



WEIPA TOWN AUTHORITY POLICY

Residential & Commercial Property Access

Policy Number: WTA – P – B02
Version: 1.0

Date Adopted: 18/04/08
Review Date: 18/04/11

INTENT

The intention of this policy is to outline the process applicable to residential and commercial property accesses.

It is the property owner's responsibility to construct and maintain property accesses. Property access is taken to mean the section of access roadway between Weipa Town Authority's (hereafter referred to as WTA) road construction and the property boundary. In town areas, the road construction is taken to include the roadway up to and including the kerb and channel or to the point where kerb and channel would be if provided. WTA requires that the property access be constructed at the frontage of the property and at locations approved by WTA and to standards approved by the WTA in order to address possible road safety and maintenance considerations.

POLICY

Application For Property Access

All applications for new or relocated property accesses must be submitted on WTA's form "Application for Property Access" and construction must not commence until approval is granted. WTA will only assess properly made applications. A properly made application is an application made on the approved form accompanied by the prescribed fee.

Property Access Constraints

WTA does not undertake to maintain property accesses beyond the shoulder edge of a constructed road. The property access between the shoulder edge and the property boundary, while on land controlled by WTA, has been determined to be the responsibility of the property owner. Maintenance of the property access is the responsibility of the property owner.

1. Property access must be wholly located on the frontage of the allotment serviced. To avoid service access points, property access should, where practical, be located with a minimum side boundary clearance of 1200mm.
2. Generally, property access will be located on the minor road leg where the property has frontage to two or more roads, except where the generated traffic would impact adversely in respect of amenity or safety.
3. Property access must not be located within 12 metres from the tangent point of an intersection or roundabout (refer to AS/NZL2890.1 for clarification).
4. Constraints, including power poles and guard rails, should also be examined before siting the house or the property access.
5. Access restriction strips, easements or "limited access" declarations should also be researched as these may also prevent the placement of the house or property access in the intended location.
6. Property accesses shall be a minimum of 3 metres and a maximum of 6 metres wide across the footpath with the exception of the flares at the kerb to prevent rutting – (refer to FNQROC Standard Drawing No. S1015).



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7. Property accesses should have sufficient sight distance for entering and leaving the property access. In some special circumstances such as busy roads, works may need to be undertaken within the property to allow a vehicle to turn within the property and exit the property in a forward direction.
8. Pipes supplied and installed either by WTA or the owners for access remain in the ownership of the property owner benefited by such pipe installation. It is the responsibility of the property owner to repair, and/or replace damaged pipes and maintain drainage through pipes.
9. WTA does not undertake to upgrade crossings that become unserviceable for reasons such as the property owner purchasing a low slung vehicle.

Property Access Design - No Kerb & Channel

Piped Accesses

Where access is required across a road side drain, in most instances a pre-cast reinforced concrete pipe / box culvert or other structure approved by WTA must be installed including suitably constructed or pre-cast headwalls at each end. This work should be carried out by a civil contractor with the relevant experience and equipment. The pipe must be a flush jointed pipe which complies with AS4058 (1992). The culverts must be installed in accordance with the requirements of FNQROC Development Manual Operational Works Specification S4 Stormwater Drainage.

The size of the pipe to be installed depends on the shape of the drain and the size of the stormwater flow in the table drain. In some instances multiple pipes or box culverts may be required to take the flow.

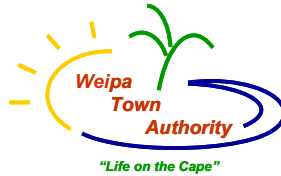
Written advice must be sought from WTA regarding the size of the pipe before construction commences. This advice will be supplied with the "Application For Property Access".

The culvert must meet the requirements of FNQROC Development Manual Design Guideline D4 Stormwater Drainage. The pipe should be generally sized for a one in two year (Q2) ARI storm event, but can be higher for major roads.

Flooding of adjoining lands resulting from the construction of the access, either by diverting or backing up the water in the road reserve, must be avoided.

The property access must not force water out on to the travel lane of the road. The surface of the access must not be higher than the shoulder of the road, unless otherwise approved by the WTA.

The pipe may also be moved towards the property if suitable to shorten the length of pipe required; provided the road side drain is relocated properly and utility services are not interfered with.



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Stormwater pipes must not be located over water mains, sewers or other services, and must avoid the alignments for such services in areas capable of being serviced by these services, unless otherwise approved by the WTA.

Non piped accesses

If the table drain has inadequate depth and it is impractical to fit a pipe, a “Non Piped Property Access” may be provided through the table drain. The surface treatment of the non piped access must be determined and approved by the WTA after an on site inspection by WTA staff and consultation with WTA engineering.

Generally gravel and bitumen accesses will not be appropriate at locations where stormwater from table drains may cause failure of these accesses. Gravel and bitumen access may only be approved at the tops of road crests where in the opinion of the WTA stormwater volumes are low and table drain catchments are minor. The design and shape of the property access must be such that the WTA works grader/machinery will be able to traverse it during maintenance operations on the road and be able to grade up to and away from the access where necessary.

Approval must be sought from WTA regarding the finished level of the access with respect to the table drain before construction.

Property Access Design – Kerb & Channel

Driveway Design

Property accesses for single dwelling unit or duplex developments must be constructed in accordance with FNQROC Standard Drawing No. S1015. Unsealed Car tracks across the footpath tend to rut between the tracks over time and present an unacceptable pedestrian risk and therefore are not allowed on the footpath.

1. The minimum width for a single dwelling residential property access for a car is 3 metres. Property accesses for multiple residential units and commercial properties should be no less than 3.5 metres wide at the boundary.
2. Given the minimum width stated above, property accesses must be wide enough to accommodate the swept path of the vehicle so as to prevent rutting over the sides of the property access. (Check this by driving the largest vehicle expected over the area where the property access is intended). Allow at least 0.3 metres to 0.6 metres either side of the wheel path for misjudgement. The flares at the kerb and channel may be required to be widened.
3. Isolation joints must be provided where a pavement adjoins a building or other rigid structure such as a drainage pit. Isolation joints should allow freedom of movement between the slab and the structure and resist the entrance of foreign matter. Some guidance for the construction of property accesses for surface types, other than concrete, can be found in Australian Standard AS 3727.



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Surface Treatments

As the property access must also accommodate the needs of pedestrians walking along the verge of the road, the access must meet the relevant AUSTROADS' Guidelines in terms of skid resistance. Accordingly, broom finished concrete or similar provides a good textured finish and is preferred. Brooming is to be in the direction of fall, generally perpendicular to the road.

Loose surfaces will not be permitted in urban areas, as loose material can be washed into gutters or stormwater drains and tracked onto the road causing a hazard and polluting water ways. Slick coatings or finishes with low skid resistance in wet weather must be avoided. Such coatings and finishes include rounded pebbles in exposed aggregate property accesses, silicone sealant paint (used to lift the colours of oxides), glossy ceramic tiles or any other surface that is slippery when wet.

Protection of Services and Markers

WTA and other utility providers are likely to have pipes and wires under the footpath or in easements where the property access will be placed. Accordingly, the property access constructor should locate the existing services in the road reserve well before the digging starts.

It is recommended that the construction:

- contact WTA who will be able to provide most of the information required on services located in the footpath (refer Guide); and
- Obtain an "Excavation Permit" from Rio Tinto (as works are being performed on Rio Tinto owned land) and make use of the "Dial before you dig" service by phoning "1100".

Property Access – Occasional Access Required

Where property owners require occasional access to an area of their property via a green belt, road reserve or easement and wish to install a gate/s but not an access-way they are required to apply to the WTA for approval using the "Application For Property Access" form and pay the prescribed fee.

The following details must be included in the application;

- Map showing property and location of proposed access
- Estimated number of times access proposed to be used in a month
- Consideration for damage to green belts and road reserve
- Consideration regarding public safety

All applications will be assessed on a case by case basis, and where ever possible no additional financial burden should be passed onto the ratepayers through approval of the access. Approval maybe revoked at anytime by the WTA if access is considered by the WTA to be unsafe or damage is caused to green belts or road reserve, or access is used more frequently than originally proposed and approved.