

## 5.1 Subdivision and Development of Unzoned Land – Work within a Road Reserve

<b>Policy Number</b>	<b>5.1</b>	<b>Date Commenced</b>	24/10/2012
<b>Date Adopted</b>	23/10/2012	<b>Resolution Number</b>	23/10/12/010
<b>Review Timeframe</b>	Four years		
<b>Last Review Date</b>	August 2019	<b>Next Scheduled Review Date</b>	August 2023
<b>Policy Responsibility</b>	Council		

### Document History

Version	Date Amended	Details Comments e.g. Resolution Number
		28/09/2010/015 1. The CEO prepare a draft policy that would, if adopted, require new subdivision developers of 8ha blocks and above to clear 20m boundary lines around all titles where practical as part of the development plan; and 2. The draft policy be accompanied by an explanation of the advantages and disadvantages of the proposed policy.
		03/02/2011/003 That the CEO prepares in conjunction with Councillors, in Committee of the Whole, Subdivision. Guidelines for the information of Developers and for use in responding to subdivision applications lodged by Coomalie Landholders with the Development Consent Authority.
		19/03/2013/007 Forms and process for working within a Road Reserve

### OBJECTIVE

To provide guidelines in relation to access into properties and road construction works within a road reserve.

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### POLICY STATEMENT

#### Access

Access to all lots shall be approved by Council prior to commencement of construction. In all cases a longitudinal section of the proposed work is required showing all necessary drop structures in the roadside drain to prevent scouring and potential damage to the road pavement. Access ways shall be in accordance with NT Government standard drawings and a minimum of four metres concrete inverts single and eight metres double wide. Where applicable a pipe culvert can replace the concrete invert with approved plans.

#### Roads

Road easements must be to 30 metres. All new roads shall be surveyed and designed by suitably or appropriately qualified personnel and designs submitted for approval by Council prior to construction.

The following will be assessed:

- Longitudinal gradients and their impact on water flow.

- Cross- sectional gradients and their impact on side drains and property access.
- Side drains (if required) shall be as shallow as possible with flat bottoms.
- Minimum pavement width (shoulder to shoulder) nine metres.
- Minimum compact gravel pavement 200mm at 98% of imported gravel.
- The existing road base if suitable needs to be compacted to a minimum 95%.
- Signage and guideposts.

After construction of roads and accesses the developer shall provide Council with:

- As constructed drawings in paper and digital form.
- Compaction tests from a registered laboratory.

### **Applications for a Permit to Work within a Road Reserve**

A permit to work is required from Coomalie Community Government Council (CCGC) to work on Council roads.

CCGC has three different Applications for a Permit to Work within a Road Reserve dependent on the requirements:

1. Works as required by a Development Permit.
2. Upgrading of existing or installing a new vehicle access **not** as a requirement of a Development Permit.
3. Install or repair services i.e. water, power and/or communication, **not** as a requirement of a Development Permit.

### **Works as required by a Development Permit.**

The following terms and conditions apply:

- A \$250.00 non-refundable fee for administration costs is to be paid on application for the Permit.
- Undertake works in accordance with Council approved drawing/s.
- Provision of a copy of Certificate of Currency showing Public Risk Insurance coverage (minimum \$5,000,000) for work whilst in progress is to be supplied to Coomalie Council on application of the Permit.
- Provision of Development Permit and approved drawing/s.
- Traffic Management is to be in accordance with the Australian Standards and appropriate traffic management signs and services designed by a registered traffic control designer must be in place prior to commencing. Access for through traffic must be available with necessary signage and warnings at all times and, safety to the public is also to be observed at all times during the works.
- Applicant is to notify Coomalie Community Government Council's Operations Manager (89 760 058) prior to commencement and on completion of works.
- A defects liability period of 12 months will apply from the date of Council's Clearance letter to the Development Consent Authority: Any failure repairs carried out by Council as a result of faulty works will be charged back to the Permit holder.

**Upgrading of existing or installing a new vehicle access not as a requirement of a Development Permit.**

The following terms and conditions apply:

- A \$250.00 non-refundable fee for administration costs is to be paid on application for the Permit. This fee includes Coomalie Community Government Council's Operation Manager inspecting the site and advising correct requirements.
- Undertake works in accordance with Council approved drawing/s.
- Provision of a copy of Certificate of Currency showing Public Risk Insurance coverage (minimum \$5,000,000) for work whilst in progress is to be supplied to Council on application of the Permit.
- Provision of Development Permit and approved drawing/s.
- Traffic Management is to be in accordance with the Australian Standards and appropriate traffic management signs and services designed by a registered traffic control designer must be in place prior to commencing. Access for through traffic must be available with necessary signage and warnings at all times and, safety to the public is also to be observed at all times during the works.
- If installing a new vehicle access a plan showing details of the access location in respect to the road, drain and fence line is to be provided to Council.
- Compaction in layers of fill around culvert /s is to be a minimum 95% M.D.D. to top of trench.
- The top of the access surface shall be a minimum 150mm compacted depth of Type 2 gravel.
- The access shall be sealed to the property boundary if off a sealed road.
- Applicant is to notify Coomalie Community Government Council's Operations Manager (89 760 058) prior to commencement and on completion of works.
- A defects liability period of 12 months will apply from completion of the works: Any failure repairs carried out by Council as a result of faulty works will be charged back to the Permit holder.

**Install or repair services i.e. water, power and/or communication, not as a requirement of a Development Permit.**

The following terms and conditions apply:

- A \$250.00 non-refundable fee for administration costs is to be paid on application for the Permit.
- Provision of a copy of Certificate of Currency showing Public Risk Insurance coverage (minimum \$5,000,000) for work whilst in progress is to be supplied to Coomalie Council on application of the Permit.
- Traffic Management is to be in accordance with the Australian Standards and appropriate traffic management signs and services designed by a registered traffic control designer must be in place prior to commencing. Access for through traffic must be available with necessary signage and warnings at all times and, safety to the public is also to be observed at all times during the works.
- A map showing details of where the trench or thrust bore will run is to be supplied on application for the Permit.
- Water service is to be at 750mm depth under vehicle access and road pavement. Line is to extend 1 meter each side of the pavement. Water rain marker tape is required when the service is laid in an open excavation.
- Electricity and communication connections are to be to the requirements of the relevant authority.
- For open excavation, compaction in layers of trench is to be a minimum 95% M.D.D. to 40mm from the top of the trench. The top is to be 98% M.D.D. The trench is to be finished off with 40 mm of asphalt after the edges have been saw cut.

- For thrust boring within Council road reserves, appropriate safety measures are required around the trench at the side of the road, to WorkSafe NT Standards. Refer to AS1742 for signs and safety fences.
- A defects liability period of 12 months will apply from completion of the works: Any failure repairs carried out by Council as a result of faulty works will be charged back to the Permit holder.
- Australian Standard signage is to be erected in the road reserve as close to the landowner's boundary so as to identify the location of the service.

#### **Procedure**

1. Developer must apply in writing to Operations Manager requesting a Permit to Work and outline their requirements as per the Schedule of Conditions in the Development Permit.
2. Operations Manager provides the Developer with a Permit to Work and the standard drawing.
3. A copy of the approved Permit to Work to be filed on Developer's AN file.
4. Operations Manager arranges an assessment of the development with the Developer, which will be conducted within ten working days from payment of fees and lodgement of all requested forms and drawing/s.