

Policy Header:

Policy Title:	Vehicular Entrance Policy
Policy Metadata:	Vehicular Entry Vehicular Entrance
Adopted:	Council 17.03.2004
Precis:	

Policy Details:

Vehicular Entrance Policy

The intention of the Vehicular Entrance policy is to establish assessment criteria and conditions for Vehicular Entrance applications. In addition, the policy proposes a Quotation fee that is subtracted once the applicant decides on further action.

Part 1 of the policy establishes the assessment criteria and conditions against which applications can be assessed. In setting the assessment criteria and conditions, careful consideration of the following issues is necessary to ensure sustainability, equity and consistency.

- Public Liability
- Streetscape
- Parking Demand
- Public Safety
- Statutory obligations and,
- Community issues

Issues such as the amount of hard stand area on the road reserve e.g. asphalt and concrete, needs to be balanced with vegetation (trees, gardens & grass) so that “over urbanisation” of the City can be avoided. The hard stand areas such as concrete paths and driveways are potentially hazardous when damaged (i.e. cause trip slabs). This potential damage is a liability for Council that is controlled through numerous risk management strategies. One of these strategies is to prevent the addition of new assets when there is no significant benefit to all stakeholders. Provision of vehicular entrances can also negatively impact on-street parking availability (spacing between entrances) and in some circumstance, impact the streetscape.

PART 1 - VEHICULAR ENTRANCE ASSESSMENT CRITERIA

The areas in which assessment criteria and conditions need to be set include:

1. Number of Vehicular Entrances (Footpath Crossings) and widths
2. Layout, surface materials, levels and thickness
3. Vehicular Entrances and other assets

1. Number of Vehicular Entrances (Footpath Crossings) and widths

When Council receives an application for a vehicular entrance, the Council needs to determine a number of issues.

- The type of development and permissible options.
- Whether sufficient area exists to manoeuvre and park a vehicle within the property.
- Where that area is located and how it is accessed.

For dwelling houses, the parking areas are generally located at the rear of the property with

access beside the dwelling from the front of the property. For corner blocks, rear access is possible from the side property boundary and similarly for properties adjacent to laneways.

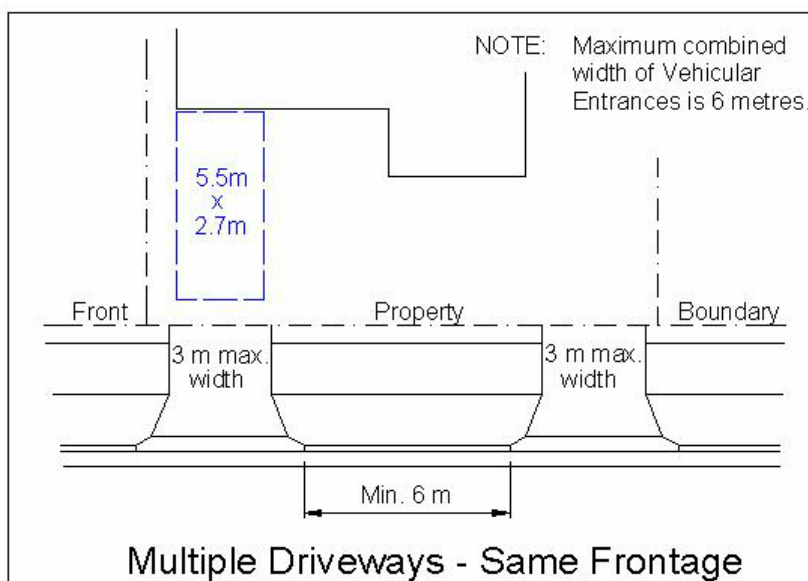
A key issue that council is encountering frequently is requests for a vehicular entrance to properties without side access between the dwelling and the side property boundary. The request entails vehicular parking in front of the building line. In the past such requests were only permitted where there was 6m in length between the building and the front fence. This criteria was based on the physical and practical requirements of accommodating the majority of common vehicles. In response to this criteria, Council has received requests to park vehicles parallel to the front fence. This request would require manoeuvring across the footpath. The new criteria for these issues is set out in option 'e' under Single Dwelling House. It has additional parameters and takes into account physical, practical and streetscape issues.

The following is suggested to rationalise Council's approval process for Vehicular Entrances. Diagrams are attached to clarify what is intended.

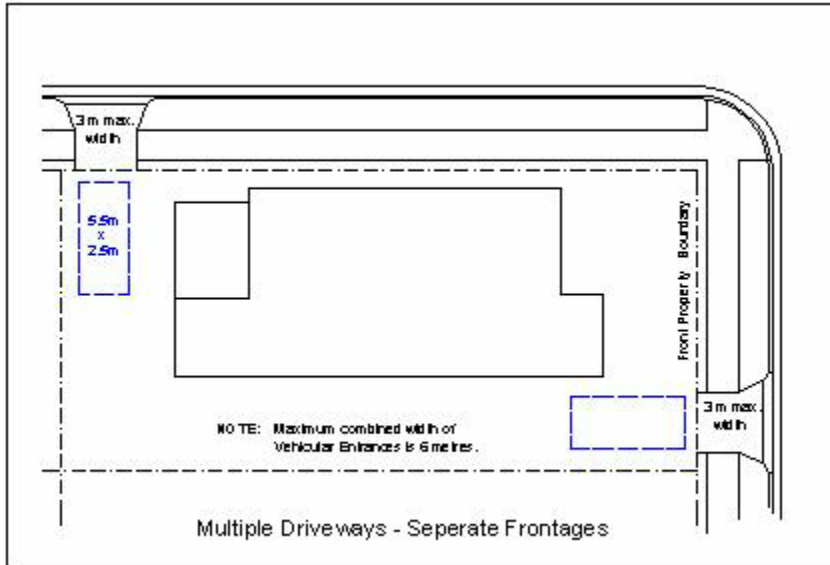
Single Dwelling House

The following options shall be permitted:

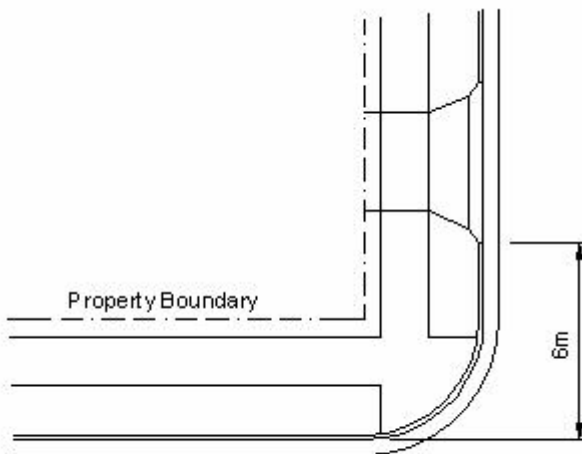
- a. A single footpath crossing of minimum width of 2.7m and maximum width of 4.5m at the boundary.
- b. Two footpath crossings, minimum 2.7m wide & maximum 3m wide each at the boundary and separated by a minimum of 6m along the kerb will be allowed on the frontage of each property.



- c. For allotments with two frontages - front and side or front and rear (lane), two footpath crossings with a combined maximum width of 6 metres wide at the boundary. The sketch shows an example of front and side frontages.



d. For properties on a corner block, the Vehicular Entrance is to be setback 6m from the face of kerb of the side street (This is necessary to allow for a vehicle turning circle).

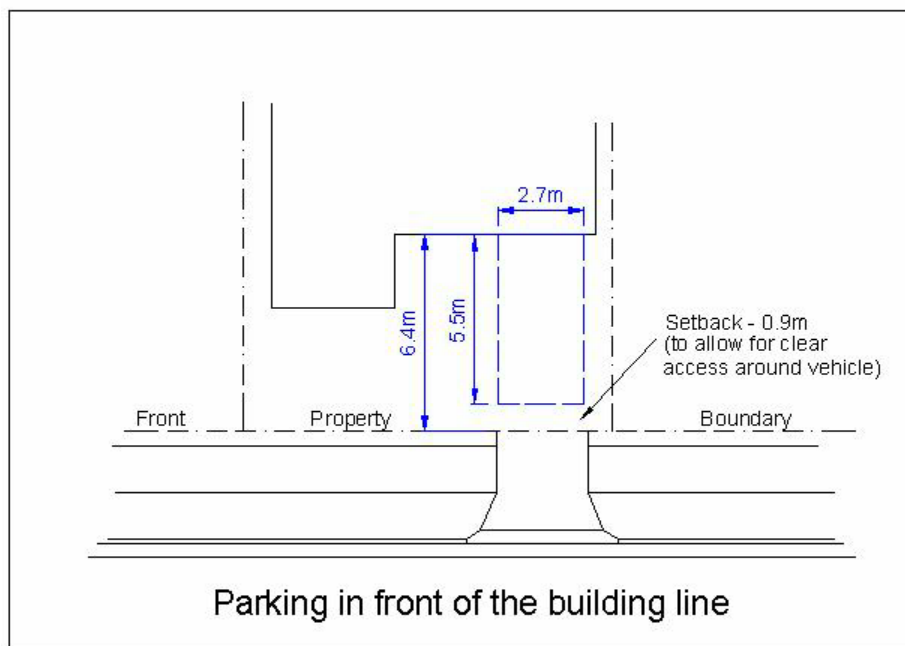


Corner Block

e. Where there is no opportunity to park behind the front building line, provision of a single vehicular entrance, 2.7m minimum width and 3.0m maximum width will only be permitted subject to the following requirements being met.

i. There is sufficient area in front of the building line to accommodate a parking space for an average car with a minimum width of 2.7m and 5.5m in length, setback 0.9m from the front building line i.e. A minimum length of 6.4m between the front building line and the front property boundary. The parking space must be orientated perpendicular to the front building line. (**Note:** This requirement is necessary to accommodate all vehicles now and in the future. Even if the applicant has a small car now, they may purchase a larger vehicle or the next owner may have a larger vehicle.)

ii. For heritage and historical properties, parking in front of the property shall not be permitted unless approval is provided for a carport or garage.



Dual Occupancies and Granny Flats

The following options shall be permitted:

- A single footpath crossing of minimum width of 2.7m and maximum width of 3m at the boundary.
- A double footpath crossing of maximum width of 4.5m at the property boundary.
- Two single footpath crossings of maximum combined widths of 6m at the boundary and separated by a minimum 6m of kerb.
- No parking shall be permitted in front of the building line unless a garage or carport is approved and erected.
- The driveway of a corner property is to be setback 6m from the face of kerb of the side street.

Villas and Town Houses

The following options shall be permitted:

- A single footpath crossing of minimum width of 3m and maximum width of 3.5m at the boundary.
- Two single footpath crossings of maximum combined widths of 6m at the boundary and separated by a minimum 6m of kerb.
- No parking shall be permitted in front of the building line unless an approved garage or carport is erected.
- The driveway of a corner property is to be setback 6m from the face of kerb of the side street.

Residential Flat Buildings

The following options shall be permitted:

- For sites with a frontage less than 30m, a single footpath crossing of minimum width of 2.7m and maximum width of 4.5m at the boundary.
- For sites with a frontage greater than 30m, two single footpath crossings of maximum combined widths of 6m at the boundary and separated by a minimum 6m of kerb.

- c. Requests for greater crossing widths for larger developments shall be considered on their merit.
- d. No parking shall be permitted in front of the building line unless a garage or carport is approved and erected.
- e. The driveway of a corner property is to be setback 6m from the face of kerb of the side street.

Commercial & Industrial Developments

The following options shall be permitted:

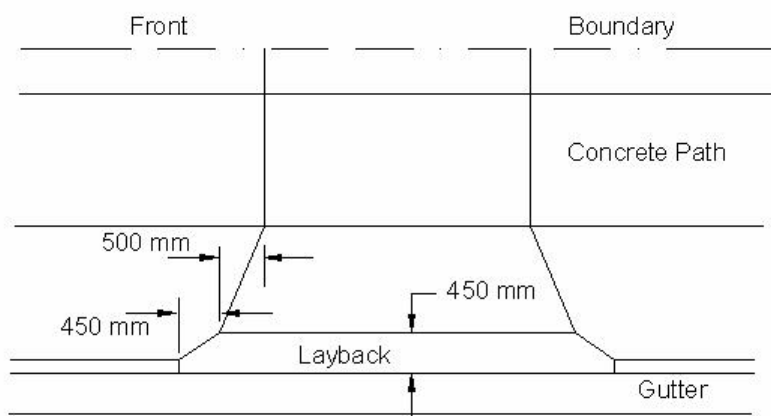
- a. A single footpath crossing of minimum width of 3.0m and maximum width of 6m at the boundary.
- b. Two single footpath crossings of maximum combined widths of 6m at the boundary and separated by a minimum 6m of kerb.
- c. Requests for greater crossing widths for larger developments shall be considered on their merit.
- d. The locality of a vehicular entrance to a side street shall be considered as part of the development assessment process and specific proposal.

2. Approved layout, surface materials and thickness

Layout

The layout of the footpath crossing should attempt to minimise the hard stand area whilst permitting a functional design. The Roads Act, 1993 requires that a vehicular entrance layout be perpendicular to the line of the kerb & gutter. The layback component needs to function as part of the gutter for adequate drainage whilst permitting vehicles to pass across it.

The driveway layout shall include 500mm splays on either side of the crossing (between the path and the layback). The layback shall be 450mm wide with 450mm wings. See the standard layout sketch.



LAYOUT SKETCH

Surface Materials

The surface material for use in footpath crossings needs to be durable, aesthetically pleasing, have adequate slip resistance and minimal impact on the environment. To meet the requests of the community, a number of materials were selected to provide variety. The construction techniques and costs have been taken into consideration in order to ensure that life cycle costs are kept to a minimum. A further consideration was the ability to match the existing material for repairs or restorations. The chosen materials provide a suitable variety of colour, patterns and texture.

- Plain concrete
- Faux brick finished concrete (unsealed)
- Concrete or clay pavers on a suitable base as per Council's specifications.

Thickness

To ensure that the footpath crossing performs adequately and has a long life under appropriate use, the following structural specifications are proposed. Additional technical specifications are outlined in Council's Specifications for works.

- Normal Duty concrete specification - 25 Mpa concrete, minimum 125 mm thick with F72 reinforcement
- Heavy Duty concrete specification - 25 Mpa concrete, minimum 150 mm thick with F82 reinforcement
- Concrete pavers - 80 mm thick interlocking pavers on a 100 mm thick fine crushed rock sub-base (This specification is a Heavy Duty specification)
- Concrete or clay pavers on a 100mm thick, 20Mpa concrete sub-base (This specification is a Heavy Duty specification)

The table outlines the required specification for the development type.

Type of Development	Specification
Dwelling House	Normal Duty

Dual Occupancy & Granny Flats	Normal Duty
Villas & Townhouses	Heavy Duty
Residential Flat Buildings	Heavy Duty
Commercial / Industrial	Heavy duty

3. Vehicular Entrances and other assets

The footpath or footway area between the front property boundary and the kerb contains Council assets owned by Council and other parties. At times, the request for a vehicular entrance requires relocation or modification of such an asset. It is proposed to set the following criteria for the Assets below.

Trees

- i. A vehicular entrance shall not be located closer than 1.2m to a tree trunk or within the canopy drip line.
- ii. Applications that require the removal of an existing mature tree will need to be referred to the Tree Preservation Officer. The Tree Preservation Officer will determine whether the tree can be removed and subsequently the Vehicular Entrance application determined accordingly.
- iii. The layout of a Vehicular Entrance adjacent to an existing tree may only be modified by removing the splay. No further modification will be permitted.
- iv. If approval is obtained for removal of the tree, the cost shall be borne by the applicant. Payment will be required prior to commencement of work.

Drainage pits

- i. Where a proposed Vehicular Entrance impacts a drainage pit, the matter will be referred to Technical Services for determination. An application may be refused based on the determination by Technical Services.
- ii. The costs incurred by Council to relocate or modify a drainage pit will be borne by the applicant.

Old Crossings

Where an application for a vehicular entrance involves relocation of an existing vehicular entrance, the existing or redundant vehicular entrance shall be converted to normal a footpath area i.e. Removal of the layback and replacement with kerb & gutter including removal of the concrete apron and boundary strip, and placement of turf.

Utility Pits, Manholes and Power Poles

Utility pits, manholes and power poles are assets that are owned and managed by external authorities. Where an application for a proposed vehicular entrance results in a utility pit, manhole or power pole located within the vehicular entrance, the asset will need to be relocated to a position outside of the vehicular entrance. For pits and manholes, Council may accept an official exemption from the relevant authority / company stating that they do not object to their asset being located within the vehicular entrance.

PART 2 - VEHICULAR ENTRANCE QUOTATION FEE

Council's records indicate that in 2002/03, Council received a total of 251 applications relating to Vehicular Entrances where some physical construction was undertaken. Of those applications, 131 quotations were prepared and 120 applications for work by private

contractor were received directly. Of the quotations, 49 proceeded by paying the amount as quoted whilst 23 opted for a private contractor. On this basis, Council prepared 59 quotations where no further action was taken. This represents 45% of the total quotations prepared or 23.5% of all applications and is considered significant percentage of work where no return is received. The table below outlines the statistics.

Application and Action	Quantity	Percentage
Total applications received	251	100%
Total Quotations prepared	108	43%
Total direct applications for private contractor	120	48%
Quotation prepared and applicant opted for private contractor	23	9%
Quotation prepared and accepted - paid	49	20%
Quotation prepared and no action taken by applicant	59	24% 45%

* Percentage of total quotations

On this basis, it is proposed to introduce a 'Quotation Fee' for an application for a quotation. Instances where the Council Orders an owner to take action relating to a vehicular entrance will not be subjected to the fee. It is proposed that the fee may be contributed to the cost of the works if the applicant proceeds with the work. In addition, if the applicant chooses to have the work undertaken by a Private Contractor, the Quotation Fee will be deducted from the Private Contractor Application Fee.

It is considered that the Quotation Fee will assist in covering the shortfall in Vehicular Entrance administration costs and ensure that requests are only received by applicants that are genuinely seeking a new Vehicular Entrance, modification etc.