

Application for Vehicle Access Crossing (driveway)

Note: works are not permitted to commence until council's written consent is obtained.

Please return only the application sheet along with your driveway site plans.

Fees are current for 2025/2026 Financial Year

02 4934 9700

ask@maitland.nsw.gov.au

LOCATION OF WORK

Parcel No:	Property No:	Lot:	DP No:
House No:	Street name:		
Suburb or town:		Postcode:	

APPLICANT DETAILS

Name	
Postal address	
Phone number (s)	
Email	

NATURE OF WORK

Application fees 2025/26:

Vehicle Access Crossing (Driveway) – Min 2.7m – Max 6m Wide (if applicable) <input type="checkbox"/> New Driveway (New Construction) <input type="checkbox"/> Additional Driveway (2nd Access) <input type="checkbox"/> Driveway Widening	\$420
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Re- inspection fee (per driveway)

\$165

FORMWORK INSPECTION

Works are not permitted to commence until council's written consent is obtained.

The applicant must obtain approval of the formwork setup, prior to pouring of the concrete. Council requires 24hrs advance notice for a formwork inspection. Bookings can be made via phone 02 4934 9700

All kerb and gutter, including laybacks, shall be plain concrete. Removing or painting the kerb and gutter / layback for the purpose of colour matching a driveway is NOT PERMITTED.

I understand that by signing this application I have read and I am aware of council's conditions for undertaking the construction of the private works above, and I agree to comply with all of the requirements in accordance with council's conditions and I will be responsible for any rectification works that may be required by the final inspection notice.

Signature

Name

Date

Please return completed application & site plans to ask@maitland.nsw.gov.au
Our Customer Experience Team will contact you for payment.

PAYMENT DETAILS (CASHIER USE ONLY)

Amount	\$
Receipt No	
Date paid	

Led No: 27200

Information Kit – Vehicle Access Crossing (driveway)

Consent from Maitland City Council

Roads Act

All work in the public road reserve requires consent under section 138 of the roads act including:

- Restoration of disused vehicle access crossings
- Repairs or maintenance of existing vehicle access crossings
- Construction of new vehicle access crossings

As the road authority Maitland Council is responsible for and gives consent to construct vehicle access crossings.

Design, obtaining consent and construction of a vehicle access crossing is the responsibility of the property owner.

Requirements

Plan

Location - Consider possible obstructions such as street corners, bus stops and guard rails. Minimise loss of on street parking by spacing in relation to neighbouring vehicle access crossings.

Site Constraints - Identify obstacles such as traffic medians, drainage pits and structures, service inspection pits, power or light poles, steep grades, street trees, survey marks and stormwater.

Public Utilities/Services - Locate public utilities such as gas, water, telecoms, and electricity by inspecting the site and obtaining 'dial before you dig' plans. Request from each utility owner their specific requirements and approvals for working near utilities/services. With the utility owner's permission.

Current Conditions - Document current site conditions with captioned photographs detailing features such as pit lids, survey marks, and any existing damage to features, kerb and gutter, footpaths and the road surface.

Street Trees - Where excavation or construction activities approach a street tree, seek professional advice from council's Coordinator Tree and Recreation on 02 49349 700.

Design

Standards: A licensed contractor has the expertise to interpret drawings and provide practical advice. To assist you and your licensed contractor, a copy of Maitland Councils engineering standard drawings are attached to this information kit.

Materials: All kerb and gutter, including laybacks and existing footpath, shall be plain concrete. Removing or painting the kerb and gutter/layback & footpath for the purpose of colour matching a driveway is NOT PERMITTED.

Levels: Achieve levels shown in councils Councils engineering standard drawings to allow a vehicle to negotiate the gradient without difficulty or harm to the vehicle, pedestrians or property.

Application and Approval Process

Existing Conditions: Document existing site conditions with captioned photographs detailing features such as pit lids, survey marks, and any existing damage to features as well as to kerb and gutter, footpaths and the road surface. Locate and protect existing survey marks so they are not disturbed during construction as they may be required for future property boundary identification.

Risk Management: Construction of A vehicle access crossing is at the risk of the applicant. Assess risks by preparing a risk assessment worksheet to identify:

- Safety hazards inherent to the site
- Measures to eliminate/mitigate harm or injury
- Impact road users and need for a traffic control plan
- Measures to eliminate/mitigate damage
- Obstacles and restrictions on access, amenity, or inconvenience

Site Safety: The roads act 1993, work health and safety act 2011, and work health and safety regulation (2011), require precautions when working in or near vehicular or pedestrian traffic. Working in the road reserve entails a duty of care for the safety of motorists, pedestrians and the general public affected. If the contractor or person doing the work does not have adequate safety systems, documentation and insurance in place they may be at risk should someone be injured or property damaged.

Prepare a safety management plan and safe work method statements for work in the road reserve covering issues such as:

- nomination of controller of the site
- temporary fencing as a barrier to keep pedestrians from entering the work area

Vehicle Access Crossing (driveways) and the Footpath, Roadside, Nature Strip Area

ALL current and intending homeowners, builders, and designers should be aware of, and take account of, the following information regarding the footway (i.e. the land between the roadway and property boundary):

ALL footway crossings (that section of the driveway between the roadway and property boundary) are to be constructed in strict accordance with Council's specifications and conditions. Under Section 138 of the Roads Act 1993, all works on the footway require the consent of Council. Your Development Consent for building works does NOT cover this consent. You must submit a separate application (Application to Construct Private Works on Footway) for approval before any works are commenced on the footway.

Council has STRICT requirements on the footway crossing profile. This will influence your proposed garage and carport floor levels. These requirements aim to provide satisfactory vehicular access to your property, as well as providing pedestrian access across your footway crossing that satisfies Disability Act Legislation.

The existing level, grade, and shape of the footway is NOT to be disturbed or altered. Therefore all earthworks and stockpiling of materials are to be contained within the property boundaries.

Council's specifications, conditions and Standard Drawings are available from Council's Customer Service Centre and also on Maitland City Council's website, and should be fully consulted prior to commencing any design or site works.

Existing concrete footpaths are not to be removed. Any driveway must match the footpath.

For further information contact Council's Customer Service Centre on 02 4934 9700.

Additional Information on the Footpath, Roadside, Nature Strip Area

The following additional information may be of assistance in the planning of your works prior to submitting the application:

- The provision, maintenance, and upgrading of footway crossings are the responsibility of the property owner.
- Special conditions may apply in commercial or heritage conservation areas (eg. Morpeth, where strips in "Morpeth Mix" is to be provided). These if applicable will be detailed in Council's standard drawings SD015 (Sheet 1 and 2).
- Vehicular access across the kerb & gutter, footway, roadside drain or shoulder must be in a manner, location, and material approved by Council.
- It is the responsibility of the property owner to ensure that garage and carport floor levels are constructed to satisfy Council's footway crossing requirements. Access difficulties arising from non-compliance with these requirements will remain the responsibility of the property owner.
- Council's footway crossing requirements are detailed in the standard drawings:

SD007 Footway Driveway Crossing with Concrete Footpath

- SD008 Driveway Profiles – Recommended Maximums
- SD009 Driveway Locations – Obstacles & Offsets
- SD010 Kerb Layback Options
- SD012 Footpaths & Driveways – Typical Construction
- SD013/1 Rural Driveways – Piped Crossing
- SD013/2 Rural Driveways – Concrete Dish Crossing
- SD015/1 Kerb Crossings – Typical Treatment for Heritage Areas – Kerb Bridge – Stone Kerb – Paved Footpath
- SD015/2 Kerb Crossings – Typical Treatment for Heritage Areas – Layback Conversion – Stone Kerb – Concrete Footpath
- Departure from these standards must have prior Council consent.
- Any adjustments to the public utility, drainage, or other installation to provide vehicular access will be at the property owner's expense.

- If as part of road work activities, Council may at its discretion replace either whole or part of driveway crossings. However, no guarantee on matching “special” surface textures or colour is provided.

Further information may be obtained by contacting Council’s Customer Service Centre on 02 4934 9700.

Procedure for Obtaining Council Approval: July 2015

1. Application: All work on the footway requires Council consent under Section 138 of the Roads Act 1993. An application must be submitted and the associated fee paid to Council before any work is commenced. The appropriate form is available from the Customer Service Centre - Administration Building or by phoning on (02) 4934 9700 during business hours.
2. Initial Inspection: Council will carry out an initial site inspection to determine any special conditions and design requirements and provide approval for works. No work is to be undertaken without Council consent.
3. In-Progress Inspection: An in-progress inspection MUST be carried out prior to pouring the concrete and after all excavation is complete, and formwork and reinforcement in position. At least 24 hours’ notice is to be given of readiness for inspection, by telephoning Council on 4934 9700. In-progress inspections will be made during the hours of 7.30am and 3.00pm weekdays.
4. Approval: Council will provide you written approval that an In-Progress Inspection was satisfactory to meet Council’s standards.
5. Please note that Council may not conduct any further inspections of the driveway. It is the owners/concreters responsibility to ensure that the concrete finish is satisfactory, all formwork is removed, and turf and topsoil adjustments have been completed across the footway within seven days of the driveway being poured.

General Conditions

1. Council retains the right to repair or replace any work that has not been carried out in accordance with these conditions. The work would be undertaken at the owner’s full costs, recoverable in accordance with Section 218 of the Roads Act 1993, No 33.
2. The applicant needs to ensure that sufficient insurance cover for Public Liability and Workers Compensation is available. Householder’s Policy may not cover works on the footway.
3. It is the applicant’s responsibility to check if the proposed works affect any Public Utility Authority.
4. The following Authorities should be consulted:
 - Dial Before You Dig
 - Ph.: 1100 (for telephone, gas, electricity, water and sewer location diagrams)
5. Existing survey marks will need to be relocated by a Surveyor registered under the Surveyors Act. The Surveyors Act imposes penalties and costs of re-establishment for the destruction of survey marks.
6. Council generally permits “special surface” footway crossings provided that the surface texture has a suitable non slippery finish. However, there is no guarantee of an exact match with the original surface if the footway crossing needs to be reinstated in the future.

NOTE: Existing concrete footpath is not to be removed.

7. All kerb and gutter, including laybacks, shall be plain concrete. Removing or painting the kerb and gutter / layback for the purpose of colour matching a driveway is not permitted.
8. The works must be carried out to the approved design and requirements of Council.
9. Footway areas are to be kept clear of debris, barricaded and maintained in a safe condition for pedestrian access at all times.
10. Where concrete has been poured the works should be closed to traffic for seven days after the pour.
11. After completion of works and removal of formwork the adjacent footway shall be filled or trimmed and any disturbed surface turfed and topsoiled within seven days.
12. Kerb laybacks are to be constructed strictly in accordance with Council's Standard Drawing SD010.
13. Light-duty concrete slab footway crossings for residential use shall be in accordance with SD012 'Residential Driveways, Cycleway and Footpaths'.
14. Shared driveways and accesses shall be in accordance with SD012 'Shared Driveways and Accesses – Heavy-duty concrete slab footway crossings for industrial or commercial use much have a minimal thickness of 150mm.
15. Heavy-duty concrete slab footway crossings for industrial or commercial use shall be in accordance with SD012 'Commercial / Industrial Driveways'.
16. Concrete footpath paving layer thickness and requirements are detailed in SD012.
17. Concrete surfaces should be finished with a coving float and all edges and dummy joints finished with a 75mm edging tool.
18. For heritage style cross overs refer to Council's standard drawings SD015/1 and SD015/2 (Sheet 1 and 2).
19. Rural access shall be constructed in accordance with Council's standard drawing SD013/1 and SD013/2 (Sheet 1 and 2)
20. Where damage has occurred to Council's footway during construction of a dwelling or driveway, repairs to the footway shall be at the owners expense.
21. Laybacks cut into roll top kerb are no longer permitted.

MAITLAND CITY COUNCIL STANDARD DRIVEWAY DRAWINGS

SD007	FOOTWAY DRIVEWAY CROSSING - GENERAL ARRANGEMENT
SD008	DRIVEWAY PROFILES - RECOMMENDED MAXIMUM GRADES
SD009	DRIVEWAY LOCATIONS - OBSTACLES & OFFSETS
SD010	DRIVEWAYS & KERB LAYBACKS - CONSTRUCTION DETAILS
SD012	DRIVEWAY, FOOTPATH & CYCLEWAY CONSTRUCTION DETAILS
SD013	RURAL DRIVEWAYS - PIPED CROSSING
SD014-15	KERB CROSSINGS

THIS DOCUMENT

To be read in conjunction with:

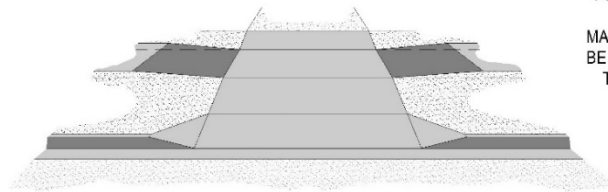
- Maitland City Council's 'Manual of Engineering Standards'
- Relevant Australian Standards
- Austroads guidelines
- Roads & Maritime Services supplements
- Any copy of these documents is uncontrolled. check the revision date of each sheet against the document held on Maitland City Council's website for currency
- Copyright in this document belongs to Maitland City Council.

Footway Driveway Crossings General Arrangement

Rev: 23/07/2019

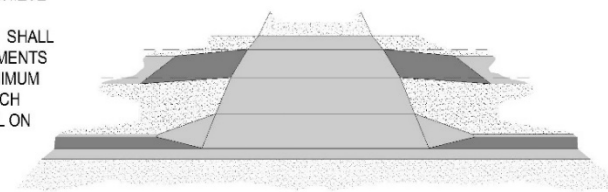
SD007

Sheet 01 of 01



LOW LEVEL FOOTPATH CROSSING

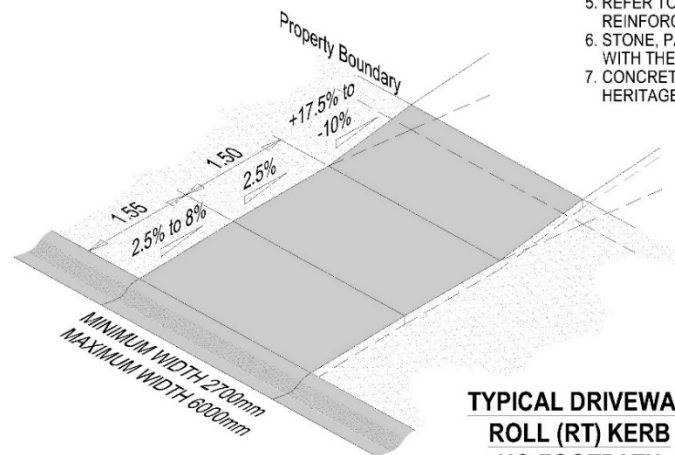
FOOTPATH GRADES MAY BE ADJUSTED TO ACHIEVE COMPLIANT DRIVEWAY GRADES.
MAXIMUM GRADE FOR CONNECTING RAMPS SHALL BE 8:1 FOR 1.5m OR 14:1 FOR LONGER ADJUSTMENTS
THE FOOTPATH IS TO BE REPLACED WITH A MINIMUM WIDTH OF 1.5m. COLOUR & FINISH TO MATCH EXISTING FOOTPATH. MAXIMUM CROSSFALL ON FOOTPATH SECTION IS 2.5%



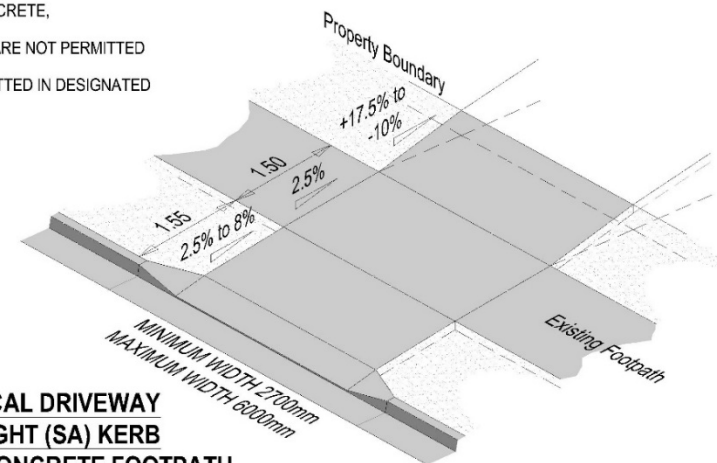
HIGH LEVEL FOOTPATH CROSSING

NOTE:

1. MINIMUM WIDTH OF THE FOOTPATH SHALL BE 1.50m IRRESPECTIVE OF EXISTING FOOTPATH WIDTHS.
2. ALL FINISHED SURFACE LEVELS OF THE FOOTWAY CROSSING SHALL PROVIDE SATISFACTORY VEHICULAR ACCESS TO AS2890.1 OR BETTER. THIS SHALL BE AT ALL POINTS OF THE FOOTWAY CROSSING PROFILE FROM THE KERB SIDE LANE TO BEYOND THE PROPERTY BOUNDARY.
3. FINISHED SURFACE LEVELS SHALL COMPLY TO SD008.
4. VARIATIONS TO THESE STANDARDS WILL REQUIRE INSPECTION & ACCEPTANCE BY COUNCIL'S APPROVING OFFICER.
5. REFER TO SD010 AND SD012 FOR LAYBACK, CONCRETE, REINFORCEMENT & SUB-BASE DETAILS.
6. STONE, PAVER OR FLAG DRIVEWAY SURFACES ARE NOT PERMITTED WITH THE FOOTWAY AREA.
7. CONCRETE STRIP DRIVEWAYS ARE ONLY PERMITTED IN DESIGNATED HERITAGE AREAS



**TYPICAL DRIVEWAY
ROLL (RT) KERB
NO FOOTPATH**



**TYPICAL DRIVEWAY
UPRIGHT (SA) KERB
EXISTING CONCRETE FOOTPATH**

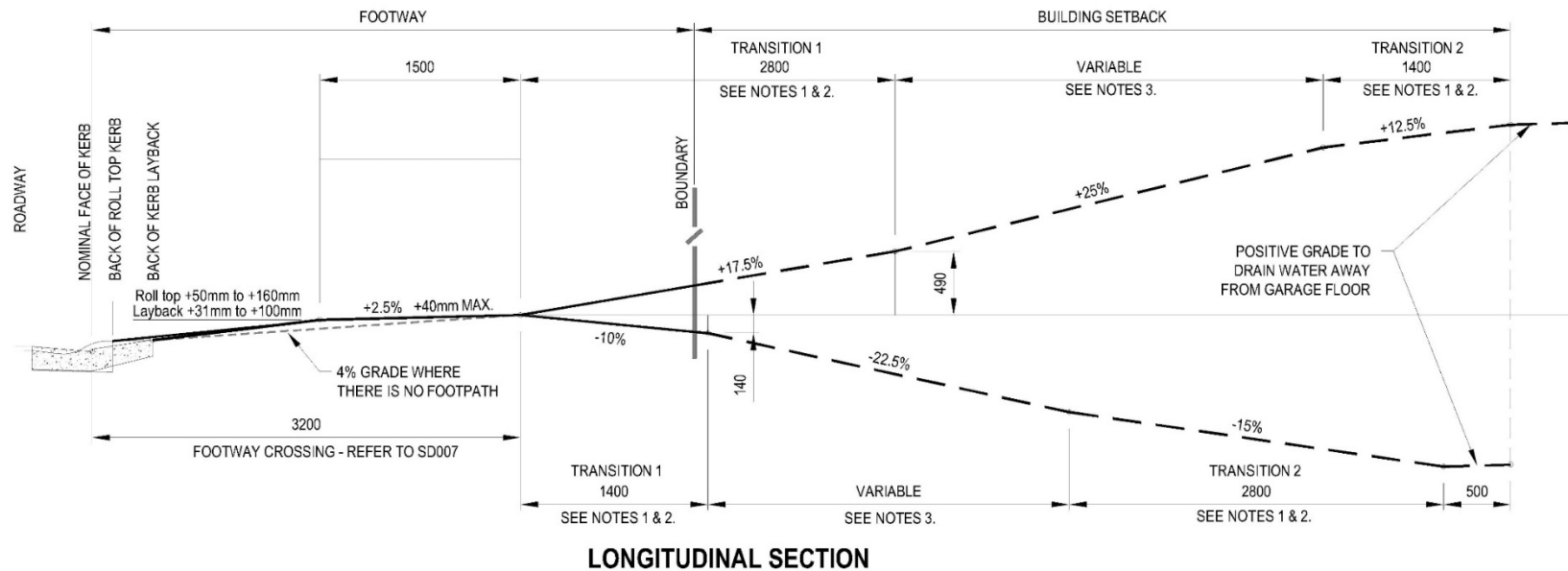
Driveway Profiles – recommended maximum grades

Manual of Engineering Standards – standard drawings

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SD008

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NOTE:

1. CONFORMS TO AS2890.1-2004 GROUND CLEARANCE TEMPLATE FIGURE C1 B85 VEHICLE - MAXIMUM 2.8m WHEELBASE, MINIMUM 120mm GROUND CLEARANCE.
2. PROFILES WITH GRADES LESS THAN THE MAXIMUM MAY NOT REQUIRE TRANSITIONS OR MAY HAVE ALTERNATE TRANSITION TREATMENTS.
3. CHANGES OF GRADE BETWEEN SECTIONS SHALL NOT EXCEED 15% IN SAGS OR 12.5% OVER CRESTS.
4. MINIMUM LENGTH OF TRANSITION SHALL BE 2.8m FOR A POSITIVE CHANGE IN GRADE AND 1.4m FOR A NEGATIVE CHANGE IN GRADE.
5. MAXIMUM GRADE SHALL BE 25% (1 in 4) WITHIN THE PROPERTY.
6. FOR APPROVAL, DESIGN PROFILES SHALL SHOW EXISTING & FINISHED SURFACE LEVELS AT KERB, AT CHANGES OF GRADE & AT GARAGE FLOOR OR PARKING AREA.
7. PROFILE TO BE APPLIED TO "WORST CASE" SIDE OF DRIVEWAY BEING SIDE WITH SHORTEST LENGTH, AND/OR GREATEST HEIGHT DIFFERENCE BETWEEN KERB AND GARAGE FLOOR LEVEL.

Driveway Clearances – obstacles and offsets

Manual of Engineering Standards – standard drawings

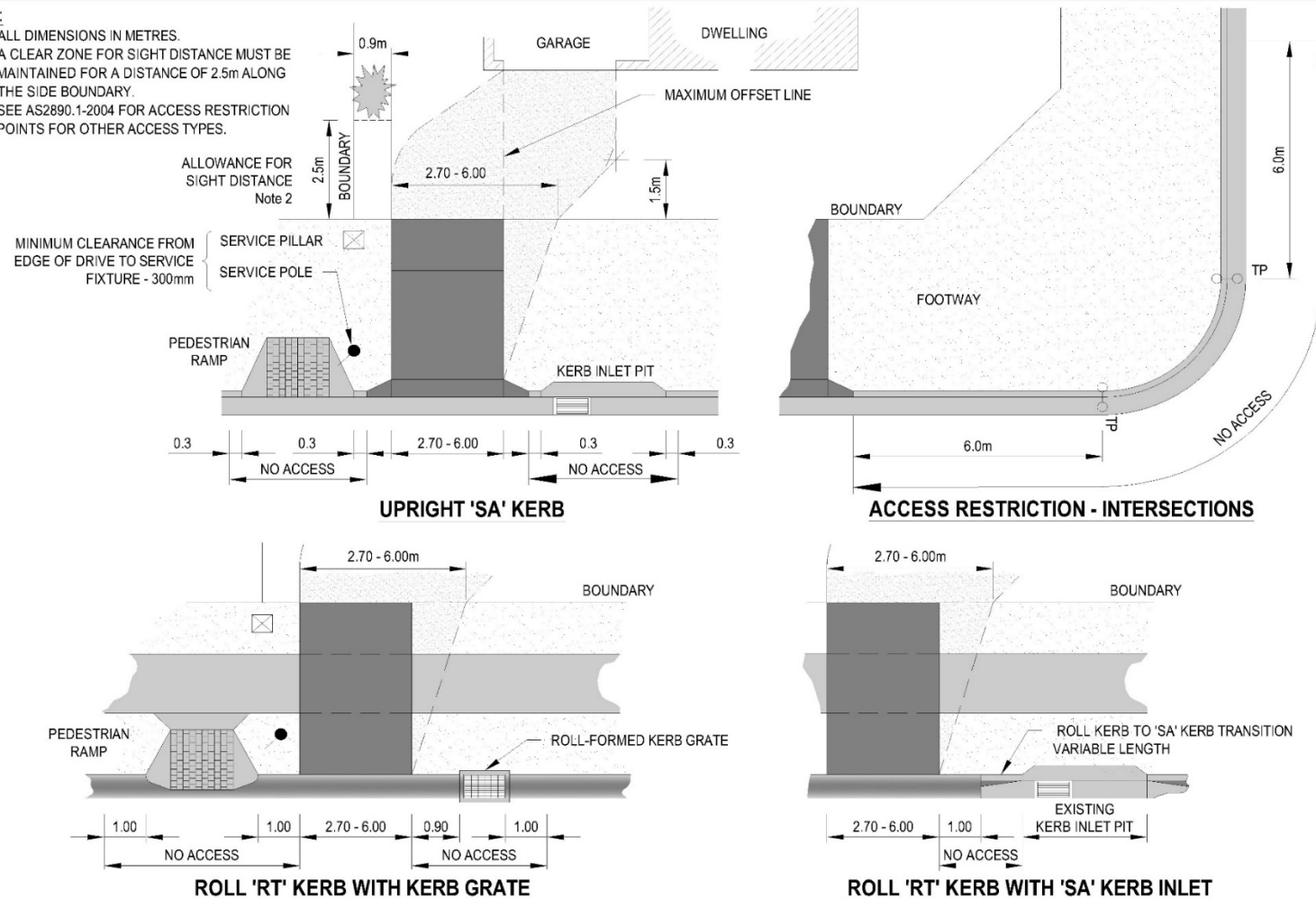
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SD009

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NOTE:

1. ALL DIMENSIONS IN METRES.
2. A CLEAR ZONE FOR SIGHT DISTANCE MUST BE MAINTAINED FOR A DISTANCE OF 2.5m ALONG THE SIDE BOUNDARY.
3. SEE AS2890.1-2004 FOR ACCESS RESTRICTION POINTS FOR OTHER ACCESS TYPES.



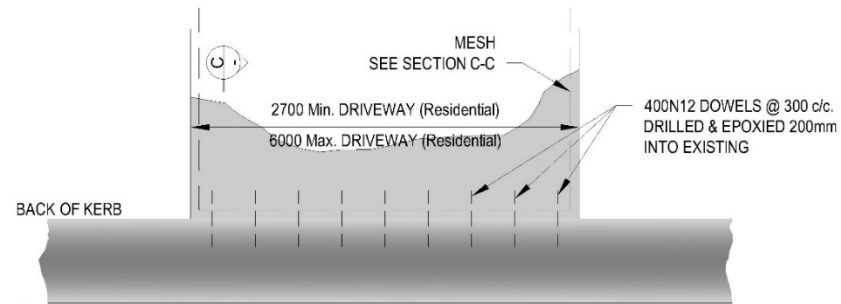
Driveways and Kerb Laybacks – construction details

Manual of Engineering Standards – standard drawings

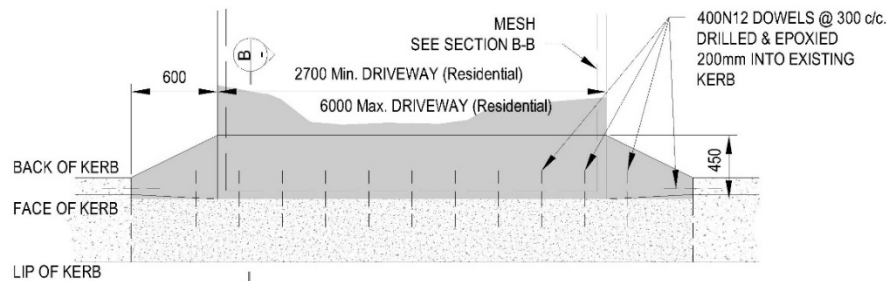
Rev: 23/07/2019

SD010

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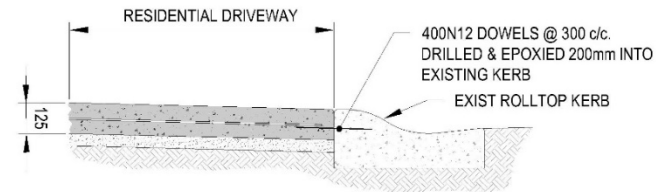
**PLAN - ROLL ('RT') KERB
RESIDENTIAL ONLY**



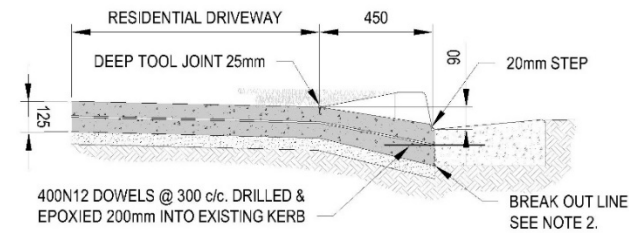
**PLAN - UPRIGHT ('SA') KERB
FOR RESIDENTIAL AND COMMERCIAL**

NOTE:

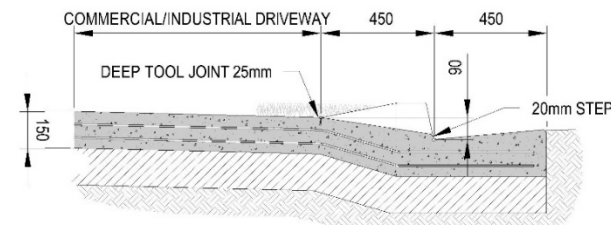
1. ALL DIMENSIONS IN MILLIMETRES
2. ALL CONCRETE TO BE 32MPa
3. SAWCUT BREAKOUT LINE TO MINIMUM DEPTH OF 75mm (NO MASTIC JOINTS PERMITTED).
4. PROVIDE FULL DEPTH EXPANSION JOINT AT BOUNDARY LINE.
5. FOR COMMERCIAL AND INDUSTRIAL ACCESSSES - WIDTH AND LAYOUT ARE SIZED TO SUIT TURNING MOVEMENTS OF DESIGN VEHICLES.



**SECTION C-C - ROLL ('RT') KERB
RESIDENTIAL**



**SECTION B-B - UPRIGHT ('SA') KERB
RESIDENTIAL**



**SECTION B-B - UPRIGHT ('SA') KERB
COMMERCIAL/INDUSTRIAL**

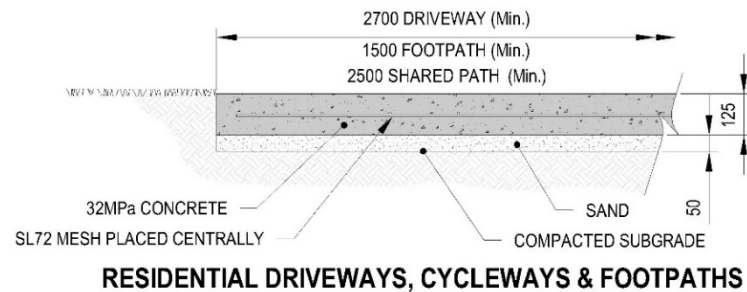
Driveways, Footpaths and Cycleway – construction details

Manual of Engineering Standards – standard drawings

Rev: 23/07/2019

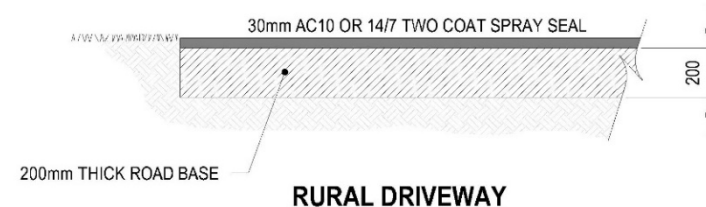
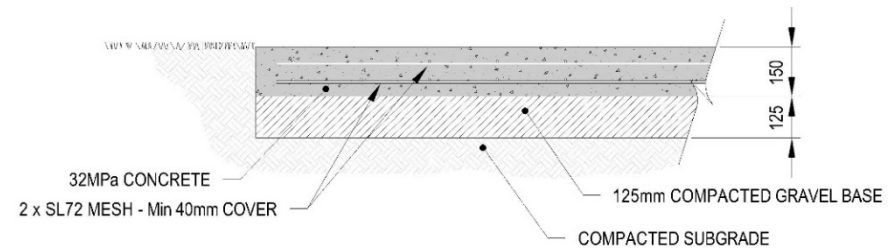
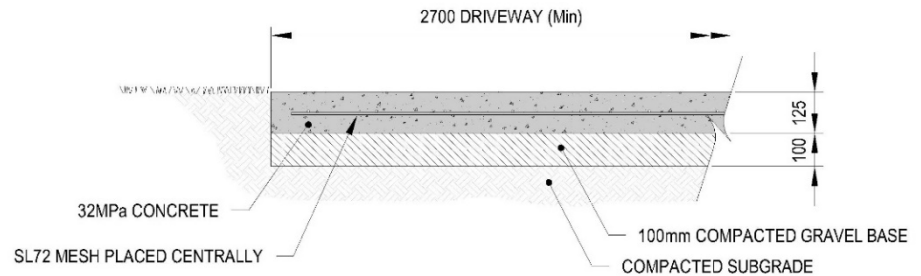
SD012

Sheet 01 of 01



NOTE:

1. ALL DIMENSIONS ARE IN MILLIMETRES.
2. PROVIDE TRANSVERSE EXPANSION JOINTS AT 8.0m INTERVALS WITH R12 DOWELS, 300mm LONG AT 300mm CENTRES. REFER TO SD025 SHEET3 - JOINT FILLER SHALL BE FULL DEPTH
3. PROVIDE TOOLED DUMMY JOINTS AT 2.0m INTERVALS FOR PAVEMENTS LESS THAN 2.0m WIDE AND AT 4.0m INTERVALS FOR PAVEMENTS UP TO 3.0m WIDE. CUT EVERY 2nd BAR AT JOINT
4. JOINTS WITH EXISTING CONCRETE FOOTPATHS TO BE DOWELLED WITH R12 DOWELS, 300mm LONG AT 300mm CENTRES.
5. ALL DISTURBED EARTH OR GRASSED AREAS TO BE TURFED.
6. FOOTPATH WIDTHS TO SD001.
7. LAYBACKS AND CONNECTIONS TO SD010.
8. RURAL DRIVEWAY TO SD013.
9. KERB RAMP CONNECTIONS TO SD019.
10. CYCLEWAY AND FOOTPATH FINISH TO BE "LIGHT BROOM".



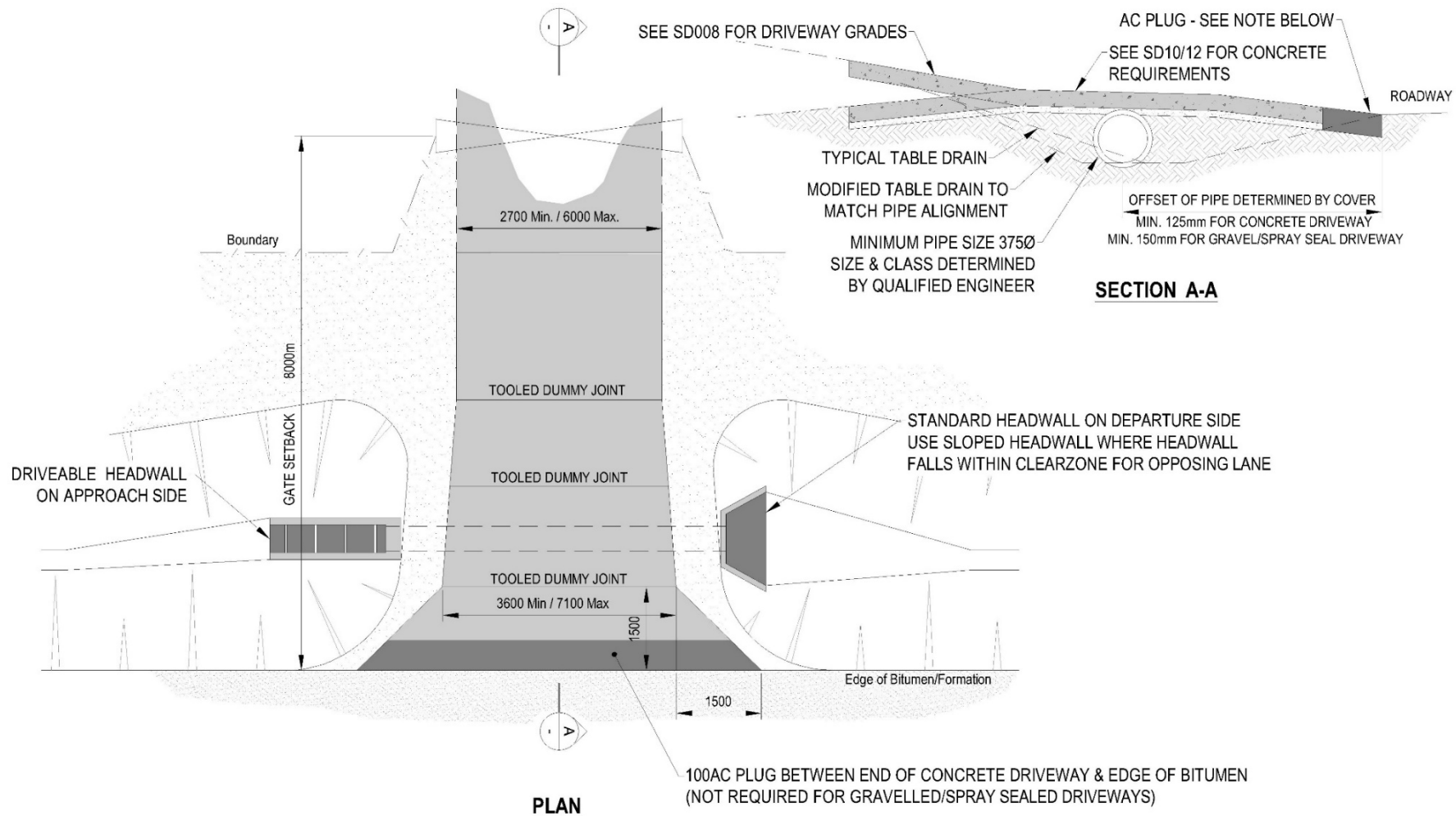
Rural driveways – piped crossing

Manual of Engineering Standards – standard drawings

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SD013

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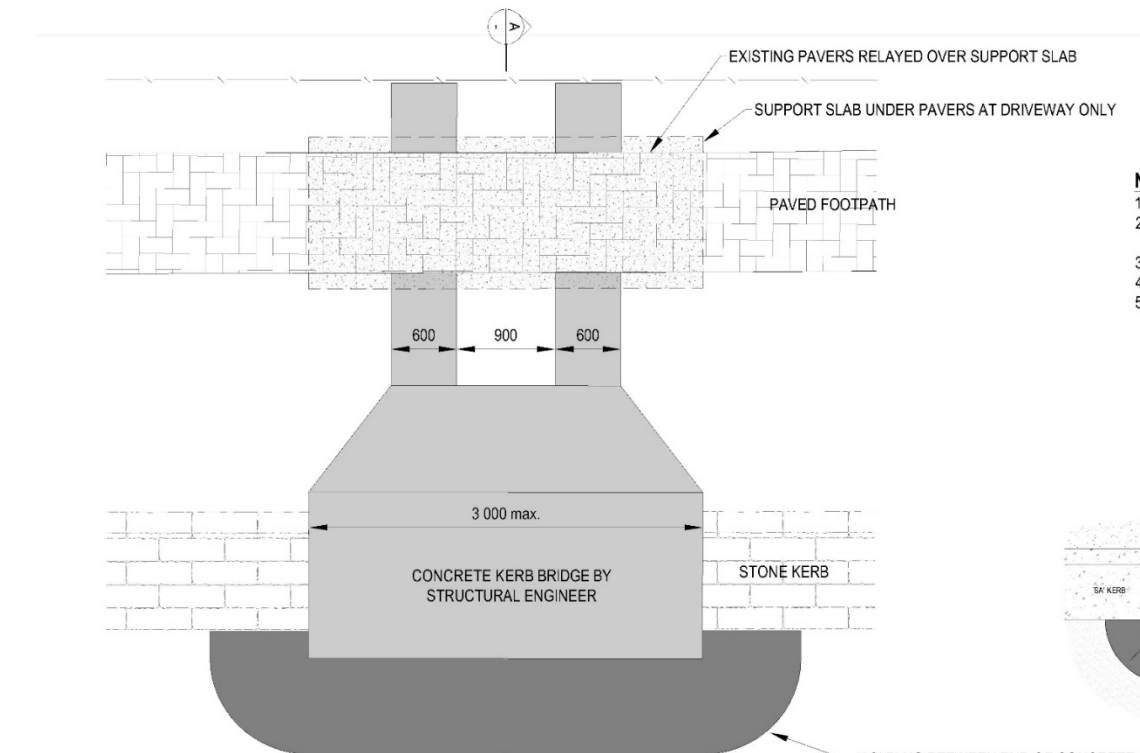
Kerb Crossings

Manual of Engineering Standards – standard drawings

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SD014/15

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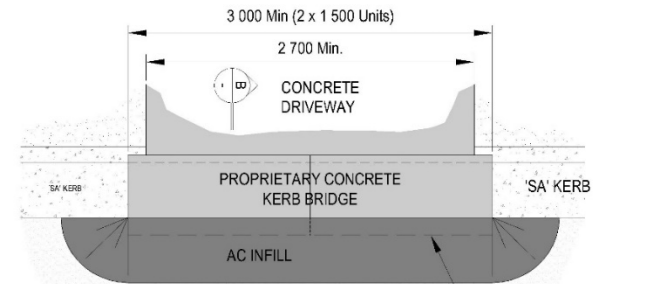
PLAN

SECTION A-A

TYPICAL KERB CROSSING FOR STONE KERBS IN HERITAGE AREAS

NOTE

1. EXISTING KERB STONES ARE NOT TO BE DISTURBED
2. FOR HERITAGE AREAS, ALL EXPOSED CONCRETE TO BE "MORPETH MIX"
3. ALL CONCRETE TO BE 32MPa
4. CONCRETE STRIPS & FOOTPATHS TO COMPLY TO SD010/12
5. ALL FORMWORK & DEBRIS TO BE CLEARED FROM WATERWAY AFTER COMPLETION



PLAN

SECTION B-B

KERB CROSSING FOR UPRIGHT 'SA' KERBS