



## RICHMOND SHIRE COUNCIL DRIVEWAY POLICY

<b>POLICY NUMBER:</b>	<b>022</b>
<b>INFOPERT REF:</b>	<b>73269</b>
<b>TIME PERIOD OF REVIEW:</b>	<b>2 Years</b>
<b>DATE OF NEXT REVIEW:</b>	<b>March 2028</b>

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### 1. OBJECTIVE

To subsidise residences for appropriately situated and constructed concrete vehicular access between the road pavement and private property.

### 2. POLICY

Council will provide a subsidy for the construction of one (1) concrete driveway to provide primary access to the boundary of the residential/business property.

This policy is for those residences and businesses within town limits.

### 3. CONDITIONS

- The subsidy can only be claimed by the property owner(s)
- The subsidy only relates to the first service to the property. The subsidy does not apply to repairs, maintenance or reconstruction of driveways
- The subsidy paid by Council will be up to 50% of the total cost of a standard 3m wide access, as estimated by Council. Council will give the successful application a quotation of the access and the invoice must be paid to Council prior to works being completed
- Council can deny an application if they deem the current concrete vehicular access between the road pavement and private property is up to Councils standard or if budget allocation has exhausted for the financial year.

### 4. EXPRESSIONS OF INTEREST

Property owners are to apply via a written submission expression of interest to the Chief Executive Officer for the Works Department to assess and complete an estimated quote for the property owners approval of payment of 50% of the full estimated cost. Once the owner has approved the works, Council will receive approval from the Chief Executive Officer and the works will be programmed and completed when time permits. The property owner will be contacted at least fourteen (14) days prior to works starting.

### 5. MAINTENANCE

Ongoing maintenance of all improved driveway access will be the property owners responsibility. Maintenance of drainage structures (cleaning) will be the responsibility of Council.

The property owner shall be responsible for the maintenance of the driveway to ensure that it remains in a safe and trafficable condition.

### 6. RELATED DOCUMENTS

- Driveway Procedure

### 7. LEGISLATION

- *AS 2890:2009 – Parking Facilities*
- *Disability Discrimination Act 1992*

*Note: Driveways need to be designed under this legislative code as parked cars on the driveway must be compliant for people with all kinds of accessibility constraints, it is a parking spot as well as used to go further in the yard, so if someone has to walk over it to get in the house, the code explains the gradient and other necessary information to help disabled persons.*

## **8. IMPLEMENTATION**

This Policy will commence from the Policy reviewed date and will be made available to all corporate staff on Council's intranet site/network, and to all outdoor staff via their supervisor/coordinator. Council reserves the right to vary, replace or terminate this Policy from time to time. This Policy will typically be reviewed when a review has been deemed appropriate by organisational processes (e.g., audit recommendations), or when legislative requirements change.

## **9. APPROVAL**

Date of Adoption: 23 July 2015  
Policy Reviewed: General Council Meeting 18 March 2026  
Resolution Number: 2026318.7

Policy Authorised: Peter Bennett  
Chief Executive Officer