

	COUNCIL POLICY	
	Vehicle Crossover (Driveway) Policy	
	Policy Number	CP074
	Directorate	Infrastructure Services
	Owner	Ken Diehm, Chief Executive Officer
	Last Approved	30/06/2025
	Review Due	30/06/2027

## 1. PURPOSE

This policy details Council's authority, position and management of vehicle crossovers or driveways (crossovers), and property or allotment owners' responsibility to construct and maintain crossovers to Council's standards.

## 2. SCOPE

This policy applies to all permanent or temporary crossovers including, residential, commercial, industrial, and rural, on the Council controlled local road network within the Fraser Coast Regional Council (FCRC) boundary. Vehicle crossovers on the State controlled road network fall under the jurisdiction of the Queensland Department of Transport and Main Roads (TMR). Refer to TMR for crossover applications on the State Network.

## 3. HEAD OF POWER

*Local Government Act 2009*

## 4. DEFINITIONS

To assist in the interpretation of this Policy, the following definition(s) apply:

**"Vehicle Crossovers or Driveways"** are used for vehicular access to a property or properties and are defined as:

- a) For sealed roads with kerb
  - Access from the edge of seal to the property boundary including kerb and channel (layback).
- b) For sealed roads without kerb
  - Access from the edge of seal to the property boundary including any drainage structures such as table drains, pipes or culverts.
- c) For unsealed roads
  - Access from the edge of the trafficked pavement to the property boundary including any drainage structures such as table drains, pipes or culverts.

## 5. POLICY STATEMENT

To ensure crossovers are managed to provide consistency across Council's Road Network, it is necessary to define criteria for the assessment and approval of crossovers including location; number allowed per property; standards for construction and maintenance; responsibility for the construction and ongoing maintenance of crossovers, and how Council deals with unapproved and/or non-compliant crossovers.

Vehicle crossovers are located within Council's Road reserve but exist solely for the benefit of the property or allotment owner, therefore construction and maintenance are the responsibility of the property or allotment owner except as noted in 5.4.2 and 5.4.3 below.

### 5.1 Location Criteria:

5.1.1 The location of crossovers is generally in accordance with Australian New Zealand Standard 2890.1 Section 3 (AS/NZS 2890.1). There are some locations where crossovers will not normally be permitted which include but not limited to:

- On the radius of an intersection and 6m beyond the tangent point
- Opposite a T intersection
- Where sight distance is restricted, and
- On major roads where traffic turning right into the crossover will restrict through traffic movement.

### 5.2 Number Allowed per Property:

5.2.1 Council generally approves only one crossover per allotment or property, however if the combined width of both driveways is not greater than 30% of the total frontage, approval may be given for a second crossover subject to a separate technical assessment.

### 5.3 Standards for Construction & Ongoing Maintenance

5.3.1 All new crossovers, or substantial alterations to existing crossovers, must comply with the relevant Standard Drawing as detailed below in **Table 1**.

5.3.2 Non-standard crossovers – in cases where Council's standard crossover drawings and specifications are not achievable due to existing site constraints, the owner will be required to submit a specific design for the crossover certified by a Registered Professional Engineer of Queensland (RPEQ). Council accepts no responsibility for the suitability or otherwise of a non-standard crossover.

**Table 1** Vehicle Crossover and Associated Standard Drawing

Type of Roadside Environment	Applicable Standard Drawing
Urban residential streets with kerb and channel (single detached dwelling and/or dual occupancy i.e. up to 2 dwelling units/houses)	FC-230-01 (plan 1 of 2) Vehicle crossings – residential driveway - requirements
	FC-230-01 (plan 2 of 2) Vehicle crossings – residential driveway – construction details
Multi-residential (>2 Dwelling Units), small scale commercial and industrial vehicle crossovers not in accordance with a Material Change of Use in urban streets	FC-230-02 Commercial and industrial vehicle crossovers – heavy duty standard
Rural/Rural residential streets or roads and urban roads without kerb and channel	FC-230-03 Rural vehicle crossover – pipe or box culvert (see <b>note</b> below), and invert crossovers
Rural/Rural residential streets or roads with kerb and channel	FC-230-04 Residential vehicle crossover – swale profile
<b>Note:</b> Calculations for the sizing of pipe or box culverts shall be carried out by an RPEQ at the applicant's expense and shall be submitted with the application for consideration by Council. Minimum acceptable pipe/culvert size to meet Q2, and overall design to allow for Q100 overland flow.	

## **5.4 Responsibility for Construction & Ongoing Maintenance**

5.4.1 The owner of a property or allotment is responsible for the following regarding new or existing crossovers:

- Mandatory submission of an application to Council for a new crossover or significant alterations of an existing crossover including payment of any fees or charges.
- Where approved, arranging and paying for the construction of a new crossover or significant alterations of an existing crossover, including relocation or protection of any existing public utility or Council infrastructure that may be affected by the works.
- Maintaining crossovers in a condition that minimises the risk of damage to vehicles and infrastructure and minimises the risk of injury to pedestrians and other road users. If the maintenance works are going to interfere with the operation of the roadway or footpath, an application to Council to Conduct Works in Council's Road Reserve may be required.
- Maintenance of rural crossovers where pipes or culverts are installed ensuring pipes or culverts are periodically cleaned to enable design flow to remain within the drainage structures (table drain).

5.4.2 Where Council undertakes works requiring the removal or alteration of an existing crossover:

- That complies with Council standards, Council will reinstate the crossover at Council's expense to comply with minimum standards (e.g. plain natural broom finish). The property or allotment owner shall be responsible for costs associated with reinstatement to a higher standard (i.e. stencilled or coloured concrete).
- That does not comply with Council standards, Council is under no obligation to reinstate the crossover.

5.4.3 Where Council has reinstated a crossover at its expenses, Council will be responsible for maintenance of the crossover for a period of three months. Subsequent ongoing maintenance shall be the responsibility of the property or allotment owner.

## **5.5 Unapproved and/or Non-Compliant Crossovers**

5.5.1 Council has authority to require removal or modification or remove/modify any crossover that is not constructed or maintained in accordance with Council's standard drawings and specifications, or a Council accepted RPEQ certified crossover.

5.5.2 Council has the discretion to remove or modify any vehicle crossovers if they are not constructed or maintained to Council's satisfaction, or if a reasonable objection is raised by a public utility provider or others. In this instance, Council will provide due notice to those responsible for the non-compliant vehicle crossover to be removed or modified to Council's satisfaction. Should no action be taken within twenty-eight (28) days, Council will have no alternative than to issue a compliance notice. Should there be further non-compliance; a penalty infringement notice can be issued.

## 6. ASSOCIATED DOCUMENTS

Fact Sheet Vehicle Crossovers

Land Act 1994

FCRC – Local Law 1 - Administration, and Local Law 4 - Local Government Controlled Areas, Facilities and Roads

Application for Approval to Construct Vehicle Crossover (Driveway)

FCRC Standard Drawings for Vehicle Crossovers

FCRC – Schedule of Fees and Charges

AS/NZS 2890.1 Parking Facilities – Off-street Car Parking – Section 3

Application for Approval to Conduct Works in Council Road Reserve

## 7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

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Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Council	24/07/2019	3857102
2	Amended Policy	Council	30/06/2025	3857102