

# Carry Out Works

Public Road or Driveways

Application number:

Under Sections 138; 218 and 223 of the *Roads Act NSW, 1993*

Effective from July 2022 to June 2023

**NOTE: NOT TO BE USED FOR WORKS COVERED BY A ROAD OPENING PERMIT (see Road Opening Application)**

## About this form

Use this form to apply for Council consent to (all works proposed under this application are to be carried out by the applicant):

- a) Erect a structure or carry out work in, on or over a public road (e.g. construction of a new driveway or footpath or a retaining wall or other structure).  
Note: A new driveway will only be permitted where it gives access to:
  1. A garage, carport or hardstand area that has been already approved as part of a development consent, or
  2. An existing garage, carport, or hardstand area, previously approved and constructed. (Please provide relevant DA/BA Consent reference)
- b) Dig up or disturb the surface of a public road and to carry out permanent repair within Council road reserve (e.g. to construct a drainage pipe from a private property to a Council stormwater pit/pipe).
- c) Remove or interfere with an existing structure (including alterations to street lights); or work on a new structure within public road reserve (e.g. to adjust a traffic island to comply with an approved Development Consent or to rework an existing driveway crossing).
- d) Pump water into a public drainage system in road reserve from any adjoining land (e.g. to pump stormwater trapped in an excavation out to a stormwater pit to comply with an approved Development Consent or similar).

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

***(Construction works on a public road must not be commenced until you receive written Consent from Council on this application. Please attach all required supporting documentation and complete the Applicant Checklist to avoid delays in processing).***

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

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Location of proposed works and development application details

Street no(s):	<input type="text"/>	Street name:	<input type="text"/>
Suburb:	<input type="text"/>	Nearest cross street:	<input type="text"/>

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

Development Consent details (if applicable) – DA/CDC/BA Consent Number:

Please ensure the following is attached:

- Copy of the relevant DA/CDC/BA consent conditions.
- Copy of your approved DA/CDC/BA drawings highlighting proposed works location on a public road reserve.

**Description of works** *(The applicant is required to answer the following question (tick all applicable boxes))*

Do the proposed works include any of the following:

- Alteration and/or addition of driveway and/or footpath
- Alteration and/or extension to Council stormwater drainage network
- Alteration and/or addition of retaining walls
- Pumping of water to Council's stormwater network
- Alterations and/or addition of any other structure within Council road reserve
- Occupying road reserve on or above for works

Please specify:

**Provide a general description of works proposed:**

**Number of months:** *(Applicant to indicate period within which the proposed work will be completed (term of consent))*

**Attach a project plan, if any, or for projects anticipating completion beyond 12 calendar months**

**Applicant and contractor details** *(Applicant may be owner, architect or project manager)*

**Applicant company name:**

**Postal address:**

**Applicant's representative:**

**Phone:****Email:**

*(Contractor may be concreter, steel fixer, builder etc)*

**Contractor company name:**

**Postal address:**

**Applicant's representative:**

**Phone:****Email:**

**Applicant checklist** (Common and mandatory documents required [[hype link to the information in next page](#)])

- Application fee is paid (and receipt attached) or alternatively credit card authorisation form is completed and attached
- B.1 – Public Liability Insurance details attached. Make sure relevant activity you are applying for within road reserve is sufficiently mentioned in your insurance cover
- B.2 – Site Plan/Set Out Plan of proposed works within road reserve attached
- B.3 – Traffic Control Plan (no road closure is permitted under this Consent)
- B.4 – Copy of all related Condition(s) of Development Consent attached (where applicable)
- B.5 – Make sure security damage deposit requirement is satisfied prior to Consent under this application granted, or paid under DA

**For driveway and other significant structures construction related applications document requirement**

- B.6 – Civil Engineering Drawings clearly showing proposed and existing works attached (page 9 for further guidance)
- B.7 – Construction Management Plan (if applicable)
- B.8 – Public Road Asset Condition Report (photo journal OR dilapidation report by qualified party as the case may be) attached

**For water pumping related applications document requirement**

- B.9 – Details of water quality treatment
- B.10 – Structural Engineering Certificate
- Other environmental reports may be required

The applicant must complete and sign the application form and provide all relevant supporting documentation and information as instructed on the form to either Records or Customer Service.

**Applications will not be assessed until all required information is received.**

**Instructions, supporting documentation and conditions**

Full details of the instructions, supporting documentation and conditions associated with this application can be accessed at: [www.woollahra.nsw.gov.au/works-public-road-conditions](http://www.woollahra.nsw.gov.au/works-public-road-conditions)

**Indemnity statement and applicant's declaration**

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 / near Council's facility.

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.

**Applicant's declaration:**

I,  declare that I am the owner / owner representative.

- Have read, understood, and accepted application conditions in applying for consent to carry out the works as described above
- Have reviewed and accept the fees associated with this application
- That all conditions of Consent (if issued) be complied with
- Declare that all the information given are true and correct to my knowledge

I also understand that:

- If incomplete or inaccurate information is supplied, the application may be delayed or rejected (in such cases fees paid deemed non-refundable) and
- More information may be requested after the date of lodgement and
- Application fees and bonds have been paid in full and;
- Additional processing fee may be requested.

**Applicant's signature**

**Date**

### Schedule of Fees *(Fees are valid until 30 June 2023)*

Type of fee	Fee or charge	Receipt code
<b>Application fee</b> This fee is to be included with your application and is not refundable. The application fee is inclusive of three inspections. If additional inspections are required, the applicant will incur additional fees as per the schedule of fees attached	\$615.00	T45
<b>Modify / Extend Application</b>	\$350.00	T45
<b>S138 Infrastructure Security deposit (variable)</b>	\$5,000 - \$15,000	T113

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.

Full Schedule of Fees: [https://www.woollahra.nsw.gov.au/council/fees\\_and\\_charges](https://www.woollahra.nsw.gov.au/council/fees_and_charges)

### Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

### Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In Person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

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

**Telephone:** (02) 9391 7000

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

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

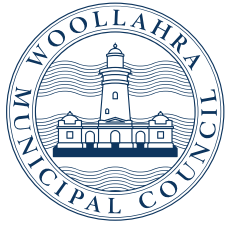
### OFFICE USE ONLY

CSO name:

Application fee (T45)

S138 Infrastructure Security deposit (T113)

Modify / Extend Application (T45)



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: