

# Application to carry out works in a public road (including driveways)

Under the *Roads Act 1993 Sections 138, 139 & 218*

**Not to be used for works covered by a Road Opening Permit**

See Road Opening Application Form

*Fees are valid until 30 June 2012*

## About this form

Use this form to apply for Council consent to:

- a) Erect a structure or carry out work in, on or over a public road (eg: construction of a new driveway or footpath or construct a retaining wall or building structure).

Note: A new driveway will only be permitted where it gives access to:

- A garage, carport or hardstand area that has been approved as part of a development consent, or
- An existing garage, carport or hardstand area.

- b) Dig up or disturb the surface of a public road (eg: construct a drainage pipe from a private property to a Council stormwater pit).

- c) Remove or interfere with a structure or work on a public road (eg: adjust a traffic island to install a new driveway crossing to comply with a development consent).

- d) Pump water into a public road from any land adjoining the road (eg: pump stormwater trapped in an excavation out to the kerb to comply with a development consent).

Works on public roads are not limited to the examples listed above and you are advised to discuss your proposal with Council if you have any questions.

***Construction works on a public road must not commence until you receive an approval letter in writing from Council.***

***Please allow up to 4 weeks for this application to be processed.***

## Lodgement & fees

Please complete all details below, ***attach the required supporting documentation and follow the instructions on page 3.***

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 3).

## ▼ Location of proposed works and Development Application details

### Location of proposed works

Street No(s):..... Street Name:.....

..... Suburb:.....

Nearest property or cross street:.....

.....

***You must attach a site plan detailing exact location of proposed works***

### Development Consent details (if applicable)

DA Number.....

Please ensure the following is attached:

- Copy of the relevant DA consent conditions.
- Copy of your approved DA drawings showing proposed works on a public road or driveway.

## ▼ Description of works

**The applicant is required to answer the following questions. Tick all applicable boxes.**

**Describe the works:**

Do the proposed works include any of the following:

- Alteration and/or extension to Council drainage infrastructure
- Alteration and/or addition of retaining walls
- Pumping of water to Council's roadway
- Installation of soil/rock anchors under the roadway
- Alterations and/or addition of new footpath paving

Applicant to provide additional information regarding the proposed works.

**Provide a detailed description of works proposed:** .....  
.....  
.....

## ▼ Applicant Checklist

**The applicant is required to supply the following supporting documentation (refer to Conditions on Page 3)**

- B1 - Public Liability Insurance details
- B2 - Site Plan
- B3 - Civil Engineering Drawings of proposed and existing work (see page 7 & 8)
- B4 - Traffic Control Plan and/or Construction Management Plan
- B5 - Specifications for engineering works
- B6 - Copy of all related Condition(s) of Development Consent
- B7 - Details of water quality treatment (if applicable)

The applicant must complete and sign all sections of the application form, and provide all relevant supporting documentation and information as instructed on the form.

If the application is received without the relevant supporting documentation attached, the applicant will be requested to submit the relevant supporting documentation such that their application can be properly assessed.

Should the applicant fail to provide the relevant supporting documentation required the application will be refused.

## ▼ Applicant and Contractor Details

**Applicant's name, postal address and contact details (may be owner, architect or project manager)**

Company Name:.....

Postal address: .....

..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Applicant's representative:.....

Mobile: .....

Email: .....

**Contractor's name,  
postal address and  
contact details  
(may be concreter, steel  
fixer, builder, etc)**

Company Name:.....

Postal address: .....

..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Applicant's representative:.....

Mobile: .....

Email: .....

This section must be completed if you are making an application to construct a new driveway.

**▼ Instructions, supporting documentation and conditions**

**Read all sections carefully.**

- A. Instructions and information to the applicant for ALL works**
  - A.1. Construction works on a public road, including driveways, must not commence until you receive approval in writing from Council.
  - A.2. Council's standard "Specification for Roadworks, Drainage and Miscellaneous Works" can be downloaded from Council's Website [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) or copies are available at Council's Customer Service Centre.
  - A.3. If the proposed works are associated with a DA, they must comply with DA consent conditions and approved plans.
  - A.4. The applicant must ensure that new driveways are constructed in accordance with Council's standard specification and drawing RF2\_B. If the driveway cannot be constructed in accordance with this drawing, the applicant must ensure that the driveway is designed by a suitably qualified engineer in accordance with the Australian Standard for Off-Street Parking AS2890.1-2004.
  
- B. Following supporting documentation MUST be supplied prior to assessment**
  - B.1. A copy of the contractor's public liability insurance (minimum \$10,000,000) must be attached to this application form.
  - B.2. Site plan.
  - B.3. Engineering drawings (plans, sections and elevations) of the site and details of proposed works. Cross-sectional drawing (preferably 1:50) of driveway crossing taken from the centre of the road pavement to the property boundary, detailing proposed (critical) reduced levels to AHD.
  - B.4. Traffic Control Plan and Construction Management Plan detailing for the works to be undertaken.
  - B.5. Specifications for engineering works.
  - B.6. Copy of all related Condition(s) of Development Consent
  - B.7. Details of water quality treatment proposed for site water prior to discharge to kerb or Council stormwater drainage system, (if applicable).
  
- C. Standard conditions**
  - C.1. All works must be constructed in accordance with Council's standard "Specification for Roadworks, Drainage and Miscellaneous Works" unless otherwise approved.
  - C.2. No works are to commence until an initial inspection is undertaken.
  - C.3. No concrete is to be poured until a Council Officer carries out a formwork inspection.
  - C.4. For the protection of the public, Workcover approved barriers must be erected and maintained at any worksite on Council owned or managed

property.

- C.5. The footpath must be clear of rubbish or suitably barricaded at all times. Following completion, all formwork and waste must be removed from the footpath area, gutters and pits.
- C.6. In the event of a new gutter crossing being acquired, any disused gutter crossings must be restored to match the existing kerb and gutter.
- C.7. 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.
- C.8. If the road pavement is damaged during construction, it must be restored in accordance with Council's Specifications at the applicant/owner's cost.
- C.9. Council may direct work in the road reserve to be removed and/or reinstated at the applicant/owner's cost.
- C.10. Council will not be held responsible for any Public Liability Claims or other claims arising from incorrectly installed or unauthorized footpath crossings or associated works.
- C.11. This Road Act Approval is valid for a period of 12 months. Request for extension will incur an additional fee.

## ▼ Indemnity Statement

### Indemnity

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from, or by reason of, anything done or omitted to be done by you arising out of your activities undertaken at or on Council's land.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

## ▼ Signature

### Your declaration

I, ..... (the applicant) have read, understood and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application. I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and
- More information may be requested after the date of lodgment, and
- A processing fee must be paid.

☒ Signature: ..... Date: .....

## How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

Post: PO Box 61  
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

Web: [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

Who to contact: The Asset Maintenance Engineer can be contacted on (02) 9391-7982

**Fees**

Fees are charged based on the Fees and Charges as listed in Council's Management Plan. A schedule of fees is attached.

Fees are valid until 30 June 2012 and include 10% GST.

If the application is not related to a DA and an infrastructure security deposit is not held, the applicant is required to lodge an infrastructure security deposit as per the schedule of fees attached.

The application fee is inclusive of the three inspections as listed on page 3. If additional inspections are required, the applicant will incur additional fees as per the schedule of fees attached.

**Payment methods**

**In Person**

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

**By Mail:**

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

**Acknowledgement**

You will receive a receipt specifying the amount of fees paid.

**Making a personal visit?**

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take a train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

To be completed by Council's Cashier and Customer Service Officer.  
GST may be applicable (*refer receipt for details*)  
*Retain your receipt as proof of lodgement of the application.*

Receiving Officer: ..... Date: .....

Cashier: ..... Date: .....

**OFFICE USE ONLY**

Fee Type	Receipt Code	Fee \$
Application	T45	\$420.00
Modify/Extend Application	T45	\$355.00
S138 Infrastructure Security deposit (if applicable)	T28	
<b>Total:</b>		

## Privacy notification

The personal details requested on this form will only be used in connection with the requirements of this application. Access to this information is restricted to Woollahra Municipal Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



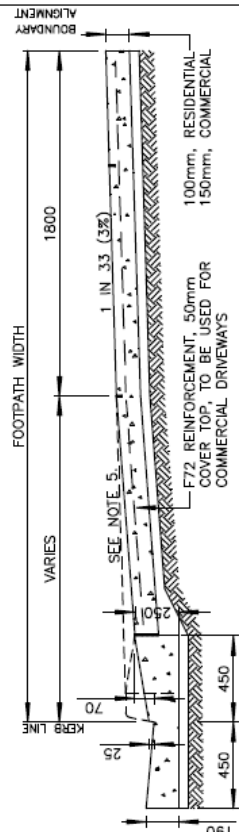
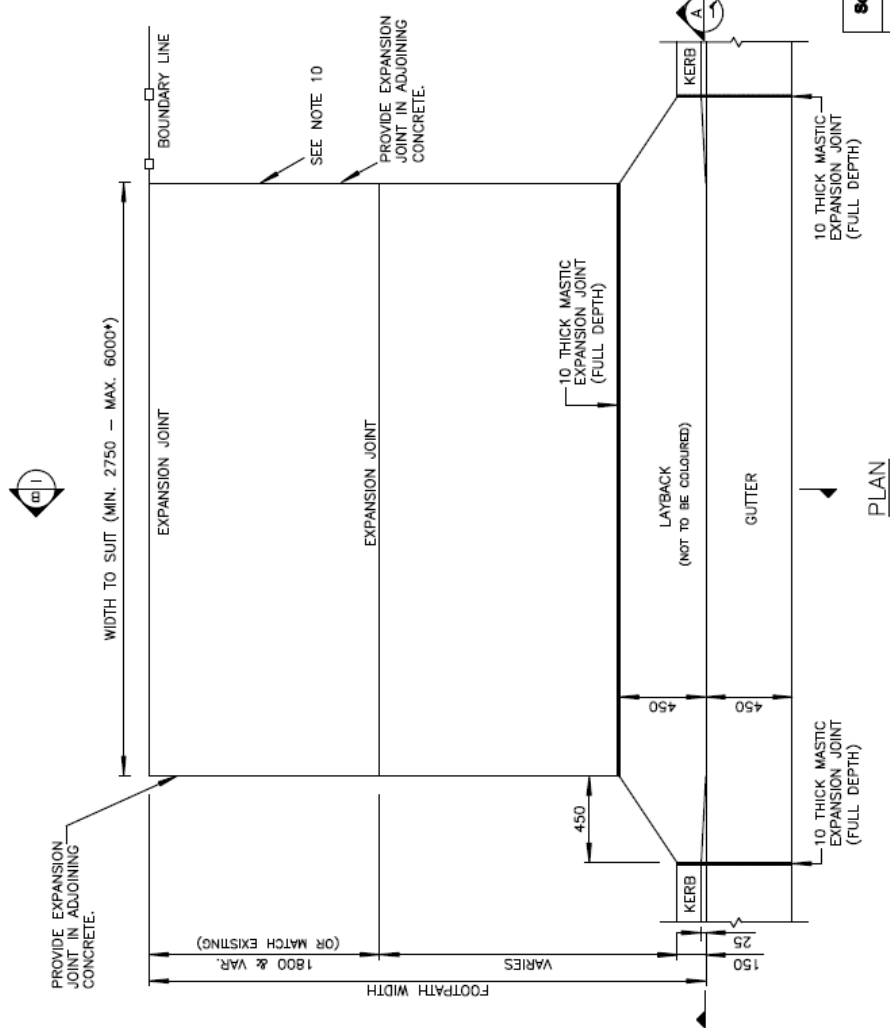
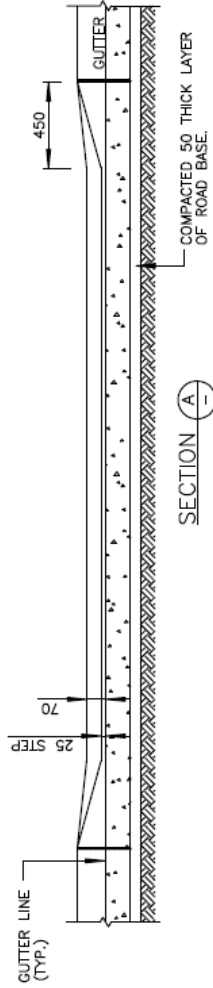
## Schedule of Fees

Type of Fee / Charge	Fee or Charge inc GST	Unit Rate e.g. per hour, per metre etc	Supplementary Information
Driveway Application Processing Fee for works in roadways, including driveways, road pavements, footpaths, kerb & gutter, drainage works, retaining walls, requiring Roads Act approval.	\$420.00	2 hours (minimum)	Equivalent to 2 hours processing time including 3 inspections (@ \$180.00 per hour) plus application fee of \$60.00. Additional charges at \$180.00 per hour or part hour for inspection and supervision in excess of 2 hours.  Cancellation fee is calculated as the application fee of \$60.00 plus any inspections completed at the time of cancellation.
Modification or extension of a Section 138 Road Act Approval	\$355.00	2 hours (minimum)	\$173.00 per hour processing time with a minimum charge of 2 hours.
Infrastructure security deposit	Note:	Per application	Depending on the circumstances, a security deposit equal to the estimated value of the works may be required.

NOTE: If an estimate of the cost of the potential damage is required, the applicant should refer to the restoration rates as listed in the Road opening permit form.

**NOTES**

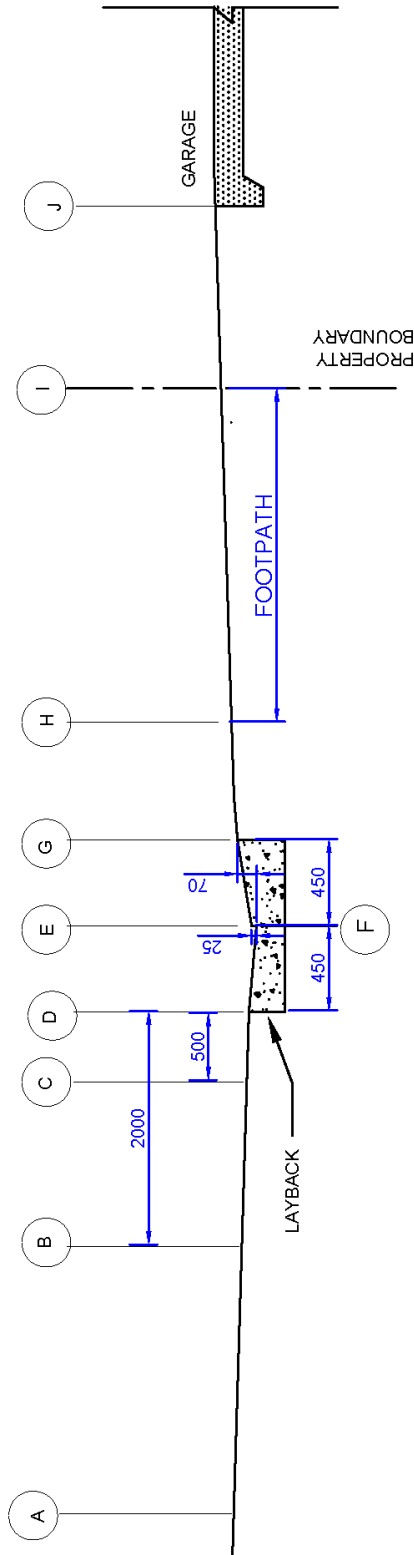
1. CONSTRUCTION OF DRIVEWAYS MUST BE IN ACCORDANCE WITH DRAWING OR THE DRIVEWAY MUST BE DESIGNED BY A SUITABLY QUALIFIED ENGINEER IN ACCORDANCE WITH THE AUSTRALIAN STANDARD FOR OFF STREET PARKING AS2890.1 - 2004.
2. CONSTRUCTION MUST BE IN ACCORDANCE WITH THE DIMENSIONS SHOWN FOR THE RELEVANT USE OF THE DRIVEWAY. RESIDENTIAL DRIVEWAYS ARE FOR SINGLE RESIDENTIAL DWELLINGS ONLY. ALL OTHER DRIVEWAYS, INCLUDING MIXED DEVELOPMENT MUST USE THE DIMENSIONS SHOWN FOR COMMERCIAL DRIVEWAYS.
3. ALL CONCRETE TO HAVE A MIN. COMPRESSIVE STRENGTH (F<sub>c</sub>) OF 32MPa AT 28 DAYS.
4. DRIVEWAYS ARE TO BE NO CLOSER THAN:
  - 6m FROM TANGENT POINT OF CORNER
  - 0.5m FROM ELECTRICAL TUBES.
  - 1.0m FROM ELECTRICAL POLES.
  - 0.5m FROM STORMWATER UNTELS.
  - 0.5m FROM TELSTRA PITS.
5. GAS MARKERS, WATER HYDRANT & STOP VALVES CAN REMAIN IN NEW DRIVEWAYS BUT MUST BE ACCESSIBLE AT ALL TIMES.
6. THE DESIRABLE MAXIMUM CROSSFALL OF FOOTPATH IS 1 IN 33 (3%).
7. THE DRIVEWAY MUST BE DESIGNED AND CONSTRUCTED TO ENSURE THAT VEHICLE SCRAPING DOES NOT OCCUR
8. TELSTRA PITS ARE NOT TO REMAIN IN DRIVEWAYS UNLESS APPROVED BY TELSTRA AND SUITABLE ARRANGEMENTS MET.
9. ALL REDUNDANT LAYBACKS TO BE REPLACED WITH KERB & GUTTER & ADJOINING REDUNDANT DRIVEWAY SLABS ARE TO BE REMOVED & AREA RESTORED WITH TOPSOIL & TURF.
10. WHERE A LAYBACK IS TO BE EXTENDED, NEW ONE CONSTRUCTED OR AN OLD ONE REMOVED, ADJACENT ROAD PAVEMENT 300 WIDE IS TO BE SAWCUT AND REMOVED FOR FORMWORK. THE ROAD PAVEMENT IS TO BE RESTORED IN ACCORDANCE WITH COUNCIL'S STANDARD SPECIFICATION. (DRAWING NO. RF3)
11. (a) IF LENGTH OF DRIVEWAY IS LESS THAN 1METER, EXPANSION JOINTS ARE REQUIRED AT THE PROPERTY BOUNDARY AND BOTH SIDES OF THE DRIVEWAY CROSSING ONLY.  
(b) IF LENGTH OF DRIVEWAY IS BETWEEN 1 AND 2 METERS, EXPANSION JOINTS ARE REQUIRED AT THE BACK OF THE DRIVEWAY, AT THE PROPERTY BOUNDARY AND BOTH SIDES OF THE DRIVEWAY CROSSING.  
(c) IF ADJOINING FOOTPATH IS ASPHALT, THEN DRIVEWAY CROSSING IS TO BE CONCRETE WITH AN ASPHALT OVERLAY.
12. ALL STORMWATER RELOCATIONS ARE TO BE 150x75 GALVANISED STEEL RECTANGULAR SECTION. NO OUTLET WILL BE PERMITTED IN THE LAYBACK WINGS.
13. WHEN WORKS ARE COMPLETED, THE EDGES OF THE DRIVEWAY CROSSING ARE TO BE BACKFILLED WITH SUITABLE SOIL AND MADE SAFE.
14. ALL EXISTING FOOTPATHS AFFECTED BY THE WORKS, ARE TO BE SAWCUT AND REMOVED. THE DRIVEWAY CROSSING IS TO BE CONNECTED TO THE FOOTPATH WITH NO GAPS OR UNFINISHED SECTIONS.
15. DRIVEWAY CROSSINGS MUST BE CORDONED OFF UNTIL COMPLETED FOR PUBLIC SAFETY.
16. ENSURE SUITABLY COMPACTED APPROVED SUBGRADE. REPLACE IF NECESSARY.
17. MAX WIDTH MAY BE VARIED WITH THE PERMISSION OF COUNCIL'S TECHNICAL SERVICES DEPARTMENT
18. IF THE BOUNDARY LEVELS ARE LOWER THAN THE BACK OF THE LAYBACK LEVEL DETAILS OF DRAINAGE PROTECTION TO THE PROPERTY MUST BE PROVIDED. IF THE DRAINAGE PROTECTION IS CONSIDERED UNSATISFACTORY THE COUNCIL WILL REQUIRE THAT FURTHER ADVICE IS OBTAINED FROM A SUITABLY QUALIFIED ENGINEER.



Scale	N.T.S	Drawing No.	RF2_B
Drawn	SATHIYA	Datum	-
Checked	JAM	Date	JUNE 08

**WOOLLAHRA MUNICIPAL COUNCIL**  
STANDARD VEHICLE CROSSING AND LAYBACK

THIS IS ONLY AN EXAMPLE OF THE DRIVEWAY CROSS SECTION DRAWN NOT TO SCALE.

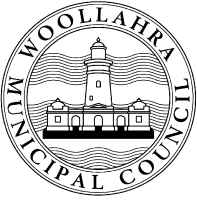


**INSTRUCTION :**

LEVELS SHOULD BE TAKEN AT POINTS A TO J AND THE DRIVEWAY CROSS SECTION SHOULD BE DRAWN TO THE SCALE 1:50 OR 1:25

LEVELS NEEDED AT THESE POINTS FOR DRIVEWAY PROFILE	
POINT	REMARK
A	CENTRE OF ROAD
B	2000mm FROM LIP OF GUTTER
C	500mm FROM LIP OF GUTTER
D	LIP OF GUTTER
E	GUTTER
F	INVERT OF GUTTER
G	REAR OF LAYBACK
H	COUNCIL FOOTPATH
I	BOUNDARY
J	GARAGE

DRAWN:	SARAS G	SCALE:	NOT TO SCALE	Woolahra Municipal Council	DRAWING No:	RF2_C1	
	APPROVED:	JAME M	ISSUED FOR:	THE LEVELS NEEDED FOR VEHICULAR CROSSING PROFILE	DATUM:	-	
				DATE:			NOV 2010



# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 1%**

Payments should be sent to: **Woollahra Council**  
**536 New South Head Road**  
**DOUBLE BAY NSW 2028**

OR

**PO Box 61**  
**DOUBLE BAY NSW 1360**

OR

**DX 3607 DOUBLE BAY**

### Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid		\$											
Cardholder's Signature																			
Date								Contact Phone No.											

### Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference e.g. DA No. etc . .....

Address (where applicable) ) .....

.....

.....

.....

.....

### PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

<b>OFFICE USE ONLY</b>	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	