





**DRIVEWAY AND ANCILLARY WORKS CONSTRUCTION
BY PRIVATE CONTRACTOR APPLICATION FORM**
PLEASE ALLOW 7 WORKING DAYS TO PROCESS APPLICATION
S.138, ROADS ACT 1993

LOGEMENT AND PAYMENT OF YOUR APPLICATION: You can lodge and pay for your application via:

Email:	customerservice@huntershill.nsw.gov.au A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment MUST be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined in tax invoice.
 Council:	Hunter's Hill Council, 22 Alexandra Street, Hunters Hill 8:30am – 4:30pm, Monday – Friday – Payment by CASH, CHEQUE or CARD
 Mail:	Hunter's Hill Council, PO BOX 21 Hunters Hill NSW 2110 – Payment by CHEQUE only.

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply.

Fees and Charges 2019/2020 Financial Year

\$500 (incl GST) – Footpath levels – Supervision of driveway construction to known levels

Note: Two inspections will be carried out, so please inform Council:

- Prior to Excavation
- Prior to Pouring

Office Use Only

Inspection Fees:		Receipt No:		Date:	
Asphalt Fees:		Receipt No:		Date:	
Security Deposit:		Receipt No:		Date:	
Application Number:					

Important Note: You are advised to visit Council's website and familiarise yourself with the driveway & ancillary works process and construction specifications prior to the lodgement of this application.

Applicant details					
Title:		Surname:		First Name:	
Company Name:					
Postal Address:					
		Suburb:		Postcode:	
Contact Number:					
Email Address:					
Property Owner:	<input type="checkbox"/>	Developer:	<input type="checkbox"/>	Other:	

Contractor details					
Title:		Surname:		First Name:	
Company Name:					
Company Address:					
ABN Number:					
Contractor/ Building License Number:			Expiry Date:		

Site Location					
1st Location					
Site No.		Street Name:			
Suburb:		Postcode:			
2 nd Location (Same building different street frontage)					
Site No.		Street Name:			
Suburb:		Postcode:			

Type of Works Proposed (Tick all that apply)

<input type="checkbox"/>	Construct New Driveway	<input type="checkbox"/>	Construct new footpath and/or kerb and gutter
<input type="checkbox"/>	Reconstruct Existing Driveway (to new levels)	<input type="checkbox"/>	Reconstruct existing driveway
<input type="checkbox"/>	Widen Existing Driveway (to new levels)	<input type="checkbox"/>	Widen existing driveway
<input type="checkbox"/>	Remove Existing Driveway	<input type="checkbox"/>	Repair or reconstruct layback
<input type="checkbox"/>	Repair or reconstruct Footpath	<input type="checkbox"/>	Repair or reconstruct kerb and gutter

Description of Works – Provide a brief description of the proposed driveway &/or ancillary works:

State Roads

If the proposed work is located on any of the following streets/roads, you will be required to obtain a Road Occupancy Licence (ROL) from the RMS (Traffic Management Centre)

VICTORIA ROAD

BURNS BAY ROAD

Public Liability Insurance Details

Insurance Name:				
Policy Number:				
Period of Insurance:	From:		To:	
Limit of Indemnity:	\$			
Note:	I understand that this insurance shall not be cancelled or lapsed without the agreement of Hunters Hill Council and the Policy document shall be endorsed to this effect.			

Security Deposit

The security deposit that was paid to Council on lodgement of your application will be refunded by cheque after a final inspection has been undertaken by a Council Inspector. **Please note:** If works are found to be incomplete or noncompliant, then a chargeable re-inspection may be required delaying the release of your deposit.

Inspections

Please call Customer Service on 9879 9400 to request the necessary inspections outlined in your approval:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Pre-excavation site meeting – at least 48 hours' notice must be given. |
| <input type="checkbox"/> | Formwork Inspection – at least 48 hours' notice must be given for checking timbering for alignment, level and stability and subgrade preparation |
| <input type="checkbox"/> | Final Inspection - The Owner or Contractor shall notify Council for a final inspection once the concrete has been poured and finished, formwork removed and area restored. At least 48 hours' notice must be given. |
| <input type="checkbox"/> | Additional Inspection(s) – a \$175 fee applies for each subsequent inspection required outside the stated number indicated in the 'Driveway Installation Approval'. 48 hours' notice must be given |
| <input type="checkbox"/> | Re-inspection(s) – a \$175 fee applies to each re-inspection; except where Council is notified 24 hours prior to appointment or in the instance of poor weather conditions at Inspectors discretion) |

Documentation Required

Please note: If the information required on this check list is not provided at the time of lodgement, then your application will not be accepted.

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A copy of the Contractors Public Liability Insurance to the value of \$20,000,000 for a period of six (6) months indemnifying the Hunters Hill Council <u>MUST</u> be provided. |
| <input type="checkbox"/> | A copy of the Contractor's License valid for a period of six (6) months <u>MUST</u> be provided. |
| <input type="checkbox"/> | A Traffic Control Plan <u>MUST</u> be certified by a suitably qualified RMS ticket holder. Failure to do so will result in the application being rejected, and Application Fees not refunded. |
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| <input type="checkbox"/> | A copy of Road Occupancy License (ROL) IF proposed works are on a STATE ROAD (See list above). |
| <input type="checkbox"/> | Applicant required to provide a driveway design plan complying with AS/NZS 2890.1.2004 and certified by a registered engineer |
| <input type="checkbox"/> | In Situations when Council standard design driveway cannot be constructed applicant is required to provide a relevant Australian standard design certified by a registered engineer. |

Customer Checklist

<input type="checkbox"/>	Driveway design plan.
<input type="checkbox"/>	Copy of the Contractor's Public Liability Insurance to the value of \$20,000,000 for a period of six (6) months.
<input type="checkbox"/>	Copy of the Contractor's Licence valid for a minimum period of six (6) months.
<input type="checkbox"/>	Copy of Road Occupancy Licence (ROL) if proposed works are on a State Road.
<input type="checkbox"/>	All applicable fields have been completed on the application.
<input type="checkbox"/>	All costs paid as identified in Hunter's Hill Council's Fees and Charges .
<input type="checkbox"/>	Pre-Commencement Damage Report (if submitted).

Terms & Conditions

1. This form will allow you to apply for permission to do work. Works can only commence once Driveway & Ancillary Works Construction permit is obtained from Council.
2. All payments must be made upon lodgement of this Application Form.
3. All fees identified in your Driveway & Ancillary Works Location approval must be paid to Council.
4. A refundable bond, identified in your Driveway & Ancillary Works Location approval is payable to Council. The bond will be refunded automatically by cheque after a final inspection of the work has been done by Council's Works & Services Department once concrete has been poured and finished, formwork removed and area restored).
5. Before lodging this application form, it is strongly advised that the applicant has read carefully the 'Specification for Driveway Construction' and consulted with Council staff regarding the location/number of driveways proposed to avoid rejection of the application due to non-compliance.
6. The construction of the crossover is at the risk of the owner.
7. Any damaged or missing footpath or kerbing associated with the Driveway & Ancillary Works construction will be reinstated by the property owner.
8. Any damage caused or damage not notified to Council prior to commencing work will be repaired at the property owner's expense.
9. Lighting, fencing, traffic control and advanced warning signage being provided for the protection of the works and for the safety and convenience of the public and others, to the satisfaction of Council, and in accordance with the attached traffic management plan and Australian Standard, 1742.3 – 2000. Traffic movement in both directions on public roads, and vehicular access to private properties is to be maintained at all times.
10. All costs involved with the construction or alteration of a driveway access (including alteration of any Council infrastructure) are to be borne by the property owner. Further, works associated with the relocation/alteration of non-Council (e.g. ETSA, SA Water etc.) services or other constraints must be arranged by the property owner through those relevant authorities and will be the subject of separate costs, payable to those authorities.
11. If the driveway is non-compliant, Council may direct the Applicant to undertake modifications of the driveway at the property owner's expense.
12. Once installed, it is the responsibility of the property owner to repair and/or maintain the new driveway invert and/or crossover in a safe and serviceable condition at all times. This maintenance responsibility also extends to all existing driveway inverts, water table and crossovers.

Declaration

I hereby acknowledge that submission of this form does not permit me to commence any works. I have read and understand the Terms & Conditions that apply to this form as well as Council's Specifications for Driveway Construction. Once written approval has been received by me from Council I will undertake works according to Council's Specifications for Driveway Construction and the conditions stated in the approval. All information provided on this form is known to be true and correct.

Applicant Signature:

Date:

OFFICE USE ONLY: Customer Service Declaration

I verify that the checklist is complete and all required documentation has been lodged at time of submission.

CSO Signature:

Date:

Service Delivery Office Use ONLYPrivate Contractor
Approved?

Yes

No

Name:

Date: