

Getting a Road Access Approval (including a driveway) onto a State-controlled Road (under sections 33 and 62 of the *Transport Infrastructure Act 1994*) where no development approval has been given.

All road access works (including a driveway) must be constructed in accordance with the Department of Transport and Main Roads' (TMR) standards for road access works and located at a permitted road access location approved by TMR. Construction must be managed to ensure no adverse safety impacts for road users and construction workers. In order to be able to give the required approvals, application must be made to TMR by a person with an interest in the land. The application must be supported by sufficient information to allow TMR to assess both the proposed road access location and the road works necessary for the construction of the proposed access (including a driveway).

Step 1: Application

The road access works application must be made on the approved form which is available from the TMR office (contact details on the back of this page) or at <http://www.tmr.qld.gov.au/Community-and-environment/Planning-and-development/Other-matters-requiring-approval.aspx>.

What you need to provide

Depending on the size and scale of the access, the following information may be needed:

- Construction drawings which show:
 - the proposed road access location;
 - details of available sight lines;
 - surface of the access;
 - grades of the access;
 - location of any roadside gullies, street trees or public utilities that may affect the grade of position of the access
 - details about the estimated cost of the works (for calculating bond amount if required)
 - photographs or notes detailing any existing damage to the State-controlled road.

Hand drawn construction drawings are acceptable for residential properties only. Commercial property accesses must be scaled at 1:50 and prepared by a Registered Professional Engineer of Queensland.

The access approval process takes time.

The amount of time depends on the road access works required. For this reason, it is important you contact the department as soon as possible to ensure that gaining approval does not delay construction.

Step 2: Approval to construct the access

Where road access works may pose a safety risk to road users, approval may be conditional upon providing TMR a traffic management plan before construction begins.

Depending upon the nature of the works proposed, TMR may require a performance bond to ensure the works are completed as required.

These conditions will be included in the road access works approval. When all conditions of the road access approval have been fulfilled, TMR will issue an authority to commence construction and work may begin.

What you may need to provide

Before construction can begin TMR may require:

- a meeting onsite prior to the start of construction
- the proposed timing and duration of works; and/or
- an indemnity signed by the contractor
- a performance bond
- details about the person who is to construct the works and the insurances they hold
- a traffic management plan.

Step 3: Evidence of Construction of the Access

TMR may need you to provide evidence that the access was constructed as approved.

Important Note:

It is important to read and understand all approvals given to you by TMR as you must comply with them. If you do not understand something or have any additional questions, contact the department's office that issued the approval.

Contact details for Transport and Main Roads offices.

To lodge your application or if you require any assistance with finalising your application email, contact your local TMR office. To find out which office is your local office, call 132380 or go to www.tmr.qld.gov.au/About-us/Contact-us/In-person/Roads-offices.aspx.

Office	Email	Phone
Barcaldine	barcaldine.office@tmr.qld.gov.au	4651 2777
Rockhampton	corridormangement@tmr.qld.gov.au	4931 1559
Roma	downsswr.office@tmr.qld.gov.au	4622 9511
Toowoomba	downsswr.office@tmr.qld.gov.au	4639 0777
Cairns	cairns.office@tmr.qld.gov.au	4045 7144
Mackay	mackay.whitsunday.idas@tmr.qld.gov.au	4951 8555
Brisbane	metropolitan.idas@tmr.qld.gov.au	3066 5499
Maroochydore	north.coast.idas@tmr.qld.gov.au	5451 7055
Cloncurry	cloncurry.office@tmr.qld.gov.au	4769 3200
Townsville	towdawe@tmr.qld.gov.au	4421 8700
Gold Coast	scrcmallocations@tmr.qld.gov.au	5563 6600
Bundaberg	wide.bay.burnett.idas@tmr.qld.gov.au	4154 0200