

Concrete Driveway & Paving Fact Sheet



This fact sheet provides information for any person or organisation wanting to undertake driveway, concrete and paving works within the Council Road Reserve. It explains the standards the Port Augusta City Council requires for driveway construction, concrete and paved works or modification and outlines the responsibilities of property owners.

Do I need a Permit/Section 221 Approval?

Yes, constructing a driveway involves crossing Council land (road reserve) and a permit is required to allow passage across Council's asset. Failure to do this may result in an issue of non-compliance and, in some cases, the work may need to be removed and reconstructed at your cost.

Why do I need a Permit?

Section 221 of the Local Government Act requires Council consent to be obtained for works within the road reserve, to ensure it complies with the current Australian Standards and Council Policies. Council must ensure new driveways and alterations are safe for both vehicles and pedestrians, do not conflict with existing infrastructure such as signs, poles, street trees, stormwater and pram ramps and do not create any hazard on the Council footpath/verge.

How do I obtain a Permit?

A formal application must be made to Council using the Section 221 Application for Access to Property – Concrete or Paving Works Application Form. This can be accessed online at portaugusta.sa.gov.au, by clicking on Enquiries, Online Forms. You can also pick up a copy of the form from Councils Civic Centre at 4 Mackay, Port Augusta.

Councils Infrastructure Department will undertake the approval process with the details provided in the application form. You can then obtain quotes from Contractors to undertake the works.

What if the road reserve is not owned by Council (private)?

If the roadway is not Council owned, no approval is required to be sought from Council, although an approval process may be required from the road asset owners.

Are there any other Statutory requirements that I should be aware of?

Section 223 of the Local Government Act 1999, Council must consult the public where an authorisation would result in any part of the road being fenced, enclosed or partitioned so as to impede the passage of traffic (vehicular or pedestrian) to any material degree

Under Section 224 of the Act Council may attached conditions to the granting of such an authorisation and under Section 225 Council may, by notice in writing, cancel an authorisation for a breach of a condition

Under Section 234 Council can remove and dispose of any structure or object from a public road if it has been placed there without an authorisation or the authorisation has expired.

Under Section 242 an application for the Council's authorisation to use a road for business purpose must be decided within two months after the relevant date and, if not decided in this time, will be taken to have been refused.

The Disability Discrimination Act 1992 makes it an offense for public places to be inaccessible to people with a disability

Section 25 of the Environment Protection Act 1993 imposes the general environmental duty on all persons undertaking an activity that might cause pollution, to take all reasonable and practical measures to prevent or minimise the resultant environmental harm

How long does it take to obtain Council approval?

Applications will usually take between 14 and 21 working days. If the driveway is more complex and requires specific site design, allow 28 working days. This will apply in cases the driveway is steep or may be affected by future road or footpath works. A letter will be posted or emailed together notifying you of the decision.

My Development Approval already has driveway conditions; Do I still need a driveway permit?

Yes, you must obtain a permit from Council before constructing your driveway.

What are my responsibilities?

As the property owner, you are responsible for the cost and standard of construction and maintenance of your driveway, including any modifications to the kerb and watertable. It is also your responsibility to ensure that any work done on your driveway complies with Council standards, and the contractor you use is aware of any requirements. Councils recommend the contractor must be adequately insured and appropriately licenced to undertake the proposed works. It is your responsibility to contact "Dial Before You Dig"



to check for any utilities and services, such as water, Communications and electrical that may be affected by your excavations. Council will not accept liability for injury or property damage caused by work carried out privately on your driveway, or for accidents caused by poorly constructed or unauthorised driveways.

How many driveways can I have?

Developments are generally allowed one driveway for vehicle access. An additional driveway may be allowed with approval.

Residential driveway access is generally 5.0m single and 7.0m double and Industrial 8.0m as a minimum.

Existing Concrete or paved footpath

Where your proposed driveway crosses an existing concrete or paved footpath, the footpath must be removed and reconstructed to the minimum standards for driveway construction.

Paving – 60mm

Concrete – 100mm (residential) or 150mm (Industrial)

Where no footpath exists, the verge on each side must be battered smoothly at a grade no steeper than 1 in 10 metres to maintain acceptable standards for pedestrians and allowing for future provision of concrete or paved footpaths

Redundant crossings?

If you wish to move your existing driveway or vehicle access crossing you must replace with kerb.

Stormwater Upgrades due to driveway access

Stormwater upgrades for driveway access must be undertaken at the applicants costs. This may include but limited to:

Concrete Culverts

Concrete Headwalls

Stormwater pipes

Council approval must be sought through the Section 221 application



Trafficable Pedestrian Refuse Area

An area (nominal width of 1.5 metres from the property boundary) is to serve as a pedestrian refuge and is to be kept clear for general pedestrian access. This area can be levelled grass or lawn, compacted rubble surface, compacted crusherdust, asphalt or bitumen seal, block paved or concrete. Any development of a verge without existing concrete or block paving must allow for the possibility of future construction by Council.

Where a property owner desires as part of a verge development to construct a block paved or concrete footpath (where no paved or concrete footpath exists on adjoining verges) its location within the verge and the materials used for its construction shall be parallel to the property boundary and be a minimum of 1.2 metres in width and located 300mm from the property boundary. Relocation of any service authority infrastructure will be at the cost of the property owner. All works must be to Councils specifications. Construction shall be at the property owners cost and shall be maintained by the property owner, in a safe and trafficable condition at all times.

The recommended block pavers or concrete shall be dark grey in colour. Pavers or concrete must be constructed to Councils specifications and laid flat and level and match connecting infrastructure and pits, e.g. Telstra service pits.



General Driveway Advice

1. The driveway must not obstruct access or cause damage to public utilities such as bus stops, bike lanes, parking bays, taxi ranks, stormwater drains, water meters, fire hydrants, utility service pits, street trees, sewer or CWMS infrastructure and power or light poles.
2. Driveway must not be constructed within 1m of a stobie pole
3. Telecommunication and electrical pits and manholes can be incorporated into the driveway with the service provider's approval. The service cover is to be adjusted to the driveway level at the owner's expense.
4. A standard vehicle (i.e. sedan/wagon) must be able to negotiate the gradient without difficulty or harm to vehicle, pedestrian or property.
5. The driveway must be graded appropriately to protect your property from stormwater overflow from the road and neighbouring properties.
6. The driveway must not direct stormwater runoff to neighbouring properties.
7. Construction of a full driveway area is required between the kerb (Vehicle Access Crossing) and property boundary.
8. Adequate signage, barrier protection and redirection measures must be in place if construction of the driveway obstructs pedestrians or traffic. For standards and procedures refer to the Manual of Legal Responsibilities and Technical Requirements for Traffic Devices at www.dpti.sa.gov.au/standards/tass
9. Check the conditions of all existing kerbs, watertable, footpaths and road surfaces. Take a photo or provide written statement of any damage and submit it with your notification or application prior to any works being carried out. Any damage caused by the driveway construction will be repaired at the owner's expense.
10. Applications for driveways must be submitted by the property owner.
11. Do not disturb any survey marks during driveway construction. If a survey marker is located within the proposed driveway area approval for relocation or construction must be obtained by contacting www.sa.gov.au/topics/planning-and-property/land-or-ring 82262464. Any damage could incur a \$2,000 fine.
12. You must satisfy all Council requirements by obtaining any necessary permits prior to commencing work on your driveway.
13. Driveways cannot be located where painted or concrete traffic islands on road exist.
14. Driveway levels to be approved by Councils Technical Officer prior to works commencing but must match existing footpath (concrete or paved) if they exist.
15. Driveways must not be constructed within 10m of the approach side of a bus stop.
16. Driveways must not be constructed over a Council easement.
17. If an existing concrete footpath exists, confirmation that it is a minimum of 100mm reinforced must be obtained. If not the footpath must be replaced at the applicant's expense.
18. If an existing paved footpath exists, confirmation that the pavers are a minimum of 60mm must be obtained. If the paved footpath is not 60mm the footpath must be replaced at the applicant's expense.

General Conditions, Provisions and Terms

For the purpose of constructing a driveway or footpath the Port Augusta City Council will grant permission to carry out work on a road reserve or on Council controlled land subject to the following additional general conditions and subject to completing a Section 221 Application Form:

1. General

Many property owners prefer to manage the Council owned area in front of their residences to a different standard than the service level provided by Council to enhance the visual appeal of the

property. The strip of Council land between the kerb (or road edge) and the property boundary is known as the verge (commonly called nature strip or footpath area). Verge developments permitted are approached according to these guidelines, to ensure public safety.

Where property owners choose not to or are unable to maintain the verge adjacent their property, Council will service this area to the following standards;

- Council will ensure the verge surface is even and free of potholes or depressions or mounds that may present a trip hazard to pedestrians.
- Council will treat verges where a proclaimed pest plants have been identified (only if causing a hazard to pedestrians).
- Weed spraying as required

Council will not subsidise or assist with the development of verges in any form or manner. Any developed verge by a resident or property owner must be fully maintained by the resident or property owner including any plantings should be kept in reasonable health and not be an obstacle to pedestrians.

Council relies on the goodwill of residents and property owners to maintain the verge. If the property owner does not maintain the verge of long grass/weeds, when the height is over 300mm, Council will apply a treatment necessary to ensure pedestrian safety. In the first instance this will mean spraying of the grass/weeds.

Service Authorities have access and rights over this portion of the road reserve. The verge area may be occupied (above and below ground) by the following:

- Electricity
- Telecommunications
- Watermain and connections
- Sewer main and connections
- Port Augusta City Council stormwater drainage systems
- Port Augusta City Council Community Waste Water System (CWMS)
- Port Augusta City Council Footpaths (concrete or paved)
- Port Augusta City Council street furniture, Signage, bus shelters and street trees

Applications for permits that affect any of the above will not be approved unless the applicant can provide evidence that any of the above can be altered (Council can only approved those under its responsibility) BUT, will be responsible for all costs relating to the relocation of services or items.

No verge developments will be approved within 600mm of the kerb face. This space is to be kept free from obstacles to allow clear access for pedestrians exiting or entering vehicles. Exceptions to this may be considered by Council if certain conditions are met i.e. No Parking etc.

2. Development

The Local Government Act 1999 requires that all private development of the verge has Council approval. Property owners may develop their verge areas, provided the type or form of development maintains the following:

- Pedestrian access along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not.
- Traffic sight line distances.
- Service Authority and Council access for installation of new services and maintaining services.
- Provision is made for Council Street Tree/s as per Council's street tree planting program.
- Where a property owner develops the verge, the responsibility for ongoing maintenance rests with the property owner. The development may be removed by Council where adequate maintenance is not carried out.

3. Temporary Crossings Over Footpath

The area of the work and its immediate vicinity must be kept safe for pedestrians at all times. Warning signs and bunting must be erected during works.

4. Concrete Works

Where approval has been given for street works involving concrete, the following conditions shall apply:

- No concrete materials shall be cleaned into the street or kerb and watertable, and no cement slurry or other materials to be allowed to enter a Stormwater Entry Pit (stormwater system).
- On completion of concrete works the street is to be thoroughly cleaned of all cement and other materials or rubbish associated with the works.
- In heavily trafficked streets, vehicles associated with concrete works shall NOT be driven to or from the site in peak traffic hours 8 to 9am and 3-4pm. Prior to the commencement of any works the Council will confirm whether the street the subject of this permit is heavily trafficked.

5. Signs

Signs are to be placed at a height above the level of the footpath of not less than 2.5 metres for a permanent and rigid material.

Once an encroachment has both a Section 221 Permit, Section 222 Permit (if required) and Development Approval, these will be issued and construction can commence. Applicants should contact the Development Services section of Council to discuss the requirements for lodging a development application.

Fees associated with Encroachment are detailed and set in the Councils Schedule of Fees and Charges

6. Solid Construction

Public safety is Councils highest priority and therefore Council does not permit structures such as fences, walls and letterboxes within the verge area.

7. Reinstatement

When any development of a footpath area is altered or removed by the activity of a service provider, reinstatement will be subject to negotiation between the property owner and that service authority. Where a Council activity or operation alters or removes a conforming verge development, Council will endeavour to restore the verge to a reasonable standard.

The works shall be backfilled, compacted and the surface reinstated immediately after the works are completed.

The works shall be backfilled, compacted and the surface reinstated immediately after the works are completed. All reinstatement works must be covered with crusherdust.

Any other reinstatement of the verge area by the property owner will require reinstatement as per Council Policy 2.13.02 – Excavation and Reinstatement of Council Roads Footpaths or Properties, available on Council's website.

Any subsidence or other damage which occurs and is attributed to the work done under the application, shall be repaired by the applicant or the applicants agent within forty-eight (48) hours of receiving notification to do so by Councils authorised officer

8. Removal or Modification of Existing Developments

Where any verge has been developed (either before the adoption of these guidelines or following its adoption) in manner contrary to these guidelines and Council considers that the verge development could cause or is causing a hazard or obstruction to the public or Service Authority, than Council shall require the development to be removed or modified to Councils satisfaction. Any such removal or modification shall be at cost to the property owner except where Council deems otherwise.

9. Site Protection

Adequate warning of the presence of works on a road reserve or Council controlled land shall be given in accordance with the Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices, and

- a) Between sunset and sunrise such warning shall at least consist of a barrier with reflective warning sign on each side of works. If the site is not well lit, warning lights must be installed.
- b) Between sunrise and sunset such warning shall at least consist of a barrier with warning flags or warning sign on each side of the works.

Any steps necessary for the protection of the public shall be taken by the applicant at the applicant's expense.

10. Traffic Management

Work shall proceed without any interruptions to traffic. If traffic lane closure is required, the person carrying out the works shall have the appropriate approvals from Council prior to any road closure occurring.

If possible a pedestrian throughway of 1.2 metres shall be maintained. This pedestrian throughway shall be equivalent standard to existing or to the satisfaction of the authorised officer.

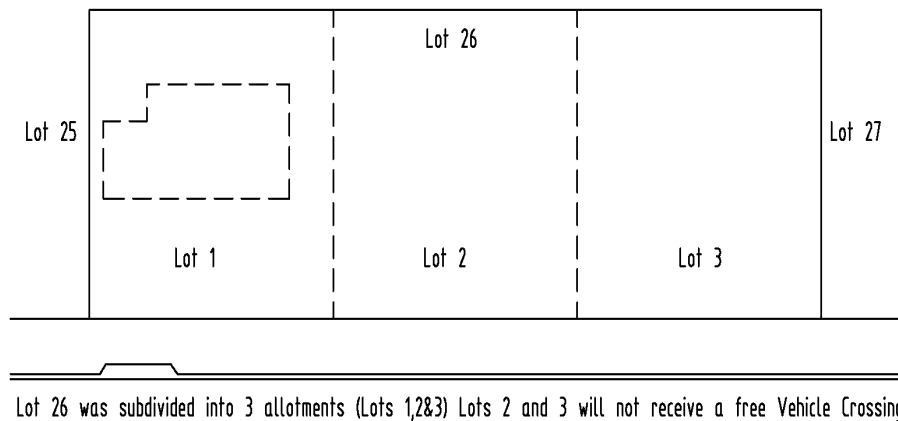
11. Construction and Materials

- a) Concrete and paved driveways must be constructed in accordance with Councils plans IG011, IG012, IG013 and IG014.
- b) Council must approve the colour and type of pavers or concrete prior to construction.
- c) On sealed roads with no kerb and watertable, Council is responsible for the section of shoulder up to 2.0 metres from the seal edge which is referred to as the shoulder. The section from 2.0 metres to the property boundary is the responsibility of the property owner.
- d) The same applies as in (j) for unsealed roads – Council responsible for 2.0 metre shoulder only.
- e) **All repairs to driveways will be the responsibility of the property owner including unsealed driveways.**
- f) **All changes to vehicle access crossings due to vehicles "bottoming out" will be the responsibility of the property owner if the vehicle crossing conforms to Councils standards.**
- g) Stormwater Pipes connection to Kerb (Maximum Diameter 75mm without Kerb Adaptor and Maximum 90mm with kerb adaptor.

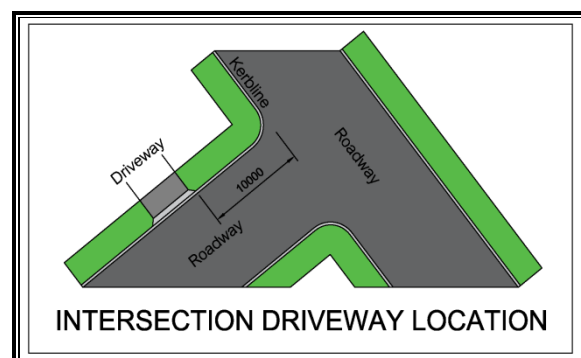
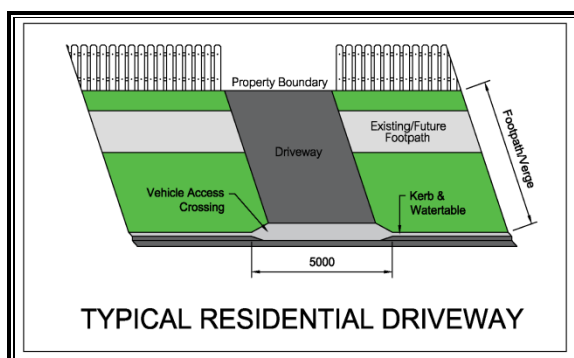
Stormwater from Residential properties is approved to be run to the street with a maximum PVC pipe diameter of 90mm and a minimum of 150mm cover across the verge. 75mm outlets to the kerb will require approval from Council and all associated trenching works will need to be constructed as per **Council Policy 2.13.02 – Excavation & Reinstatement of Councils Roads, Footpaths or Properties.**

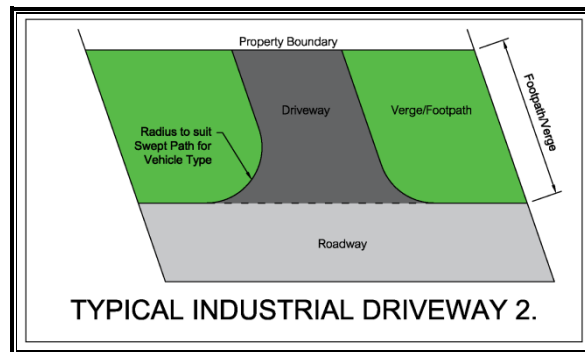
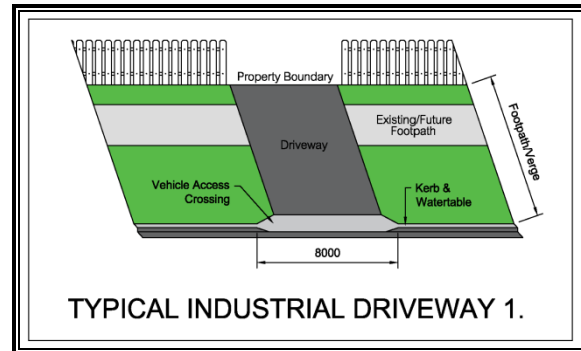
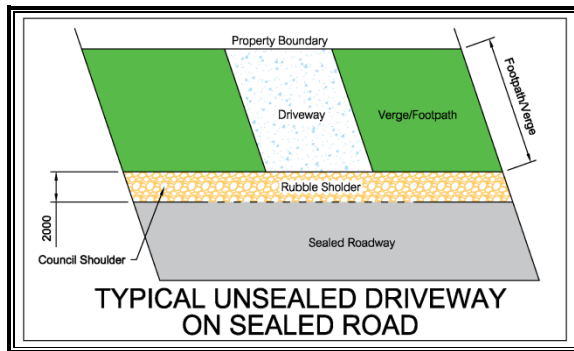
- h) Applicants are advised that approval to construct a Vehicle Access Crossing or driveway may not be granted where the construction will require the **removal of a street tree** or disturbance of street tree roots. Applicants should discuss any Development works affecting Council trees with Council's Parks Manager and complete the form (Application for removal of tree/s on Council land). This form is also contained in the Section 221 Permit (Application to undertake works on Council property). Tree removals require approval by Councils delegated Officer, and the fee **must** be paid prior to the tree removal which is to be conducted by Council's Parks staff or Council approved contractor. The minimum and average surcharge associated with a tree removal are indicated in the [Fees and Charges Register](#) available on Council's website. Fees for tree removals will vary subject to the tree size and resources required as outlined in the Street Tree Policy 2.11.01 including costs for tree removal works, stump grinding, reinstatement works of kerb and footpath and other infrastructure, and the cost for two replacement street tree plantings within the City.
- i) Standard paved footpaths shall be 1.20 metres in width and using square pavers x 50mm in thickness, Charcoal pavers (approved by Port Augusta City Council). All footpaths to be situated 300mm from the front boundary unless otherwise approved. Pavers crossing Driveway entrances must use 60mm pavers through this section.

- j) Council will provide one (1) standard Vehicle Crossing at no charge only if the block/property has **not** previously been subdivided. If a property has been subdivided, all new Vehicle Access Crossings for any new allotments will be the responsibility of the applicant.



- k) Driveways and/or vehicle access crossings will not be permitted on a corner radius at an intersection or junction and may not be permitted at a location where it will interfere with street trees or existing drainage infrastructure.
- l) All concrete works must be undertaken to the standards outlined with the concrete to be a nominal 4:2:1 mix with minimum 28 day strength of 25MPa. The surface should be finished with a textured non slip surface (i.e. broom finish) and a steel edging should be used on joints and edges.
- m) Paved footpaths must have expansion joints every three (3) metres using compressed filler board, overlaid by a joint sealant of minimum depth 15mm in same colour as the paver.
- n) Concrete footpaths must have contraction joints every 1.2 metres and expansion joints every 3.6 metres using compressed filler board, overlaid by a joint sealant of minimum depth 15mm in same colour as the concrete.
- o) Driveways are only permitted in conjunction with the provisions of access to an approved garage, carport or parking space. Separate written approval, typically as part of development consent, must be obtained for access driveways to other land or facilities.
- p) The Roads Act 1993 and the Local Government Act 1999 requires that a person shall **not** carry out any activity or works on a public road or place without the approval of Council. Council may direct works carried out in the road reserve to be removed and/or reinstated at the applicant's costs if work is carried out without approval or supervision.
- q) Concealed concrete edges must be used on all paved footpaths and driveways (see plan)





12. Risk Assessment and Safe Work Method Statements

Risk Assessment and Safe Work Method Statements are required for certain activities to be carried out on Council land.

Risk Assessments are simply a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have enough precautions or whether you should do more. It includes all the **risks** identified in the **risk assessment** and the measures needed to control the **risks**.

SafeWork Method Statements are required for all High Risk construction work. Under the WHS Act, the obligation to prepare an **SWMS** is now only a requirement if you are involved in high-risk construction work. The PCBU involved in carrying out the high-risk construction must ensure that a SWMS is prepared.

13. Indemnity

The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.

14. Insurance

The Permit Holder or (if the works are being undertaken by a contractor) any Contractor must take out and keep current a public risk insurance policy in the name of the Permit Holder or Contractor insuring the Permit Holder or contractor for the minimum sum of twenty million dollars (\$20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder or Contractor in relation to the activity for the undertaking of the works. The Permit Holder must provide confirmation of insurance to the Council. Such policy must bear the endorsement of the Insurer indicating that the Insurer except the indemnity given by the Permit Holder or Contractor. This permit will not come into operation until proof of the insurance has been provided to the Council. The Permit Holders household Home and Contents insurance will normally include this type of cover.

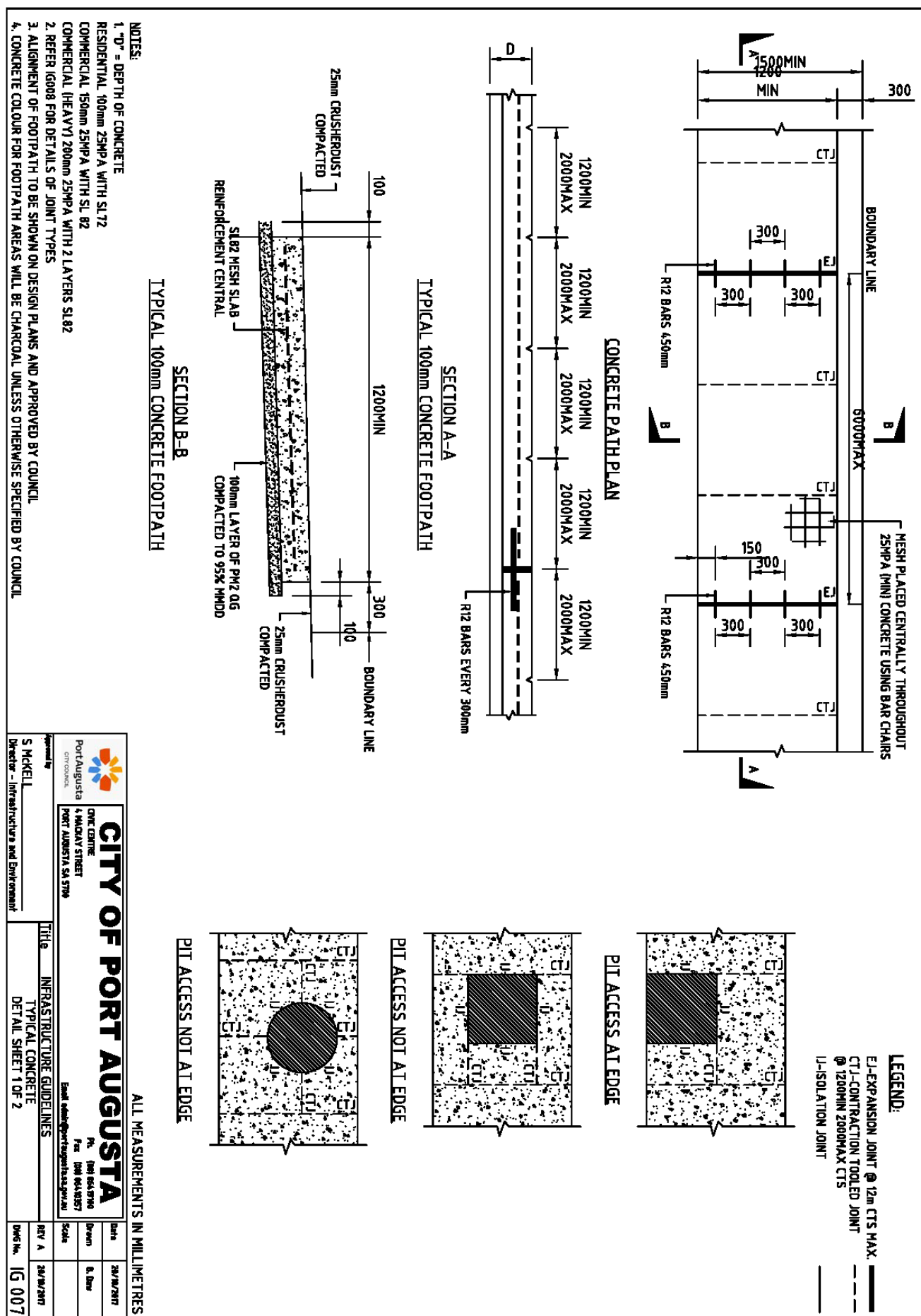
Port Augusta Driveway, Concrete & Paver Fact Sheet (Permit Types A, B & C)

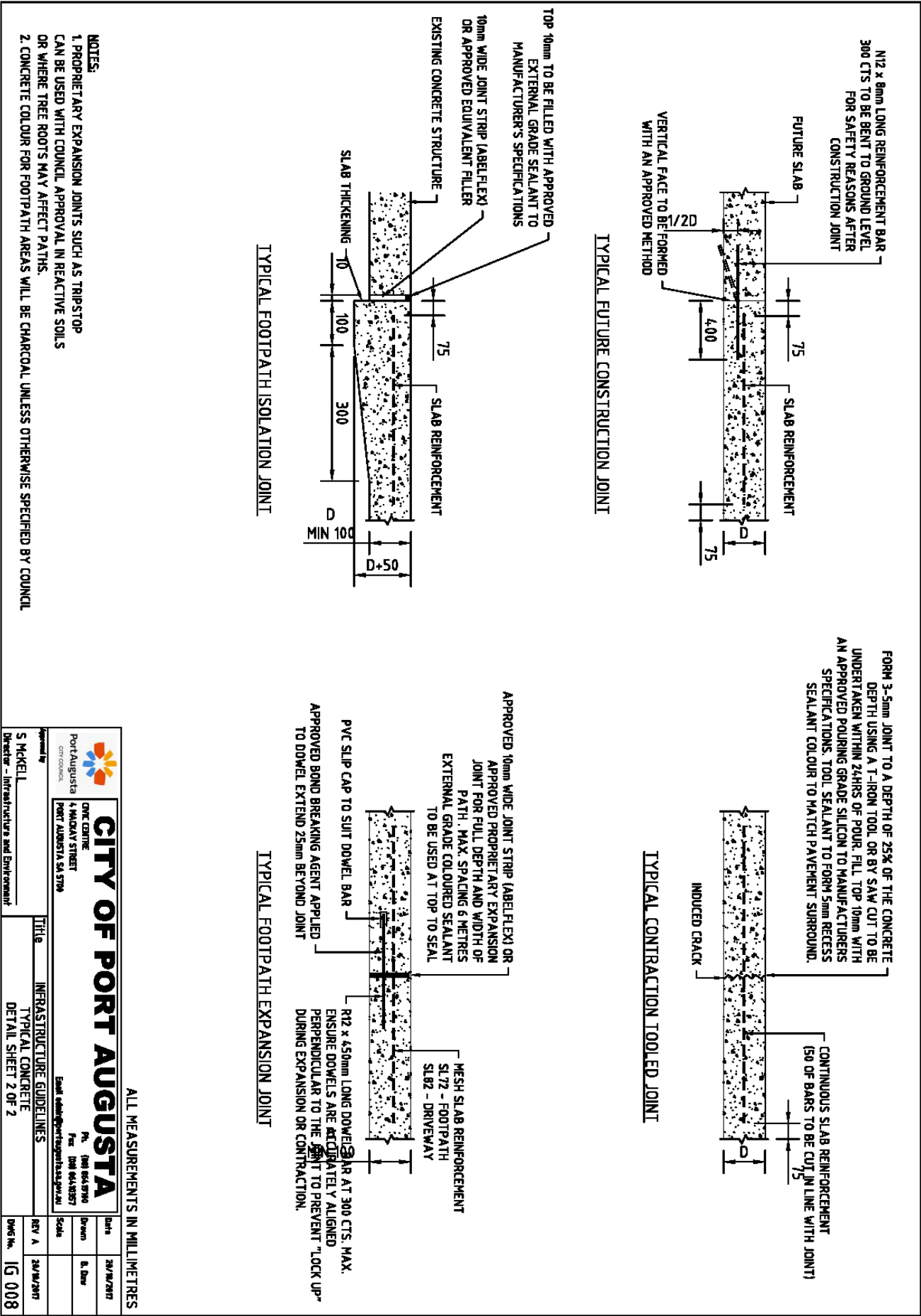
Construction Requirements

Residential driveways must be constructed in accordance with Australian Standard 2890.1 and the Port Augusta City Council Standard Drawings.

SPECIFICATIONS

Driveway Material	Full area from road pavement to property boundary using a non-slip surface material.
Concrete Vehicle Access Crossing Widths	Residential: Maximum of 5.0 metres at kerb and 5.0 metres at boundary. Industrial/Commercial: Maximum of 8.0 metres at kerb and 8.0 metres at boundary. NOTE: Residential vehicle crossings can be extended to 7.0 metres for a double crossing.
Concrete Driveway Slab Thickness	Residential: Minimum 100mm with SL72 reinforcing mesh with 100mm approved compacted rubble base. Industrial/Commercial: Minimum 150mm with double layer of SL82 mesh.
Driveway Paver Thickness	Residential: Minimum 60mm with 100mm approved compacted rubble base & 25mm minimum crusherdust. Industrial/Commercial: Minimum 80mm with 150mm approved compacted rubble base & 25mm minimum crusherdust.
Footpath Paver Thickness	Residential: Minimum 50mm with 100mm approved compacted rubble base & 25mm minimum crusherdust.
Concrete Footpath Thickness	Residential: Minimum 100mm with SL72 reinforcing mesh with 100mm approved compacted rubble base.
Asphalt	Industrial/Commercial: Engineering design required with minimum of 50mm asphalt with 300mm minimum approved compacted rubble base.
Location	Driveways should be at 90° angle to the kerb. Driveways at intersections must be located a minimum of 10 metres from the adjoining street kerb-line.
Drainage	Minimum 500mm clear of existing stormwater side entry pits. Removal or reduction of the pit inlet or grating is not allowed, however the relocation of the pit may be permitted, at the owner or applicant's expense and subject to approval from Council.
Vegetation	Minimum 1.5 metres from outer trunk of an existing street tree. Seek Council advice if construction or excavation is to take place within the street tree canopy.
Sight Lines	Minimum sight distance to traffic and pedestrians in accordance with AS2890.1-2004, Parking Facilities, Part 1: Off-Street Car Parking. Sight distances should not be affected by existing structures such as street trees, bus shelters, power poles and other physical features. Removal of such structures may be permitted, subject to Council approval.
Gradients	Maximum driveway gradient across footpath section is 2.5% with minimum width of 1.2 metres (30mm) Changes in grade of more than 12.5% may require the introduction of transitions requiring compliance with AS2890.1-2004).
Shared Driveways	No shared driveways will be approved
Connection to Vehicle Crossing	The vehicle access crossing design level will be 50mm below the kerb level at that point. The driveway will join the vehicle access crossing and the placement of foam joint filler will be required. See Council specification drawing IG011 for further details.
Standup Kerb	For new driveways on existing kerbed streets will require removal of section of kerb (leaving the watertable) and replacing with a "layback section" as shown on standard drawing IG011.
No kerb and Watertable	Driveways in streets with no kerb and watertable should provide either in-situ crossing or stormwater pipe/culverts and headwalls within any existing open drains to match standard drawing IG014 (Infrastructure Guideline Standards). Pipe or culvert crossings must be a minimum of 1.2 metres to the edge of traffic lane and requires guidepost placement on the approach side of headwall.





	
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Approved by S MCKELL Director - Infrastructure and Environment	Title INFRASTRUCTURE GUIDELINES TYPICAL CONCRETE DETAIL SHEET 2 OF 2
REV A 24/06/2017	Scale
DWG No. IG 008	

ALL MEASUREMENTS IN MILLIMETRES

