



# NORTHERN MIDLANDS COUNCIL

## POLICY MANUAL

### PRIVATE WORKS AND DRIVEWAY ENTRANCES

**Originated Date:** Adopted 18 December 1995-Min. No 416/95 (as Policy 16)

**Amended Date/s:** Amended 20 February 2012-Min. No. 41/12  
Amended 12 December 2016 – Min No. 360/16  
Amended 17 August 2020 – Min No. 273/20

**Applicable Legislation:** Section 35 of the *Local Government Act 1993*

**Objective** Guidelines to ensure consistency in the undertaking of private works and the construction of driveway entrances.

**Administration:** Works and Infrastructure

**Review Cycle/Date:** December 2024.

#### (A) PRIVATE WORKS

- (i) Supervisors to ensure that a private works form is signed by the applicant prior to work being commenced.
- (ii) Supervisors and Managers should advise ratepayers of alternatives to Council undertaking the work and also encourage the use of local contractors to undertake private works on private property.
- (iii) Minimum charge of one half an hour for plant and labour.
- (iv) Private works charges shall be wages at the appropriate overtime rate, plus on costs. Plant hire at the standard plant hire rate, which includes travelling to and from the place of work. Administration costs 15% on materials and labour.

#### (B) DRIVEWAY ENTRANCES

##### **Reconstruction of streets in conjunction with new kerb and gutter.**

- (i) When restructuring streets, driveway entrances shall be reshaped, gravelled and prepared for asphalt sealing or concreting at Council's cost.
- (ii) Entrances which are currently asphalt, concrete or ironstone gravel (in heritage areas) will be reinstated to the same standard unless otherwise agreed to.
- (iii) Due to the grade of the driveway entrance generally being changed and the need for Council to perform work to a similar standard to that which is required by Council when contractors are constructing infrastructure work in new subdivisions Council will asphalt seal or concrete one standard 3.6 wide driveway entrance at no cost to the property owner.
- (iv) Entrances to be graded to the best possible grade to ensure a standard vehicle can cross the gutter without hitting the rear of the car.
- (v) When undertaking improvements existing 'Humes' crossovers should be removed wherever practical, and every effort should be made to provide the flattest grade possible by means of regrading the entrance back into the property (if possible) with consultation with the property owner.
- (vi) In the rare event a property has two driveways the second driveway entrance to the property shall be constructed to the same standard as the first driveway entrance at the property owner's expense.

##### **Where reconstruction works are not being undertaken on the roadway -**

- (i) Property owners should seek permission from the Council to improve their crossover or driveway entrance.



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- (ii) New concrete crossings and improvements to entrances, i.e. gravelling and sealing, must be undertaken by a recognised contractor.
- (iii) Driveways must not be sealed unless it can be proven that a minimum of 200mm of good quality gravel has been placed, compacted and prepared to Council standards.
- (iv) The driveway is to be inspected by a Council Officer following excavation, prior to placing gravel and prior to asphaltting or concreting.
- (v) A telecommunications and water location should be provided prior to work being carried out.
- (vi) The contractor is to be responsible for any damages to these services.
- (vii) The standard of work should be carried out in accordance with Council's Plan No. ---.
- (viii) Council will contribute 50% towards the cost of the work, providing the work is done to an acceptable standard and the cost is in accordance with standard annual contract rates subject to the maximum of 20 square metres.

### **New concrete crossovers and entrances where a kerb and gutter does not exist**

- (i) Are to be constructed at the property owner's expense.
- (ii) Property owners are to request permission from Council.
- (iii) The work must be carried out by a recognised contractor.
- (iv) In accordance with Council plans and specifications.
- (v) Contractors are responsible for acquiring locations and damage to existing services.
- (vi) Council will contribute 50% towards the cost of the work, providing the work is done to an acceptable standard and the cost is in accordance with Council's standard annual contract rates subject to the maximum of 20 square metres.

### **Additional (second) concrete crossings -**

- (i) To be constructed at the property owner's expense.
- (ii) Property owners are to request permission from Council.
- (iii) The work must be carried out by a recognised contractor.
- (iv) In accordance with Council plans and specifications.
- (v) Contractors are to be responsible for acquiring locations and damage to existing services.
- (vi) Applicant must demonstrate that the street parking will not be affected by installation of a second entrance.