

What is a driveway crossover?

A driveway crossover is the section of ground (including any footpath, culvert pipe, kerb and channel) that you use to get your vehicle from the road to your property

What is a road reserve?

The road reserve is the public land outside your property boundary.

Who is responsible for the driveway in the road reserve?

State Government legislation outlines that property owners are responsible for constructing and maintaining their driveway crossover, even though it is located in Council's Road Reserve. Refer to Section 35 of the *Local Government (Highways) Act 1982*. Driveway crossovers must be maintained to an acceptable standard to Council's satisfaction.

What if I need to do any work on my driveway or within the road reserve?

Before working in the road reserve, you will need a permit from Council. Permits are free and ensure that the work you plan to do will be completed to the appropriate standard.

You will require a permit from Council to:

- Construct a new driveway crossover where there has not been one before
- Make changes to the kerb (eg. if your car is scraping)
- Make changes to the existing driveway crossover (eg. making it wider or changing its angle)
- Undertake certain types of repairs to your driveway.

If you are unsure if you need a permit, contact Council on 6393 5300 before starting work.

How do I apply for a permit?

Before starting any work onsite, you will need to complete a **Road Reserve Works Permit Application** form and return it to Council. Forms are available from Council's office or, you can download one from [Council's website](#).

What happens next?

Council will check your driveway crossover and site plans and will contact you if any adjustments are required. Once the assessment is complete, you will receive a Permit from Council and a standard drawing that shows how the driveway crossover should be constructed.

New building approvals still require you to obtain a permit

Even if you have received Council approval for a new build, you will still need to apply separately for a permit before constructing your new driveway.

When will my permit expire?

Permits are valid for 12 months. To maintain public safety once construction work on your driveway crossover has commenced, work must be completed within three (3) *consecutive* days.

Who can undertake driveway works?

It is very important that driveway works are undertaken by an experienced and competent contractor that is approved by Council. This ensures that construction is compliant with Council standards.

Poor quality workmanship could result in future maintenance or safety issues that you may be required to fix. As part of the permit application process, you will be required to advise Council of the name of the contractor and provide a copy of the contractor's Public Liability cover. The contractor must have a minimum of \$20m Public Liability cover and adequate traffic management systems in place before starting any work.

Remember to check services "Before You Dig"

Streets are filled with a range of different pipes and cables. Ensure you know where the locations of any pipes and cables before starting any construction work. If you are unsure, check [Before You Dig Australia](#) or contact your local authorities separately. It is essential that a suitably qualified contractor with valid licenses undertakes this work.

Do you have a steep access or are you having difficulty designing your driveway crossover?

Designing a good driveway crossover is not always easy, particularly if you live in an area that has steep terrain. You might need to consider additional things like pedestrian crossovers, power poles or larger cars and standard designs will just not fit. If this is the case, please contact Council on 6393 5300 for advice.

Other questions?

If you have any questions about driveway crossovers, contact Council on 6393 5300.