

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 2019

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 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; 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 road from any land adjoining the road reserve (e.g. to pump stormwater trapped in an excavation out to a stormwater pit to comply with an approved Development Consent).

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 commence until you receive written Consent from Council on this application.

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

Lodgement & fees

Please complete all details below; ***attach required supporting documentation and; follow the instructions on page 3 to avoid delay in processing.***

Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 6).



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/CDC/BA Number.....

Please ensure the following is attached:

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

▼ Description of works

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

Describe the works proposed within Council road reserve:

Do the proposed works include any of the following:

- Are relevant bonds (Damage and/or Infrastructure bonds) paid (as per approved DA/CDC)
- 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 roadway/stormwater network
- Alterations and/or addition of any other structure within Council road reserve.

Please specify.....

Applicant to provide additional information regarding the proposed works.

Provide a general description of works proposed:

.....
.....

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

Number of months:.....

▼ Applicant Checklist

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

- B.1 - Public Liability Insurance details attached
- B.2 - Site Plan of proposed works with road reserve attached
- B.3 – Civil Engineering Drawing clearly showing proposed and existing works attached (page 9)
- B.4 - Traffic Control Plan (no road closure is permitted under this TCP)
- B.4 - Construction Management Plan (if applicable)
- B.5 - Copy of all related Condition(s) of Development Consent attached (if applicable)
- B.6 - Details of water quality treatment (only for dewatering applications)
- B.7 – Make sure security damage deposit requirement is satisfied prior to Consent under this application granted, or paid under DA.
- B.8 – Public Road Asset Condition Report attached
- Application fee is paid (and receipt attached) or alternatively credit card authorisation form is completed and attached

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

▼ 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 (....) 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:
.....

Phone (....) 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. Any construction work on a public road must not be commenced until you receive written Consent 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 or copies are available at Council's Customer Service Centre.
([http://www.woollahra.nsw.gov.au/data/assets/pdf_file/0014/92012/Specification for Roadworks Drainage and Miscellaneous Works.pdf](http://www.woollahra.nsw.gov.au/data/assets/pdf_file/0014/92012/Specification_for_Roadworks_Drainage_and_Miscellaneous_Works.pdf)). See **page 76** to refer to the details of Council's 'Standard Vehicle Crossing and Layback'.
- A.3. If the proposed works are associated with a DA, they must comply with DA consent conditions and approved plans.
- A.4. All driveway related work proposals must be accompanied by an approved DA/BA/CDC, as the case may be, for approved off street parking space. It is the responsibility of the applicant to research and investigate prior to making the application and refer to such DA/BA/CDC in the application form.
- A.5. The applicant must ensure that new driveways are constructed in accordance with Council's standard specification and drawing RF2_D, see 'Specification for Roadworks, Drainage and Miscellaneous Works', **page 76** except for the driveway width which is specified in this Consent or DA Consent. 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.
- A.6. Prior to any excavation works, the location and depth of all public utility services (telephone, cable TV, electricity, gas, water sewer, drainage, etc.) must be ascertained. The developer shall be responsible for all public utility adjustment/relocation works, necessitated by the development work and as required by the various public utility authorities and/or their agents.

-
- A.7. Please note that some propose permanent structure/s might require a legal arrangement and/or an agreement with Council to remain on public road reserve. If applicable, applicant will be notified of this during assessment process.
 - A.8. Once Consent is issued, the construction must be completed within the period specified in the Consent.

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) with Council listed as an interested party must be attached to this application form.
- B.2. Site plan of proposed road works.
- 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. Council assess the cross section with 'B85 car template' to verify car bottom craping issue.
- B.4. Traffic (vehicular/pedestrian) Control Plan and/or Construction Management Plan (if applicable) detailing the works to be undertaken (TCP must be prepared by an RMS-accredited Traffic Control Consultant). **Road Closures are not permitted under this Consent.**
- B.5. Copy of all related Condition(s) of Development Consent
- B.6. Details of water quality treatment proposed for site water prior to discharge to kerb or Council stormwater drainage system, (if applicable).
- B.7. All development works within Council road reserve should be covered by a damage security bond and/or an infrastructure bond with Council. This may be satisfied by the bonds already placed under related Development Application. If there is no related Development Application then, Council will specify a suitable bond requirement during assessment process prior to release of Consent under this application. All bonds are refundable subject to final inspection of the completed works.
- B.8. Public Road Asset Condition Report to clarify the condition of the existing public infrastructure including stormwater pipe system adjacent to the development site at time of application submission. The report must include photographs/videos showing current condition and any existing damage of all Council assets fronting and adjoining the site, such as road pavement, kerb and gutter, footpath including driveways, retaining walls and stormwater drainage pipes and pits. The report is to be supplied in both paper copy and electronic format in Word. Photographs are to be in colour, digital and with date stamp.

C. *Standard conditions*

- C.1. For the protection of the public, WorkCover approved barriers must be erected and maintained at any worksite on Council owned or managed property.
- C.2. 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.3. This Road Act Application is only valid for a period of 12 months from the date of lodgement unless Consent is already issued. Request for extension will incur an additional fee.
- C.4. All traffic control shall be in accordance with the current version of AS1742.3 and the RMS guide to Traffic Control at Works Sites. TCPs modified from those that appear in the abovementioned documents shall contain a reference to the standard plan upon which they are based. All TCPs must be prepared by a qualified person, holding an RMS "Design and Inspect Traffic Control Plans" accreditation.

▼ 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)
am the owner /owner representative

have read, understood and accepted application conditions in applying for consent to carry out the works as described above;

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, 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.

Applicant 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

Web: www.woollahra.nsw.gov.au

Who to contact for technical enquires: Asset Officer can be contacted on
(02) 9391 7133

Fees

Fees are valid until 30 June 2019.

The full Schedule of Fees is attached on page 7 of this application.

Fees

Fees are charged based on the Fees and Charges as listed in Council's Management Plan. A schedule of fees is attached (pg.7).

Fees are valid until 30 June 2019.

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 (pg. 7).

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.

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 the 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 (<i>refer receipt for details</i>) <i>Retain your receipt as proof of lodgement of the application.</i>	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
<input checked="" type="checkbox"/> Receiving Officer: Date:.....	Application Fee	45	\$461.00
<input checked="" type="checkbox"/> Cashier: Date:.....	Modify/Extend Application	45	\$396.00
	S138 Infrastructure Security deposit (if applicable)	113	
	Total:		

Privacy notification

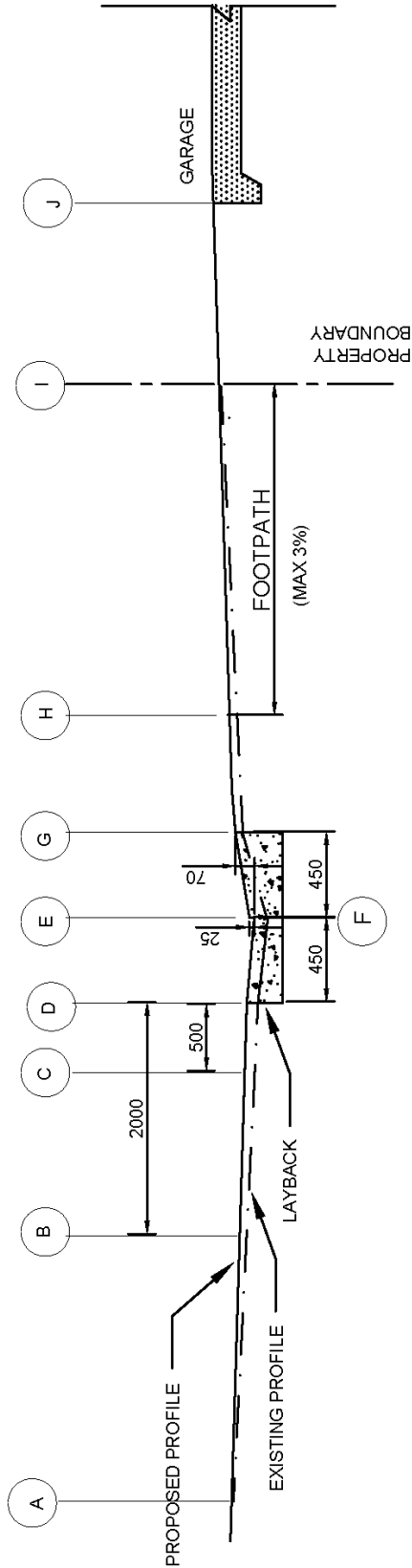
The personal details requested on this form will only be used in connection with the requirements of this application. Access to this information is restricted to Woollahra Municipal Council officers. Council is to be regarded as the agency that holds the information. You may make application for access 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	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 (fee includes three inspections only)	\$461.00	Per application	Cancellation fee is calculated as the application fee of \$64.00 plus any inspections completed at the time of cancellation.
Modification or extension of a Section 138 Road Act Approval	\$396.00	Per application	
Infrastructure security deposit	Note:	Per application	If the application is a subject of a current DA and/or an infrastructure security deposit is not held by the Council, the applicant is required to lodge a security deposit in line with the estimated value of the works based on the following scale:
Infrastructure security deposit – Works up to \$50,000	\$2,401.00	Per application	Refundable following reinstatement of road assets to Council's satisfaction
Infrastructure security deposit – Works \$50,000 - \$100,000	\$4,802.00	Per application	Refundable following reinstatement of road assets to Council's satisfaction
Infrastructure security deposit – Works over \$100,000	\$4,802 plus \$234 per \$10,000 estimated cost thereon	Per application	Refundable following reinstatement of road assets to Council's satisfaction
<p>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.</p>			


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

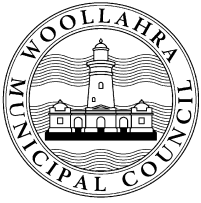


INSTRUCTION :

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	DRAWING No:	RF2_C2	
	YASAS DE SILVA		ISSUED FOR:		DRIVEWAY APPLICATIONS	
APPROVED:	THE LEVELS NEEDED FOR VEHICULAR CROSSING PROFILE			Woollahra Municipal Council		



Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

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 eg 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.

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