

DRIVEWAYS AND GUTTER CROSSINGS FACT SHEET

Driveways

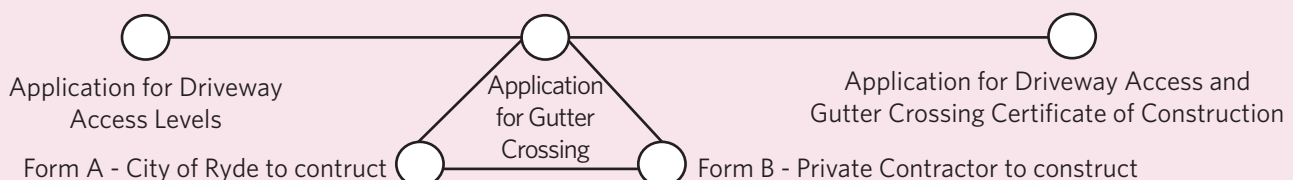
Construction and maintenance of Driveways from road to garage is the responsibility of the property owner. You must obtain permission to install a driveway across the footway (from the kerb to your boundary) by getting a *Driveway Access Approval* from Council. Failure to do this may result in an Issue of Non-Compliance and, in some cases, the work may need to be demolished and reconstructed at your cost.

For all new driveways and alterations to existing driveways Council seeks to:

- Ensure the driveway is located for the safest entry and exit to the road
- Minimise the risk of damage to standard cars using the driveway (i.e. minimise scraping or 'bottoming out' that may occur)
- Ensure that the Council footpath and verge area is not a hazard to members of the public (i.e. by making sure that it is not uneven or too steep)
- Manage stormwater within the roadway (i.e. use levels that minimise water entering private property from the street via the driveway)
- Ensure the safe movement of pedestrians using the road and footpath
- Avoid conflict with existing infrastructure such as signs, poles, drains in the kerb, street trees and other road features such as roundabouts, medians etc.

IMPORTANT INFORMATION WHEN MAKING AN APPLICATION

The application for **Driveway Access Levels, Gutter Crossing** and **Certificate of Construction** comes in three parts.



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Driveways and Gutter Crossings

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Before you start preparing your excavation with your private contractor for a driveway you will need a *Gutter Crossing* and a *Driveway Access Levels* plan from Council.

The section of the driveway between your property boundary and garage should not be constructed before the Driveway Access Approval and the property alignment levels are obtained from Council.

Council recommends that the driveway over the footway be constructed using plain concrete. Other finishes, such as stencilled and stamped concrete are not normally acceptable without approval from Council. If approval is granted for a finish other than plain concrete, it would be subject to the understanding that if any repair or replacement is required to be done as a consequence of Council or utility agency work, the affected section of the driveway will be reconstructed in plain concrete.

REQUIREMENTS FOR THE CONSTRUCTION OR ALTERATION OF A DRIVEWAY

What does constructing a driveway involve?

Constructing a driveway includes the following:

- Approval by Council for the driveway through the issuing of a plan that shows the location and levels
- Construction of a gutter crossing (layback) and the removal of any old driveway - by Council
- Inspection of the formwork prior to pouring the concrete in order to confirm the levels, thickness and placement of reinforcement are correct.
- Certification that the works have been completed in accordance with Council's requirements, prior to issuing an Occupation Certificate
- A roofwater outlet in the kerb near the gutter crossing.

Note that the concreting of the footway crossing is to be undertaken by the property owner, but must not be constructed before the gutter crossing is complete.

Gutter Crossings on Main Roads

Owing to work safety concerns and the need for traffic control, Council does not construct gutter crossings on the following main roads:

- Blaxland Rd
- Church St - continuation of Devlin St between Victoria Rd and Ryde Bridge
- Devlin St
- Epping Rd
- First Ave
- Lane Cove Rd
- Rutledge St
- Victoria Rd

If you require a gutter crossing on the above roads, you will need to contact the Roads & Maritime Services (RMS) on 131 700 to obtain the details of the relevant contractors.

All other gutter crossings can be arranged with Council via the following process.

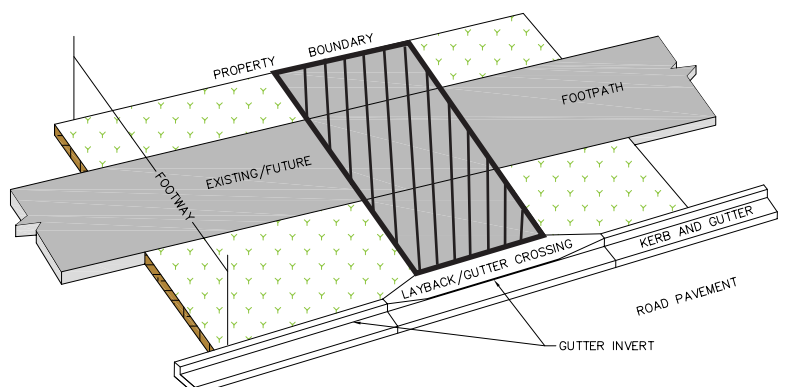
GUTTER CROSSINGS CONSTRUCTION

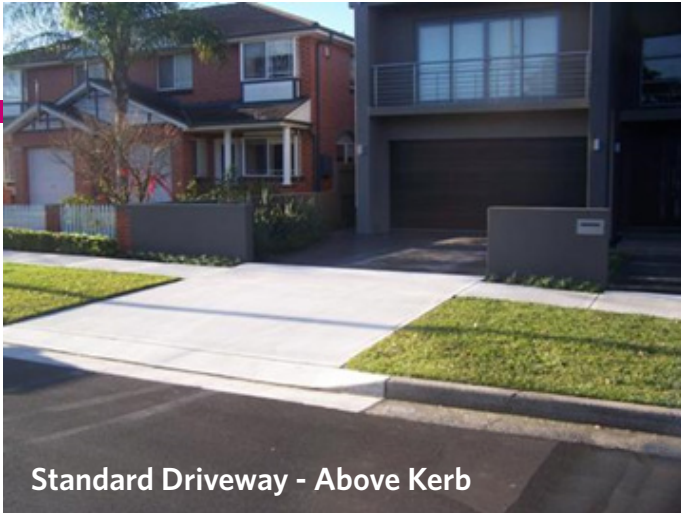
All gutter crossings (layback) must be constructed prior to the construction of the remainder of the driveway.

An extension to an existing gutter crossing will only be permitted if the existing crossing is in good condition; with the extended width subject to Council approval. A replacement crossing will be required if the crossing is in poor condition. Council requires any redundant crossing to be removed and replaced with kerb and gutter.

For residential premises, one gutter crossing (layback) is permitted with a minimum width of 3.0m and a maximum width of 5.5m, plus wings (slope edges). If you think your driveway should be wider you will need to provide a letter stating the reasons. This may delay the approval process for your driveway as Council Officers will need to assess your request.

Terminology for a driveway





Standard Driveway - Above Kerb



Standard Driveway - Below Kerb

Non Standard (Complex) Driveway Examples



Gutter Block



Gutter Bridge

How do I apply for the construction of a driveway access?

A completed application form is required with payment and can be made at the Ryde Customer Service Centre, 1 Pope Street, Ryde. Forms are available online at www.ryde.nsw.gov.au/forms

Use Form A for works to be undertaken by City of Ryde.

Use Form B for works to be undertaken by a private contractor.

How much does an Approval from Council cost?

The cost includes:

- Driveway Access Approval (including Boundary Alignment Levels) - \$589
- Construction of the gutter crossing. The fees for gutter crossings vary according to the type and width, however a standard layback crossing (3.0m wide + 2 x 0.5m wings) is \$1,070. Additional width is charged at \$286 per metre. If removal of an old crossing and replacement with normal kerb is required, this is an additional \$388 per metre. If an existing crossing is confirmed to be suitable for use, these construction fees will be refunded as part of issuing the approval.
- Should you require a heavy duty gutter crossing to handle heavy vehicles (150mm thick, reinforced), the fees are \$585 per metre (minimum 4 metres), an extension to heavy duty guttercrossing is \$614 per metre.
- Installation of a roofwater kerb outlet is \$257. This is refundable if confirmed that it is not required, and will occur as part of issuing the approval
- Inspection fee for the formwork is included in the Driveway Access Level fee
- Certification fee - \$158

How long does it take before I receive a Driveway Access Approval from Council?

Upon application for a *Driveway Access Approval* and payment of fees, a Council Officer will inspect and provide levels with the approval within 10 working days.

If the driveway is more complex, and requires a Site Specific Design please allow 28 working days. This will apply in cases where the driveway is steep, contains multiple levels, or may be affected by future road or footpath works.

A letter will be posted to you together with your plan, for you to provide to your contractor to start creating the formwork. It is your responsibility to contact "Dial Before You Dig" by calling 1100 to check for any utilities and services like water or electrical that may be affected by your excavations. The letter and plan will be valid for 5 years from date of issue.

When does the gutter crossing get built?

Once you have a Driveway Access Approval, Council will arrange for the construction of the gutter crossing when you notify Council that construction works on the property are complete. This is to ensure that the new crossing is unlikely to be damaged by construction vehicles and activities. Weather permitting, you can expect the gutter crossing to be installed **within 4 to 6 weeks** following your notification to Council.

How do I get an inspection of the formwork?

Contact Council on 9952 8222 to arrange for an inspection at least 1 full working day before the concrete pour is scheduled. The inspection is required so as to ensure your formwork matches the plan provided to you. Only then will you have approval to proceed with the construction of the driveway on the footway area.

How do I get my certificate?

Contact Council on 9952 8222 or via email to request the certificate. These will be issued within 10 working days.

CONTACT US

Ryde Customer Service Centre

1 Pope Street, Ryde NSW 2112
Monday to Friday, 8.30am-4.30pm
Phone 9952 8222
Fax 9952 8070
Email cityofryde@ryde.nsw.gov.au

Website

www.ryde.nsw.gov.au

Postal Address

Locked Bag 2069, North Ryde NSW 1670

Building and Development Advisory Service

1 Pope Street, Ryde NSW 2112
Phone 9952 8222
Monday to Friday, 8.30am-4.30pm

-  [Twitter.com/CityofRyde](https://twitter.com/CityofRyde)
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-  [Pinterest.com/CityofRyde](https://pinterest.com/CityofRyde)
-  YouTube.com/CityofRydeCouncil
-  www.ryde.nsw.gov.au/eNews

TRANSLATION SERVICES

ENGLISH

To understand this document ring the Translating and Interpreting Service on 131 450 and ask an interpreter to contact Council for you on 9952 8222.

CHINESE

欲了解本文件內容，請致電翻譯和傳譯服務，電話：131 450，要求傳譯員為您致電 9952 8222，聯絡協會

KOREAN

본 문서에 대한 이해를 위해 131 450번 통번역서비스(Translating and Interpreting Service) 센터에 전화하셔서 통역사에게 귀하를 대신해 9952 8222번 의회에 전화를 하여 대화 내용을 통역해 달라고 요청하십시오

VIETNAMESE

Để được giúp đỡ về việc biên dịch, xin hãy gọi điện thoại đến Dịch vụ Biên dịch và Thông dịch (Translating and Interpreting Service) qua số 131 450 rồi yêu cầu thông dịch viên liên lạc City of Ryde cho quý vị, ở số 9952 8222.