

Requirements, Guidelines and Conditions

Constructing a Driveway to a Council Street

The Burnie City Council may grant a permit to allow **permanent construction** or **temporary placement** of a crossing to or from the carriageway of a highway over a footpath, kerb and channel or table drain to provide pedestrian and vehicular access for land or premises adjoining the highway.

A crossing constructed or placed on a Council street within the Burnie municipality must comply with the following requirements in accordance with the *Burnie City Council Highways By-Law No 3 of 2013*.

NB – This document is to be read in conjunction with the General Terms and Conditions.

Permits

- a. The applicant must demonstrate it has the resource and capacity to manage the situation and to undertake the work in an effective and timely manner;
- b. A Permit is required for :-
 - (i) Construction of a temporary crossing in conjunction with building work on adjacent land or premises;
 - (ii) Construction or major repair of a light-duty residential driveway from the carriageway to the property boundary;
 - (iii) Construction or major repair of a heavy-duty commercial or industrial driveway from the carriageway to the property boundary; or
 - (iv) Construction or repair of a footpath and/or kerb and channelling in conjunction with works within the adjacent property;

Temporary Crossings

- c. The Council must be satisfied the need to cross the footpath, kerb and channel, table drain or access is unavoidable in the circumstances of the application;
- d. The section to be crossed is to be clearly identified and is not to be greater than is necessary to allow passage to and from the land adjoining the highway;
- e. The applicant must provide an existing condition report for that section of the highway verge to be crossed (the use of photographs is recommended where existing damage is present);
- f. Details must be provided of the measures to be used to protect the existing improvements and construction of the highway from damage, including the carriageway, footpath, kerb and channel, access crossovers and utility installations such as roadside gully, street tree, utility access cover, or utility pole or sign in the vicinity.

The use of matting and weight distribution material may be required;

- g. Location and formation of the temporary crossing must present no immediate danger or risk to other users of the highway or to the occupiers of land adjoining the highway;

Permanent Crossings

- h. The Council must be satisfied that the work is necessary in the circumstances of the application;
- i. Location of the proposed crossing must present no immediate or long-term danger or risk to safety and performance of the highway, or to users of the highway or to the occupiers of land adjoining the highway;
- j. The crossing must be constructed in accordance with the Tasmanian Municipal Standard and/or design for crossings and footpath approved by the Burnie City Council.

The application must indicate location of the proposed crossing, dimensions (width and length), nature of the finished surface (must be non-slip), final levels and grades relative to existing levels for the highway pavement, stormwater channel and the footpath (if provided); and the location of any roadside gully, street tree, utility access cover, or utility pole or sign in the vicinity of the proposed driveway;

- k. The work must be carried out by a contractor approved by the Council or by the Council's workforce under a "private works" order;
- l. Cost for construction of a crossing is to be the responsibility of the applicant;
- m. The execution of the work must not create risk of damage to the pavement of the highway or to any utility located within the highway.

Prior to commencement of work the Permit Holder must undertake a "Dial Before You Dig" enquiry in order to establish the nature, location and depth of any underground infrastructure associated with any utility service that may be affected by the work.

Grant of a Permit under the By-Law does not absolve the party conducting the work from obtaining all other approvals and from establishing the location of utilities and services within the highway.

- n. If the proposed crossing is to replace an existing crossing in another location on the frontage, the existing crossing must be removed, and the kerb and channelling and the nature strip reinstated at the property owner's expense;
- o. All endeavours must be taken to avoid removal or damage to the structure or root systems of existing street trees;

Risk Management

- p. A traffic management plan must accompany the application for a permit and indicate measures proposed to be taken to direct pedestrian and vehicular traffic around the obstruction and to effect the enclosure in a safe and functional manner (including the provision of adequate lighting, signage, barriers and hoardings).

Traffic management must be undertaken in accordance with AS 1742.3 Manual of Uniform Traffic Control Devices - Part 3 - Traffic Control Devices for Work on Roads and DIER's Traffic Control at Work Sites – Code of Practice.

The Permit Holder is required to liaise with Tasmania Police, Tasmania Fire Service, Tasmania Ambulance Service and the Burnie City Council with regard to any closure of a traffic lane;

- q. The Permit Holder is to ensure satisfactory measures are taken to ensure the work area presents no risk or hazard or unreasonable inconvenience or nuisance to any person in the vicinity;
- r. The Permit Holder must ensure that unless access to adjoining properties is maintained at all times, not less than 3-days written notice is given to identify the date, time and duration for which the access is to be closed;
- s. The Permit Holder must ensure that any plant, equipment, container or material placed on the local highway must be capable of detection in the dark. In this regard it must be fitted with an approved lamp or reflective device of minimum dimension 150mm x 150mm on all external corners;
- t. Conduct of the work must not cause or be likely to cause environmental harm or environmental nuisance, and must not involve any output that would constitute a pollutant.

If there is potential for sediment or other waste is to enter the stormwater system, appropriate measures must be implemented to manage waste discharge. A catchment barrier may be required around the material, and measures installed to prevent or filter stormwater discharging into gullies; and

Controlled Parking Spaces

- u. The Permit Holder must make separate arrangements with the Council to close or occupy a controlled parking space. A meter hood must be obtained for metered parking spaces.

A person seeking to construct a crossing to and from land or premises onto a Council street must complete an *Application for Conduct of an Activity or Work within a Council Street* and obtain a Permit from the Council prior to commencement of work.

*** NOTE - Full road closure will require a separate application in accordance with the *Local Government Act 1993* and the *Local Government (Highways) Act 1982*.**