

## FACT SHEET

### Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** cityofryde@ryde.nsw.gov.au  
**Phone** (02) 9952 8222  
**TTY** (02) 9952 8470  
**Fax** (02) 9952 8070

### Driveways

Design and construction of driveways from the road to the property boundary is the responsibility of the property owner. You must obtain approval to install a driveway across the footway (from the kerb to your boundary) by lodgement of Driveway Access Application with plans for approval by 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. A driveway design must comply with **AS2890.1.2004, Off Street Parking Code**.

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 infrastructures such as signs, poles, drains in the kerb, street trees and other road features such as roundabouts, medians etc.

Before you start preparing your excavation with your private contractor for a driveway, you will need to submit plans detailing the following:

1. A site plan showing the proposed driveway location in relation to the existing or proposed dwelling.
2. Long-section details showing the gradients of each segment of the driveway starting from 2.5m away from the face of kerb (towards the centre of the road) up to the furthest point of the allocated car space within the property.
3. A Certificate from your designer verifying the proposed design complies with Council's Standard Driveway profile (*Development Control Plan 2014, Part 8.3 Driveways*).

The section of the driveway between your property boundary and garage must not be constructed before Council has approved your Driveway Access plan.

Council recommends that the driveway over the footway be constructed using plain concrete. Other textured or coloured finishes, such as stenciled or stamped concrete or pavers, 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 as a consequence of Council or utility agency work, Council cannot guarantee a perfect match to the adjoining concrete will be achieved.

### IMPORTANT INFORMATION WHEN MAKING AN APPLICATION (4 STEPS)

The application for Driveway access levels, Gutter Crossing and Certificate of Construction comes in three parts.



Lodgment of Driveway  
Access Application  
with Plans



Contractor Details including  
insurances, Traffic and  
Pedestrian Control Plans



Formwork  
Inspections



Issuing of  
Certificate of  
Construction

# REQUIREMENTS FOR THE CONSTRUCTION OR ALTERATION OF A DRIVEWAY

## FACT SHEET

### What does constructing a driveway involve?

Constructing a driveway includes the following:

- Approval of plans submitted by the applicant to Council showing the proposed location and cross-sectional details for the driveway
- Construction of a gutter crossing (layback) and the removal of any old driveway
- Inspection of the formwork prior to pouring the concrete in order to confirm the levels, thickness and placement of reinforcement are in accordance with the approved plans
- Certification that the works have been completed in accordance with Council's requirements, prior to issuing an Occupation Certificate
- A roof-water outlet in the kerb near the gutter crossing (for new private dwellings).

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 a Road Occupancy Certificate (ROL) which will specify the allowable times that construction may occur.

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

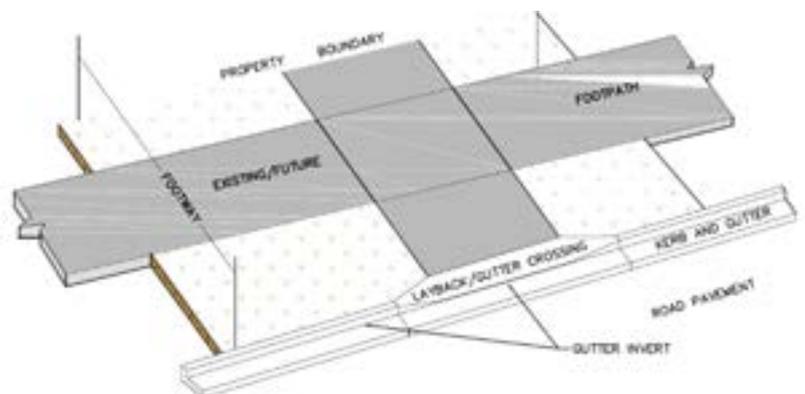
### Gutter Crossings Construction

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 per frontage with a minimum width of 3.0m and a maximum width of 4.5m, plus wings (slope edges). Duplex are permitted to have two (2) gutter crossings. 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 (simple) examples

### Standard Driveway - above kerb



### Non standard (Complex) Driveway examples



## 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](http://www.ryde.nsw.gov.au/forms).

## How much does an approval from Council cost?

There are a range of fees that apply to the approval and construction of a Driveway. These fees are listed on page 4. The fees include:

- Driveway Access Approval (includes review of submitted plans with long-section details)
- Construction of the gutter crossing by private contractor
- Inspection fee for the formwork is included in the Driveway Access Approval fee.
- Certification fee – An inspection will be conducted upon completion to verify compliance with Council Specification. Defects must be rectified prior to issuing a Certificate of Compliance. Delays in rectification of defects may also delay issuing of an Occupancy Certificate (OC).

## How long does it take before I receive a Driveway access approval from Council?

To assist Council in the prompt assessment of your Driveway Access application, ensure you have provided all specified details, together with long-sections of the proposed driveway. This will enable assessment to ensure vehicle scraping issues have been addressed. Approval is estimated to take up to 10 working days.

## When does the gutter crossing/driveway get built?

Once you have a Driveway Access Approval, you must liaise with Council's Senior Coordinator, Restorations, Driveways and Civil Maintenance to arrange for a pre-construction site meeting. This will be scheduled following completion of internal property construction. This is to ensure that the new crossing will not be damaged by other site activities.

A second site meeting will be arranged when the formwork for the kerb & gutter/ Driveway is in place. A third site meeting will be arranged when the formwork for the gutter crossing is in place. complete.

## 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 to ensure your formwork matches the approved plan. 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.