

About this form

An application is required for every driveway crossing 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.

Driveway details - please tick (refer to www.midcoast.nsw.gov.au for explanations)

Driveway type Residential (refer SD0100) Industrial & Commercial (refer SD0101) Rural (refer SD0102)
 Flat driveway (garage floor level max 500mm above or below invert of gutter or edge of bitumen) Steep driveway (provide long section diagram)

Communication pits are not to be incorporated in the driveway.

Are there any street trees within 3m of the driveway or in the proposed driveway? Yes No

Does this application relate to a: DA CDC Other Relevant DA / CDC Number

Subject land address

Address
Suburb Postcode
Lot DP or SP Section

Please note: You can find the Lot, DP or SP and Section details on a map of the land or the title document for the land.

Applicant's details

Name/s
Address
Suburb Postcode
Phone Email

Contractor details

Contractor/Builder details: At the time of lodgement, if you are unsure of which contractor you will be using please write "TBA". Contractor details, copy of the Public Liability Insurance with a minimum of \$20 million and Dept of Fair Trading Licence Number MUST be provided to Council minimum of five (5) days prior to commencement of any driveway construction works otherwise formwork inspection will be delayed.

Name
Postal address
Phone Email
Fair trading Public liability

Office use only

DWY Application Number Receipt Number Date

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?

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 where there is more than 500mm height difference between the invert of the gutter and the garage floor level shall include a designed long section showing driveway gradients and shall comply with the limits shown on the relevant standard drawings SD0100, SD0101 or SD0102.

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; and
3. the driveway layback and crossover are maintained in a safe and suitable state.

Note

As per Councils Driveway Guidelines, 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 applicant's cost if work is carried out without approval. Fines may be applicable.

Applicant's consent and declaration

Application is hereby made for a Driveway Application. I/We have read, understood and accept the conditions and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We apply for consent to carry out the works described in this application. I/We declare that all the information given is true and correct. I/We understand that if incomplete, the application may be delayed or rejected and more information may be requested after the date of lodgement. I/We declare that the Council's Driveway Crossing Guidelines has been read (available at www.midcoast.nsw.gov.au or by phoning Council).

Applicant's name

Applicant's signature

Date

Payment options

If you are posting your application to Council, please tick your intended payment method:

- I/we have attached a cheque payable to MidCoast Council in the required amount.
- I/we would like to pay via credit card, please arrange for Council's Customer Service Centre to contact me/us for payment details. A merchant service fee is payable on all credit card payments as per our Fees & Charges

Note: if the credit card payment is to be made by someone other than the applicant, please specify below:

Payment to be made by *other* - specify name and contact details below:

Name

Contact phone

Privacy: This information is required to assist with your application and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in our Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting us.

Notes to applicant - applicant to retain this information and pass onto contractor

How to lodge this application

The completed form can be:

- Emailed to council@midcoast.nsw.gov.au with attached supporting documents as required. Payment by credit card or EFT can be arranged;
- Forwarded by post with payment; or
- Lodged at one of our Customer Service Counters - Monday to Friday (excluding Public Holidays).

Further assistance / booking inspections

Please contact Council's Development Engineering Inspector or Development Engineering Support Officer on 7955 7777.

Applicable fees

Refer to Fees & Charges, available on Council's website or telephone on 7955 7777.

Approval process

Lodgement - Lodge completed Driveway Application form, with plan and payment with Council. Upon lodgement, a receipt and a unique application number will be issued.

Design Approval - Council's Development Engineering Inspector will review the driveway design detail and either request additional information 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 sought 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.

Pre-construction (formwork) Inspection - **If not previously provided please submit to Council a current copy of the contractor's Public Liability Insurance FIVE (5) days prior to commencement of works otherwise it will delay your formwork inspection.** The contractor can prepare the site in line with design approval and Council's standard drawings. Applicant (or contractor) is to arrange with Council's Development Engineering Inspector a "pre-construction" inspection, providing three (3) business days' 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.

Approval to Construct - At completion of the pre-construction inspection, Council's Development Engineering Inspector will provide you with verbal approval to construct or if anything needs rectifying.

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.

Final Inspection - A **mandatory** final inspection shall be requested to be undertaken by Council's Development Engineering Inspector upon completion of the driveway construction works. Note a minimum of three (3) business days' notice prior to the required inspection time is to be provided.

Tuesdays	Wednesdays	Thursdays
Taree Old Bar Diamond Beach Harrington Tinonee / Wingham Dyers Crossing and surrounding areas	Forster / Tuncurry Failford Nabiac Pacific Palms / Bungwahl and surrounding areas	Tea Gardens Bulahdelah Gloucester Stratford Barrington and surrounding areas

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 and Driveway Crossing Guidelines.
2. Construction works must not commence until Council has received the driveway application and approval to construct has been issued.
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, no less than five (5) days prior to commencement of any driveway construction works.**
4. The works can only be carried out between 7.00am and 6.00pm Monday to Friday and 8:00am to 1:00pm Saturday.
5. Council may direct work in the road reserve to be removed and/or reinstated at the applicant's cost if work is carried out without approval.
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. Any alteration to public utilities is to be at the owner's expense.
11. If the road pavement is damaged during construction, it must be restored in accordance with Council specifications at the applicant's cost.
12. Where a driveway is likely to intercept ground water movement, the applicant is required to install a subsoil line to prevent the problem of subsoil water building up and flowing over the driveway. This is to be at no cost to Council.
13. Where a driveway passes over land not under Council's control (e.g. Community Title land), it is the owner's responsibility to confirm that the driveway meets the requirement of other such Authority.
14. 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.
15. A Traffic Control Plan (TCP) detailing minimum requirements for signage and work procedures when construction works occur within the road reserve or will impact on vehicular or pedestrian movements shall be kept on site during the course of construction for reference, implementation and compliance. TCP's are to be prepared by an RMS accredited person or company complying with AS 1742 & the RMS's "Traffic Control at Work Sites".
16. A dial before you dig (DBYD) shall be kept on site during the course of construction.
17. This approval is valid for five (5) years from the date of approval.
18. For rural address numbering a separate application form is required to be completed.