Driveways and vehicular crossings

What is the difference between a driveway and a vehicular crossing?
The City Plan provides separate definitions for a driveway and a vehicular crossing:

- **Vehicular crossing** is a constructed pathway connecting the property boundary with the carriageway.
- **Driveway** is an access crossing connecting the on-site vehicle accommodation or standing area to the property boundary.

Do I need approval from City of Gold Coast?

If you intend to construct a new vehicular crossing from a City-controlled road or modify an existing vehicular crossing where the road is a City-controlled road you would need an approval from City of Gold Coast.

How do I check if a road is controlled by the City?

There are three types of road within the Gold Coast area: State-controlled roads; City-controlled roads; and private roads.

**State-controlled roads**

Major roads are generally controlled by the State. You can use the Queensland Government Development Assessment Mapping System to check if the subject road is State-controlled using the steps below:

1. Enable the 'State-controlled road' layer within the SARA DA mapping section by selecting 'State transport', 'State transport corridor' and clicking the check box for 'State-controlled road'.
2. Search for the property address using the search box and zoom in to see the mapping layer details.

**City-controlled roads**

Most roads within the boundary of City of Gold Coast are controlled by the City.

If the subject road is **not** State-controlled or a private road, then it is City-controlled.

**Private roads**

Private roads are owned and maintained privately.

An example of a private road is a road located within a gated residential complex. Signs usually confirm if the road is private by containing 'Private road' on a road name sign.

Why do I need approval for my driveway or vehicular crossing?

City of Gold Coast has introduced an assessment and approval process for driveways and vehicular crossings to ensure constructed pathways meet City standards.

These requirements include but are not limited to:

- the provision of safe access for vehicles
- maintaining a safe environment for pedestrians
- retaining trees and green spaces
- preserving the amenity of the area
- preventing loss of on-street car parking spaces
- protecting utility services.

Is there only one type of crossing?

No, crossings are either standard or non-standard.

Under the City Plan, standard vehicular crossings are accepted development subject to requirements. This means where your vehicular crossing meets the standard requirements (such as width, grade, separation, etc.), it is a standard vehicular crossing.

If any aspects of the proposed crossing do not comply with the requirements outlined in Table 9.4-2-2 of the City Plan, the crossing is a non-standard vehicle crossing which is assessable development. This means the City requires details of the proposed crossing to ensure it complies with standards.

The full list of requirements for driveways and vehicular crossings are available on table 9.4-2-1 to 9.4-2-4 of the City Plan.

How do I know whether my crossing is standard or non-standard?

If the crossing complies with the required outcomes of table 9.4-2-2 of the City Plan, it is a standard crossing.
If it does not comply with any criteria outlined in Table 9.4.2-2 it is non-standard. Please refer to the City Plan – 9.4.2 Driveways and Vehicular crossings Code for details.

View the checklist prepared to assist you with this determination.

What type of approval do I need?

There are two types of approvals for crossings: a licence, and a development permit for operational works.

Standard crossings need a licence and non-standard crossings need a development approval for Operational Works – Vehicle access works.

What are the differences between licence and operational works applications?

To issue a licence, the City relies on the information provided by applicants and only conducts compliance inspections.

Operational works applications undergo a thorough assessment against the relevant City Plan codes to ensure that no adverse impacts are created for both the applicant and the community. Therefore, completion of a licence application is a faster process.

Please note that decisions are made according to information provided. Where documents and drawings do not reflect the existing circumstances of the site, you might be required to submit additional information or an additional application to obtain approval. This will cause additional costs and time to reach a favourable outcome.

How do I obtain a licence?

To obtain a licence for vehicular crossing the following is required:

- a completed application to construct a vehicular crossing that is accepted development
- a site plan
- an application fee.

Find the link to the Application to construct a vehicular crossing that is accepted development below.

Fee information can be found in our Register of fees and charges or through an Application fee enquiry online.

See the frequently asked questions below for more information about application requirements and next steps.

How do I obtain a development permit for operational works (OPW approval)?

To obtain a development permit for operational works for vehicular crossing the following are required:

- completed State Government Form 1
- completed application for operational works form
- site plan
- longitudinal section of the crossing (if the crossing is on steep land you may be asked to provide additional long sections)
- supporting documents including completed Code Template or completed checklist (the applicant is required to address compliance with the Driveways and Vehicular crossings Code 9.4.2 of the City Plan)
- application fee.

Find the link to the Application for operational works and State Government forms below.

Fee information can be found in our Register of fees and charges or through an Application fee enquiry online.

See the frequently asked questions below for more information about application requirements and next steps.

Tree removal associated with a vehicular crossing

If there are trees obstructing your proposed vehicular crossing, you are required where possible, to consider alternative options to avoid damage to the existing trees.

Where this is not possible, you will need to submit a combined application for Operational Works (Vehicular crossing and Vegetation Clearing).

The applicable fee for this combined application is the OPW Vehicular crossing application fee plus 50 percent of the OPW-VXO-Tree works as outlined in the Register of fees and charges.

More information

For further information see the Frequently asked questions below or contact Development Compliance on 07 5667 5978 or by email mail@goldcoast.qld.gov.au.

Book a vehicular crossing (VXO) inspection

Prior to construction, the City requires an inspection to ensure the crossing will be constructed in accordance with standards. Similarly, after completion of construction it is necessary to ensure that the constructed crossing is compliant with standards and adjacent land is adjusted to the finished level of the crossing to prevent any trip hazard.

Use the online form below to book a pre or post-pour inspection.
Report non-compliant driveways/vehicle crossings

Visit our Report a problem - Development compliance page to report a non-compliance driveway or vehicular crossing using our online form.

Related information

- City Plan
- Operational works

Key information

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Forms & applications

Application for operational works

The below forms and the State Government DA Form 1 must be completed and submitted to the City at the time of lodgement.

Submit online form

State Government forms and documents

Downloads: Application for operational works (0.26mb) - Application for operational works (0.24mb)

Application for licence to construct a vehicular crossing (VXO)

To construct a vehicular crossing that is accepted development, please submit the following forms:

Submit online form

Downloads: Application for licence to construct a vehicular crossing (VXO) (1.43mb) - Application for licence to construct a vehicular crossing (VXO) (1.57mb)

Downloads: Checklist for a licence to construct a vehicular crossing (VXO) (0.18mb) - Checklist for a licence to construct a vehicular crossing (VXO) (0.18mb)

Combined application

The below forms and the State Government DA Form 1 must be completed and submitted to the City at the time of lodgement.

Submit online form

State Government forms and documents

Downloads: Material Change of use and/or Reconfiguring of Lot (0.15mb) - Material Change of use and/or Reconfiguring of Lot (0.15mb)

Downloads: Application for operational works (0.20mb) - Application for operational works (0.24mb)

Frequently asked questions

What are the site plan requirements for my application?

A detailed site plan is required showing:

- the proposed vehicular crossing
- property boundaries
- assessment
dimensions of the proposed vehicle crossing
surface finishes of the vehicular crossing
where applicable the location of:
- proposed or existing carpark or garage
- any street trees and maintenance
- protective fences within the verge and/or private property where it is a close proximity of the vehicular crossing
- any stormwater gully pits in a close proximity of the subject property
- any street furniture (i.e. traffic signs, traffic lights, bollards, roundabouts, traffic islands, etc.)
- water main boxes
- footpaths and its setback from the kerb line
- kerb or pavement ramps
- electrical pits, poles and street lights
- telecommunication pitboxes
- gas infrastructure
- sewer vaults
- existing neighbouring driveways.

For operational works applications, the following additional details are required.

The longitudinal section of the proposed vehicular crossing at a scale of 1:25 at A3 showing:

- gradient of the existing road (cross fall)
- the existing proposed gradients of the vehicular crossing
- the level of the kerb line (if the road does not have kerbing then a level on the edge of the bitumen will be required)
- the existing and proposed levels at each transition point on grade changes
- the existing and proposed levels at the property boundary
- the existing and proposed levels of the proposed or existing carpark or garage.

What happens after I submit the application for licence to construct a vehicular crossing?

Upon receipt of your application, you will be provided with an application number. This is your reference number when contacting us regarding your application.

We will review the application and if all required documents and information are provided, you will be allowed to book pre-pour and post-pour inspections. Allow a minimum of two (2) business days prior to booking the inspection.

What happens after I submit an application for a development permit for operational works?

To issue a development permit for operational works, two stages are to be completed.

Pre-assessment stage to confirm that the application is properly made.

The local authority will review the application and if all required documents and information are provided, a pre-assessment notice will be issued confirming the application is properly made. Where information provided is not complete or fees are not paid an Action Notice will be issued requiring the applicant to take action such as providing further information or payment of fees. Upon fulfilling the requested action, a pre-assessment notice will be issued.

Assessment stage to verify that the proposal complies with the criteria outlined in the City Plan.

Assessment of applications do not commence until the application is properly made.

An assessment officer will start assessing the application after it is properly made. At this stage, if additional information or clarification is required, an Information Request will be issued. The Assessment Officer will require assessment upon receipt of a response to the information request. Otherwise, a decision will be made and will be sent to the applicant. You will then be allowed to book pre-pour and post-pour inspections.

What if one of the inspections is not approved?

Where City officers inspect the crossing and it is revealed that it does not comply with the required outcomes of the code or conditions of approval, the applicant will be advised in writing.

A site advice notice will be given outlining reasons of failure as well as required remedial actions. Re-inspection will be required and the applicable fee is to be paid prior to booking re-inspection.

Do I need to pay any additional fees for inspections?

Pre-pour and post-pour inspection fees are included in the original application fee.

Please note if an inspection was not approved by City officers, additional fees may be incurred.

What if the application for a licence is not approved?

If the design is not acceptable (prior to inspecting the site) the applicant would be advised accordingly along with possible options. A re-inspection fee would not be incurred if the design is not approved at this stage.

Where City officers inspect the crossing and it is revealed that it does not comply with the required outcomes of the code as outlined in Table 5.4.3-2, the applicant will be advised in writing. A site advice notice will be given outlining reasons of failure as well as required remedial actions. A re-inspection will be required and applicable fee is to be paid prior to booking re-inspection.
Do I get any confirmation of completion of works?

Yes. After successful completion of both pre-pour and post-pour inspections, we will send you a letter confirming completion of the works.