submitted to, and accepted by, Council.
2. Once the application has been accepted by Council, the contractor is able to undertake preliminary works on site, including excavation, the placing of formwork and reinforcement and the relocation of existing services.
3. Before requesting a formwork and reinforcement inspection:
The gutter crossing and driveway must be excavated or filled to the design level.
Formwork must be in place, reinforcement cut, tied and supported on bar chairs.
Expansion joints must be present on site ready for use.
4. Once these preliminary works are finalised Council must be contacted to arrange for an inspection, 24 hours in advance. To arrange for an inspection, contact Council's Duty Subdivision Officer on 9843 0374.

Have the application number shown on your receipt ready when booking an inspection.

5. Inspection results will only be issued via email. Please ensure the owners and contractors email address is provided when lodging the application and booking the inspection.
6. No concrete can be poured until Council has approved the preliminary works.

FINAL INSPECTION

1. Following the completion of all works, the owner/ contractor is able to request a final inspection.
2. Before requesting a formwork and reinforcement inspection:
All works must be completed.
The edges of the new driveway must be backfilled and graded at a maximum slope of 1(V):8(H) or 12.5%.
All formwork, waste and sediment and erosion control measures must be removed from the footpath verge.
Any excess material must be removed from the footpath verge and the area left in a tidy condition.
3. If a private contractor carries out the work, it is advisable to withhold final payment until you have received written notification that all work has been carried out to the satisfaction of Council.

STANDARD DRAWINGS:

These specifications must be read in conjunction with the following standard drawings, copies of which can be found on Council's website:

Standard Drawing SD 15 – Gutter and Footpath Crossing
Standard Drawing SD 16 – Footpath Crossing and Driveway Grades for Single Residential Lots
Standard Drawing SD 17 – Rural Gutter Crossing
Standard Drawing SD 17A – Rural Vehicular Crossings
Standard Drawing SD 18 – Footpath Paving and Jointing Detail

<https://www.thehills.nsw.gov.au/Council/Application-Form-Directory/Driveway-Footpath-Crossings>

FURTHER INFORMATION

If you are unsure, please ask
Time spent early may avoid delays later
Customer Service Centre:
3 Columbia Court, Baulkham Hills NSW 2153
Phone: 9843 0555
Duty Subdivision Officer: 9843 0374
Hours: 8:30 am to 4:30 pm, Monday to Friday
Website: www.thehills.nsw.gov.au

DISCLAIMER

This fact sheet provides a summary of the major issues concerning the design and construction of driveways, footpath/ gutter crossings and footpaving. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant staff at Council's Customer Service Centre should be undertaken. This document is subject to change without notice.