

Driveway Application

Under S138 Roads Act 1993

About this Form

An application is required for every driveway cross-over connecting a property with the roadway. As this work is on Council's Road Reserve, we need to ensure that construction complies with the relevant standards and that the safety of all road users, including pedestrians and cyclists, is protected both during and after construction.

Note: * Mandatory fields

Driveway Details

- | | | |
|-------------------------------|--|---|
| Driveway Type (tick one*) | <input type="checkbox"/> Residential Urban (refer SD100) | <input type="checkbox"/> Commercial (refer SD100) |
| | <input type="checkbox"/> Rural (refer SD101) | <input type="checkbox"/> CBD Paved (refer SD102) |
| Development Type (tick one*) | <input type="checkbox"/> Single Dwelling | <input type="checkbox"/> Multiple Dwelling |
| Construction Type (tick one*) | <input type="checkbox"/> New | <input type="checkbox"/> Reconstruction |

Property Details

Lot Number	Deposited/Strata Plan No.	House Number*	DA No. if applicable*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Street*

Suburb/Town*

Postcode*

Owner/Applicant Details

Applicant(s) Surname/Company*

Given Name*

Postal Address*

Suburb/Town*

State*

Postcode*

Phone*

Mobile*

Email*

Contractor/Builder Details

Contractor Company Name*

Contractor Name*

Postal Address*

State*

Postcode*

Phone

Mobile*

Email*

Dept Fair Trading Licence Number*

Public Liability Policy Details (Insurer & Number, Expiry Date & Amount)*

Office Use Only

DW Application Number

Total Fees Paid

Receipt Number

Date

*** Driveway Design - A driveway site plan MUST be included with this application.**

This plan must be appropriately scaled and include driveway position, distance from side boundary, driveway width, distance from road way to property boundary and distance from property boundary to parking area. All driveways should include a designed long section showing driveway gradients, and should comply with the limits shown on SD100.

The driveway standards have been developed to suit most locations, however each site has its unique attributes. It is the responsibility of the applicant to ensure the following:

1. the site specific design prevents stormwater from the road entering private property
2. the design considers existing road cross-fall and change of gradients to ensure vehicles can suitably access the private property via the driveway crossover
3. the driveway layback and crossover are maintained in a safe and suitable state

Does the driveway design comply with all requirements of the relevant Standard Drawing (SD) including gradients?

Yes No If No, what concessions are you seeking, and why?

Note

Driveways are only permitted in conjunction with the provision of access to an approved garage, carport or parking space. Separate written approval, typically as part of development consent, must be obtained for access driveways to other land or facilities.

The Roads Act, 1993 and the Local Government Act, 1993 requires that a person shall not carry out any activity or works on a public road or place without the approval of council. Council may direct work in the road reserve to be removed and/or reinstated at the applicants cost if work is carried out without approval or supervision. Fines up to \$1100 are also applicable.

Declarations

Owners / Applicant's Declaration*

I/we acknowledge that we have read, understood and accept the conditions and applicable fees in relation to this application. We accept that all these conditions must be complied with. We declare that all the information given is true and correct.

Name* Signature* Date*

Contractor's Declaration*

I acknowledge that I have read, understood and accept the conditions in relation to this application. I accept that all relevant standard conditions and standard drawing requirements must be complied with. I declare that all the information given is true and correct and Public Liability insurance is relevant and current.

Name* Signature* Date*

How to lodge this form

Completed form can be:

- Emailed to tareecouncil@gtcc.nsw.gov.au with attached supporting documents as required. Payment by credit card or EFT can be arranged; or
- Forwarded by post to our Taree office with payment; or
- Lodged at our Taree office between 8:30am & 4:30pm Monday to Friday (excluding Public Holidays).

Privacy Notice: Under Privacy laws, you have the right to find out why we are collecting this information, if it is compulsory and what we are going to do with it. You also have rights to access and correct any information held about you. If you need an interpreter, call 131 450

Forster | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**
Gloucester | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**
Taree | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

Notes to Applicant

Further Assistance

Please contact Council's Construction Surveillance Officer (Taree office) on 6592 5399

Applicable Fees

Refer to Fees & Charges, available on Council's website.

Approval Process

1. Lodgement - lodge completed Driveway Application form and payment with Council.
2. Application Acknowledgement - if all details are included and payment is in full, Council will issue to applicant an "Application Acknowledgement" letter which will include a receipt and a unique application number.
3. Design Approval - Construction Surveillance Officer (Taree office) will review the driveway design detail and either request additional information (if not provided) or if acceptable issue a "Design Approval" letter. Design approval is acknowledgement that the information provided complies with the standard drawing requirements, or that the concessions being sort have been suitably justified. It remains the applicant's responsibility to ensure stormwater is managed as to not cause issues and that vehicles can suitably access the private property via the driveway crossover. Suitable design will prevent stormwater entering from the road into private property and will avoid vehicles scraping or bottoming out on the driveway or roadway.
4. Pre-construction Inspection - contractor can prepare the site in line with design approval and Council's standard drawings. Applicant (or contractor) to arrange with Council's Construction Surveillance Officer a "pre-construction" inspection, providing 2 days advance notice. In case of concrete driveways, the site should be ready to pour with compacted base, formwork and reinforcement mesh in place and on chairs.
5. Approval to Construct - at completion of pre-construction inspection, Council's Construction Surveillance Officer will provide you with verbal approval to construct or advise if anything needs rectifying.
6. Construction - applicant / contractor constructs the driveway, backfills any excavated areas, levels and turfs if necessary. Footpath area must be made safe for pedestrians and free of trip hazards, as soon as practical.

Standard Conditions

1. All driveway construction works must be completed at the developer/owner/applicant's expense and be undertaken by a qualified/licensed contractor in accordance with Council's Standard.
2. Construction works must not commence until Council has conducted a pre-construction inspection and approval to construct has been provided.
3. All contractors must provide their Department of Fair Trading Licence Number and a Certificate of Currency demonstrating that they hold public liability insurance with an indemnity limit of not less than \$20 million.
4. The works can only be carried out between 7am and 5pm Monday to Saturday.
5. Council may direct work in the road reserve to be removed and/or reinstated at the applicants cost if work is carried out without approval or supervision.
6. The footpath must be clear of rubbish or suitably barricaded off at all times.
7. Following completion, all formwork and waste must be removed from the footpath area, batters and pits.
8. In the event of a new gutter crossing being required, any disused gutter crossings must be restored to match the existing kerb and gutter.
9. If the existing gutter crossing is damaged or cracked, it must be completely removed and reconstructed to Council specifications in order to prevent infiltration of water into pavement, which can cause pavement deterioration.
10. If the road pavement is damaged during construction, it must be restored in accordance with Council specifications at the applicants cost.
11. Council will not be held responsible for any Public Liability Claims or other claims arising from incorrectly installed or unauthorised footpath crossings or associated works.