



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
Applicable Legislation:	Section 35 of the <i>Local Government Act 1993</i>
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 2020.

(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 encourage the use of local contractors to undertake private works on private property.
- (iii) Minimum charge of one half 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 with kerb and gutter.

- (i) When restructuring streets, driveway entrances shall be reshaped, gravelled and prepared for sealing at Council's cost.
- (ii) Entrances which are currently hotmixed, concreted or ironstone gravel will be reinstated to the same standard unless otherwise agreed to.
- (iii) When the grade of the driveway entrance has substantially changed, Council will hotmix seal the 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 '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.

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.
- (ii) New concrete crossings and improvements to entrances, ie 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 and prepared.



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- (iv) The driveway is to be inspected by a Council Officer following excavation, prior to placing gravel and prior to hotmixing and 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 -

- (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 able to be 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 owners 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.