

DRIVEWAY AND ANCILLARY WORKS CONSTRUCTION BY PRIVATE CONTRACTOR APPLICATION FORM

PLEASE ALLOW 7 WORKING DAYS TO PROCESS APPLICATION S.138,
ROADS ACT 1993



Fees and Charges

\$500 (incl GST) – Inspections for Private Contractor inspection

Note: Two (2) inspections will be carried throughout the construction and will need to be paid before the Private Contractor application form is processed:

- Prior to Excavation – to discuss approval process
- Form work inspection – 48 working hours
- Final inspection – within 7 days.

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



Council: Hunters Hill Council, 22 Alexandra Street Hunters Hill
8.30am-4:30pm, Monday-Friday – **Payment by CHEQUE OR CARD**



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

Your application will **NOT** be processed until **FULL** payment has been received.

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.

Driveway &/or Ancillary Works approvals issued by Council

Has written approval for the proposed Driveway &/or Ancillary Works been issued in writing by Council?

If No, you need to lodge a Driveway &/or Ancillary Works Location application form.

If **Yes**, please specify Approval information below.

Driveway &/or Ancillary Works CRM
Number:

Approval Date:

Site Address:

Suburb:

Estimated Construction Period:

Dates From:

Dates To:

Applicant details

Surname:		First Name:	
Email:			
Contact Number:			
	Property Owner	Developer	Other (specify) <input type="text"/>
Company Name:			
Mailing Address:			
Suburb:		Postcode:	

****Owners Consent - Council will not accept this application without correct and complete owner/s consent**

Surname:		First Name:	
Email:			
Contact Number:			
Company Name: (if applicable)			
Mailing Address:			
Suburb:		Postcode:	
Owners Signature:			

Contractors details

Surname:		First Name:	
Email:			
Contact Number:			
Company Name:		ABN Number:	
Mailing Address:			
Suburb:		Postcode:	
Licence Number: (Concreter/Builder or Structural Landscaper Licence ONLY)		Expiry Date:	

Contractors Public Liability Insurance details

Insurer Name:			
Policy Number:			
Period of Insurance From:		To:	
Limit of Indemnity	\$ <input type="text"/>		

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.

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

Documentation Required

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

- A current copy of the Contractors Public Liability Insurance/ Certificate of Currency to the value of \$20,000,000 **indemnifying the Hunters Hill Council MUST** be provided.
- A current valid copy of the Contractor's Licence **MUST** be provided.
- A Traffic Control Plan **MUST** 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.
- A copy of Road Occupancy Licence (ROL) **IF** proposed works are on a **STATE ROAD** (See list above)

Highly Recommended Documentation

It is highly recommended that you complete and submit a 'Pre-Commencement Damage Report'. This is to ensure that pre-existing damage is not attributed by the property owner.

The form can be downloaded from Council's website or a copy obtained from Council's Customer Services Department.

If you have a current associated application lodged with Council that required the lodgement of a Damage Report, then you do not need to submit another.

Inspections

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

- **Formwork Inspection** – at least 48 hours' notice must be given for checking timbering for alignment, level and stability and sub-grade preparation.
- **Final Inspection** – the Owner or Contractor shall notify Council for a final inspection once the concrete has been poured and finished, form work removed and area restored. Final inspection will be completed within 7 days
- **Additional Inspection(s)** – a \$250 fee applies for each subsequent inspection required outside the stated number indicated in the 'Driveway Installation Approval'. 48 hours' notice must be given.
- **Re-inspection(s)** – a \$250 fee applies to each reinspection; except where Council is notified 24 hours prior to appointment or in the instance of poor weather conditions at Inspectors discretion)

Security Deposit

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

Customer Checklist

Copy of the Contractor's Public Liability Insurance to the value of \$20,000,000 must be valid for a minimum period of six (6) months.

Copy of the Contractor's Licence must be valid for a minimum period of six (6) months.

Copy of Traffic Control Plan for proposed construction works.

Copy of Road Occupancy Licence (ROL) if proposed works are on a State Road.

All applicable fields have been completed on the application.

Pre-Commencement Damage Report *(if submitted)*.

Terms & Conditions

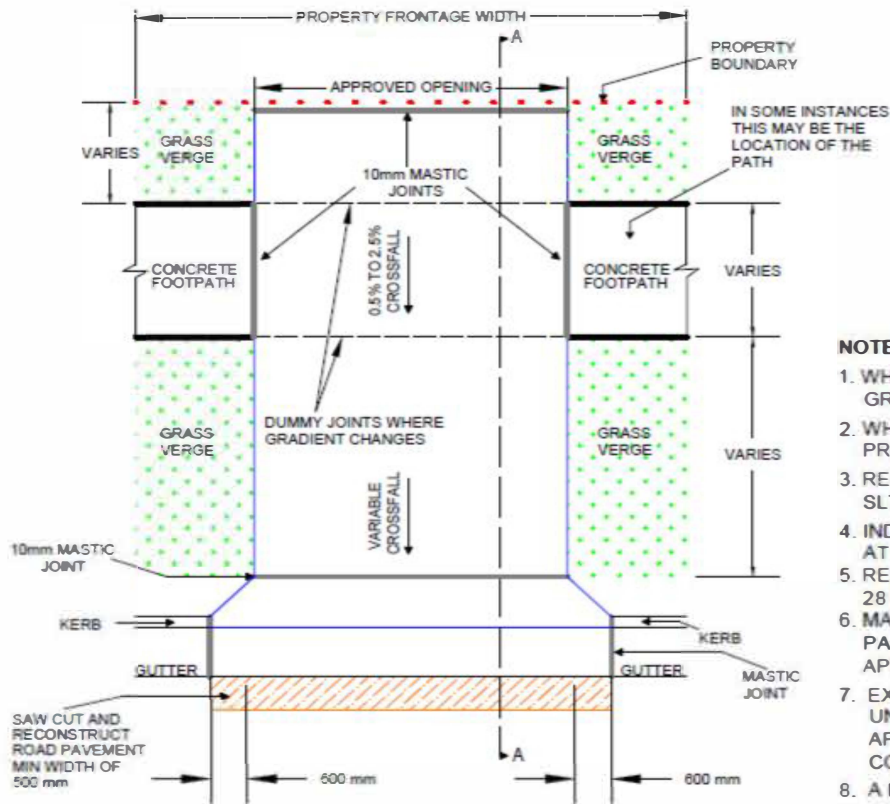
1. This form will allow you to apply for permission to do work. Works can only commence once Driveway & Ancillary Works Construction approval is obtained from Council in writing.
2. All payments must be made upon lodgement of this Application Form.
3. All fees identified in your Driveway & Ancillary Works Location approval must be paid to Council.
4. **Emergency/ Urgent Inspections - \$565.00 fee applies to all emergency or urgent works that are needed to be process and inspected within the 7 working days.**
5. 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 Civil Infrastructure Department once concrete has been poured and finished, formwork removed and area restored).
6. 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.
7. The construction of the crossover is at the risk of the owner.
8. Any damaged or missing footpath or kerbing associated with the Driveway & Ancillary Works construction will be reinstated by the property owner.
9. Any damage caused or damage not notified to Council prior to commencing work will be repaired at the property owner's expense.
10. 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.
11. 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.
12. If the driveway is non-compliant, Council may direct the Applicant to undertake modifications of the driveway at the property owner's expense.
13. 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

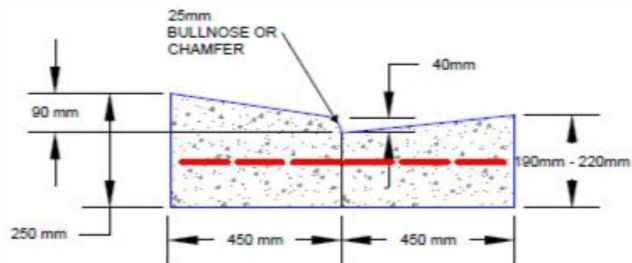
I hereby acknowledge that submission of this form does not permit me to commence any works. I have read and understand the Terms & Conditions that apply to this form as well as Council's Specifications for Driveway Construction. Once written approval has been received by me from Council I will undertake 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:

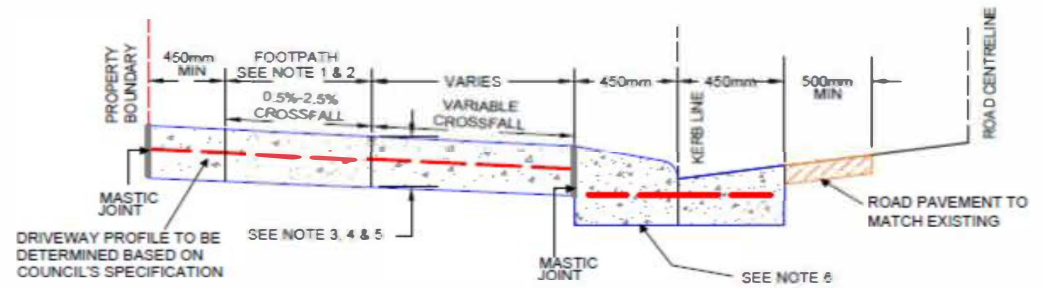
Date



PLAN VIEW



LAYBACK DETAILS



SECTION A-A

NOTES:

1. WHERE THE FOOTPATH MEETS THE DRIVEWAY, THE CROSS-FALL SHALL BE A MINIMUM 0.5% AND MAXIMUM 2.5%, GRADED TOWARDS THE ROAD.
2. WHERE THE FOOTPATH MEETS THE DRIVEWAY AND CHANGES IN GRADIENT, DUMMY JOINTS ARE TO BE PROVIDED. SAWN JOINTS WILL NOT BE ACCEPTABLE.
3. RESIDENTIAL DRIVEWAYS- 125 mm THICKNESS, 32 MPa (MINIMUM) COMPRESSIVE STRENGTH AT 28 DAYS WITH SL72 MESH PLACED CENTRALLY AS PER SPECIFICATION.
4. INDUSTRIAL AND COMMERCIAL DRIVEWAYS - 200 mm THICKNESS, 32 MPa (MINIMUM) COMPRESSIVE STRENGTH AT 28 DAYS WITH TWO LAYERS SL72 MESH PLACED AS PER SPECIFICATION.
5. RESIDENTIAL FLAT BUILDING DRIVEWAYS - 150 mm THICKNESS, 32 MPa (MINIMUM) COMPRESSIVE STRENGTH AT 28 DAYS WITH SL72 MESH PLACED CENTRALLY AS PER SPECIFICATION.
6. MATERIAL - DRIVEWAYS SHALL ALL BE CONSTRUCTED IN PLAIN CONCRETE. NO STENCILED, STAMPED, PATTERNED, COLOURED CONCRETE, PAVERS OR ANY OTHER TYPE OF COSMETIC FINISH IS PERMITTED UNLESS APPROVED BY COUNCIL.
7. EXISTING SUB-BASE TO BE PROOF ROLLED WITH A SUITABLE ROLLER. AREAS WHICH SHOW VISIBLE HEAVE UNDER COMPACTION SHALL BE OVER-EXCAVATED BY 300 mm AND REPLACED WITH COMPACTED AND APPROVED GRANULAR FILL. BEDDING MATERIAL SHALL BE DGB20 (DENSELY GRADED BASED) 150 mm LAYER COMPACTED TO 95% MODIFIED PROCTOR METHOD.
8. A MINIMUM 500 mm WIDTH OF ASPHALT IN FRONT OF GUTTER IS TO BE REMOVED AND REPLACED WITH HOT MIX. APPLICANT CAN OBTAIN QUOTATION FROM COUNCIL TO UNDERTAKE THE WORKS.
9. ALL EXPOSED EDGES TO BE ROUNDED TO 10 mm AND SURFACES ARE TO BE COVE FINISHED.
10. ALL LAYBACK, GUTTER AND KERB SHALL BE STEEL TROWEL FINISHED.
11. IT IS THE RESPONSIBILITY OF THE OWNER TO ENGAGE THE SERVICES OF A QUALIFIED PROFESSIONAL TO DESIGN THE DRIVEWAY (INTERNAL AND EXTERNAL) IN ACCORDANCE WITH AS/NZS 2890.1:2004 OFF STREET CAR PARKING CODE.

12/08/2019	REVISION	E
19/04/2017	REVISION	D
18/02/2015	REVISION	C
03/02/2014	REVISION	B
23/02/2011	REVISION	A
AMENDMENTS		

SURVEY:	DESIGNED:	PROJECT TITLE: DRIVEWAY DETAILS	PLAN
SCALE: NTS	DRAWN: R.R		A4
DATE: 12/08/2019	DATUM:		