

Driveway Crossovers

Council Policy

1. Purpose

To enable access to properties via the installation of driveway crossovers across Council land, while protecting the quality and safety of the public realm.

2. Scope

This policy applies to the construction of driveway crossovers (crossovers), typically for vehicular access to private property, in the City of Holdfast Bay.

It should be read in conjunction with Council's Footpaths, Verges, Trees and Enforcement Policies.

3. Roles and Responsibilities

Property Owner	<p>Property owners must:</p> <ul style="list-style-type: none">- seek approval from Council prior to installing driveway crossovers- must meet Council's conditions in constructing the driveway crossover- not damage any Council, significant, and/or regulated trees in the process of installing a driveway crossover without approval, and- maintain their driveway crossover in good repair. <p>Failure to comply may result in Council exercising its powers, which can include undertaking rectification works at the property owner's cost.</p>
Council	Establish the conditions by which driveway crossovers will be approved.
General Manager Assets and Delivery Manager Engineering	Ensuring delivery of this policy and efficiency in the capital works program.
Assets and Delivery staff	Ensuring compliance with this policy.

4. Policy Statement

- 4.1 Driveway crossovers are built on Council's land. Therefore, property owners must generally request Council's approval to build a driveway crossover at least seven (7) working days prior to the commencement of any works, via a Section 221 Application. A hoarding permit is also likely to be required and this must generally be lodged at the same time (refer to Council's Hoarding Policy).
- 4.2 There is a fee for an application to construct a driveway crossover. Applications lodged in retrospect are charged a higher rate. (Refer to Council's Fees and Charges Schedule.)
- 4.3 Driveway crossovers must generally be constructed by a qualified contractor with demonstrated experience in constructing driveways and civil works. Prior to works commencing, the property owner must provide the contractor's details to Council as part of the permit application process. Council reserves the right to refuse applications or request an alternative contractor if the nominated contractor is deemed unsuitable.
- 4.4 Where practical, properties will be limited to one single driveway crossover not exceeding 3.5 metres width at the property boundary or invert to protect the integrity of the footpath network, maximise on-street parking availability, maintain the streetscape character, and minimise impacts on street trees, including regulated and significant trees (refer to Council's Tree Policy).
- 4.5 Other than where required to provide access to an approved development, double crossovers and/or a second crossover will only generally be considered if the property owner can demonstrate that the proposed crossover:
 - is essential to provide adequate vehicle access to the property
 - will not compromise pedestrian safety, existing street infrastructure, on-street parking availability, or the health and stability of nearby street trees, and/or private regulated and significant trees as defined under the *Planning, Development and Infrastructure Act 2016*.
- 4.6 Council will generally require any existing driveway crossovers and inverts that become redundant due to the construction of a new driveway crossover to be removed and replaced with standard kerbing, in keeping with the type of kerbing present along the remainder of the street, within a timeframe specified at the Council's discretion. The property owner is responsible for the costs of any kerbing reconstruction works. If the works are not completed within this timeframe, Council may issue a formal order requiring this work to be undertaken. If the order is not complied with Council may undertake the works or engage an independent contractor to carry out the removal and rectification at the property owner's expense. Historic redundant crossovers may be rectified by Council at the next capital/maintenance program opportunity.
- 4.7 Council officers will inspect completed works. Council may require unapproved, or non-compliant works to be removed or rectified within a specified timeframe at Council's discretion. If the works are not completed within this timeframe, Council may undertake the works or engage an independent contractor to carry out the removal or rectification at the property owner's expense.

Design Principles

- 4.8 Acceptable materials are generally limited to pavers and concrete meeting safety and engineering requirements.
- 4.9 Council's preference is that driveway crossovers match the prevailing footpath material or plain grey concrete, however, other concrete or paver types may be approved as long as they meet safety and engineering requirements.
- 4.10 Street trees will not generally be permitted to be removed or re-planted to facilitate a new crossover, nor will they be removed or re-planted to facilitate the widening of an existing crossover. Property owners accept the risk of driveway damage from street trees (refer to Tree Management Policy).
- 4.11 Driveway crossovers must generally meet the following minimum requirements to protect public infrastructure, maintain safety, and preserve the streetscape, as well as any other technical standards that form conditions of the permit:
- 4.11.1 On-Street Parking Spaces: Sufficient space must be preserved for on-street parking, with each parking space measuring a minimum of 6.0 metres in length in accordance with AS 2890.5 – On-Street Parking.
 - 4.11.2 Corners and Intersections: The minimum distance between a driveway crossover and a corner must be 6.0 metres, measured from the point where the kerb straightens, in accordance with AS 2890.1:2023 – Parking Facilities, Part 1: Off-Street Car Parking.
 - 4.11.3 Street Trees: Driveways must be designed and constructed to avoid interference with street trees, including maintaining a minimum setback equal to the Structural Root Zone (SRZ) of the tree, in line with AS 4970 – Protection of Trees on Development Sites.
 - Any works impacting the Nominal Root Zone (NRZ) require Council approval prior to commencing, and must use non-destructive excavation methods, such as hand excavation, under the supervision of a qualified arborist.
 - Any proposed driveway crossover that impacts the SRZ of a regulated or significant tree will not be approved unless an independent arborist report demonstrates that the works will not cause lasting damage to the tree.
 - Materials used for driveways near trees must allow for adequate water and air permeability where practical, such as permeable paving or other suitable treatments.
 - Council reserves the right to refuse applications or require design modifications to protect the health and longevity of street trees and the broader urban canopy.
 - 4.11.4 Infrastructure Assets: All new/altered driveway crossovers must maintain a minimum distance of 1.0 metre from stobie poles, side entry pits, and other utility infrastructure.
 - 4.11.5 Bus Stops and Shelters: Driveway crossovers must comply with the minimum clearance requirements set out in the Austroads Guide to Road Design, Part 4: Intersections and Crossings to ensure safe pedestrian access and bus stop functionality.
 - 4.11.6 Footpath level and gradient: Driveway crossovers must align with the existing footpath level and gradient, comply with AS 2890.1 for gradients and crossfalls to support accessibility, and maintain a continuous pedestrian path where practical, in line with ARG (Rule 75) and

Australian Standards. Any proposal to alter the footpath gradient requires Council's consent prior to works commencing.

4.12 Non-compliant applications will not be approved.

Maintenance

4.13 Property owners are responsible for the ongoing maintenance of driveway crossovers, including any sections that form part of the footpath network.

4.14 If driveway crossovers are damaged, deemed unsafe or in poor repair, Council can require a property owner to repair or replace them at their own expense, within a timeframe specified. If the works are not completed within this timeframe, Council may undertake the works or engage an independent contractor to carry out the removal or rectification at the property owner's expense. Repairs undertaken or commissioned by Council will usually be undertaken in grey concrete (regardless of the driveway treatment) unless the driveway crossover matches a paved footpath, in which case matching pavers will be used.

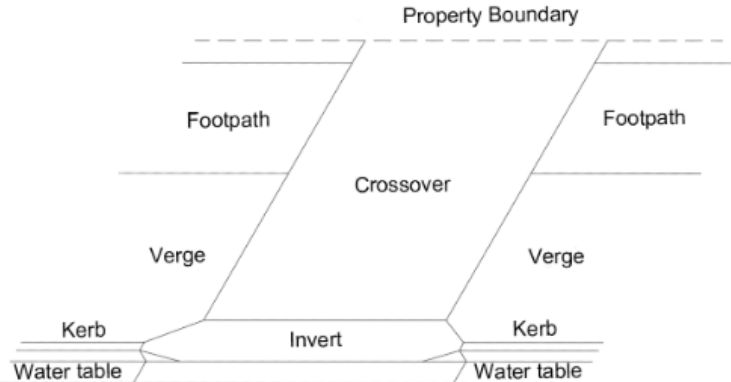
4.15 During council works (such as footpath or kerb construction or renewal), existing driveway crossovers in good repair will generally be retained unless Council determines otherwise.

4.16 If sections of a driveway crossover need to be replaced during council works (such as footpath or kerb construction or renewal), Council will generally do so at Council's cost, using grey concrete, or where relevant, materials that match the footpath, not the original driveway.

4.17 Any replacement driveway crossovers installed by Council will generally be plain grey concrete, or where relevant, match the footpath treatment, not the original driveway. Ongoing maintenance becomes the responsibility of the property owner.

5. Definitions

Key term or acronym	Definition
Footpath	A paved pedestrian path along one or both sides of a street, made of materials such as brick, concrete, bitumen, or compacted material, provides a safe walking space separated from vehicular traffic.
Verge	The area between the property boundary and the kerb on one or both sides of the street and includes the footpath.
Driveway	A private access point from a street or road to a property, designed for vehicle use, which may include a crossover across the footpath and verge.
Driveway Crossover	<p>The section of the driveway connecting the property boundary to the road, providing vehicle access between the property driveway and public roadway.</p> <p>A single driveway crossover is a vehicle crossover not exceeding 3.5 metres width, where the crossover abuts a rollover or layback kerb and where the kerbing is not altered, the distance is measured between the outer edges of the crossover where it adjoins the kerb.</p>

	<p>A double driveway crossover applies to a crossover exceeding 3.5 metres width where it meets the kerb.</p> 
Condition	Condition assessment is based on the Institute of Public Works Engineering Australasia (IPWEA) Practice Note 1. Condition Assessment & Asset Performance Guidelines, Footpaths & Cycleways.
AS 1428.1 Design for access and mobility	New driveway crossover must meet requirements under AS 1428.1 and council requirement for safe access by all users, including those with mobility impairments.

6. Administration Use Only

Reference Number:	Document Set ID 5274672	
Strategic Alignment:	Council's strategic sustainability objectives include promoting quality infill development, ensuring shady pathways and increasing tree canopy. Design choices relating to housing and property access can support or hinder the achievement of these objectives. This policy seeks to balance private needs, with Council's plans for public wellbeing and community good.	
Strategic Risk:	SC02 Poor or ineffective planning systems and processes	
Responsible Officer(s):	Manager Engineering	
Approval Date and Council Resolution Number:	9 September 2025 C090925/9151	
Approval History (Council), including GM approval:	<u>Council</u> 9/09/25	<u>General Manager</u> 28/08/25
Review Cycle:	Three years	
Applicable Legislation:	Section 221 of the <i>Local Government Act 1999</i> provides Council with the power to permit alteration of a road. Other relevant sections include, but are not limited to, sections 217, 218 and 233. <i>Road Traffic Act 1961</i>	
Related Policies:	Verge Policy Footpaths Policy Trees Policy Hoarding Policy Climate Change Policy Enforcement Policy	
Other Reference Documents:		