

Driveway & Ancillary Works – Steps Involved

Below, you will find information on the steps required in order to obtain Driveway and Ancillary Works approval. It is important you read the following steps and information carefully before lodging an application.

Step 1 - Understanding Council's driveway and ancillary works approval process

Hunters Hill adopts a two-part approval process that you must adhere to in order to seek driveway and ancillary works approval.

1. Obtain approval for the location of the proposed driveway and/or ancillary works

Once you have determined the driveway location &/or design in accordance with Council's specifications you are required to submit a [Driveway and Ancillary Works Location Application Form](#). The purpose of this application is for Council to assess the suitability of your proposed location for driveway and/or ancillary works. The application is also used to assess requests for modification, repair and reinstatement of existing driveways to ensure compliance to Council's current standards.

Please note: you cannot apply for the construction of works through this application.

2. Accept Council quote or obtain approval for a private contractor to carry out works

Once you have received driveway and ancillary works location approval in writing, you have the option of either accepting Council's quote provided along with the approval, or submitting a

[Driveway and Ancillary Works Construction by Private Contractor Application Form](#) should you wish to engage a private contractor.

Please note: no work should commence without Council's written permission granting construction approval.

Step 2 - Review Council's driveway and ancillary works process and construction specification document

You are strongly advised to download and read Council's [Driveway and Ancillary Works Process and Construction Specifications](#) document prior to lodging your application. The information in the document outlines Council's process and requirements for driveways and ancillary works.

Step 3 - Preparing and submitting your driveway and ancillary works location application

The purpose of the [Driveway and Ancillary Works Location Application](#) is for Council to assess the suitability of a driveway and/or ancillary works at your proposed location. The form is also used to assess requests for modification, repair and reinstatement of existing driveways to ensure compliance to Council's current standards. It is your responsibility to

determine the correct development type and the number of driveways permitted under Council's specification prior to submitting the application.

You will be required to pay a non-refundable application fee upon submission of the application form, as well as provide all required documentation. The type of works you are looking to undertake will determine the documentation that you are required to provide. Please ensure that you have read and obtained all the relevant documentation required in the customer check list before submission. If your application involves more than one driveway, you will need to submit all information required for both. You may need to consult with an architect or engineer to assist you with the preparation of documentation required.

You can lodge your application at our Customer Service Centre, 22 Alexandra Street, Hunters Hill, between 8.30am and 4.30pm, Monday to Friday.

Please note: ensure you arrive before 4pm so there is sufficient time to thoroughly check and lodge your application. Our Customer Services Team will check everything while you wait to ensure that you have all necessary information to lodge your application. If all documentation is not provided at the time of submission, it will not be accepted by Council's Customer Services Team. If your application is ready to be accepted, you will be allocated a driveway and ancillary works application number and a receipt for your fees.

Step 4 - Documentation required for driveway and ancillary works location application

Council's driveway application form is designed to assist you in preparing and lodging the correct plans and documentation with your driveway application. Below is a breakdown of the information that you are required to submit with your application based upon the proposed works you are looking to undertake.

Construct a new driveway or repair/replace an existing driveway not using the existing levels

1. Completed 'Diagram – Plan of typical driveway' template for all driveway entries required

You are required to provide all measurements for your proposed driveway as highlighted on the template as well as indicate and provide distances for any obstacles in proximity to your proposed driveway such as trees, power poles, pits, services, stormwater outlets, etc.

2. Longitudinal profile of proposed driveway(s) complying with the AS/NZS 2890.1:2004 off street parking code

The longitudinal profile supplied should transition from the centre of the road to the area within your property boundary where you park your vehicle (see example link below).

You may need to consult with an architect/engineer to provide you with the required levels and drawing.

Please take care when detailing the longitudinal profile for the road, as the road profile does vary, and often is steeper as it approaches the gutter.

3. If part of a DA and your DA application has been approved, the latest approved Council drawings detailing the proposed driveway and/or ancillary works must be provided

You will also be required to provide the swept path details in accordance with AS/NZS 2890.1:2004.

4. For all non-DA applications, drawings detailing the location of the proposed driveway and/or ancillary works must be provided

Extend/repair/replace an existing driveway using existing levels

1. Completed 'Diagram – Plan of typical driveway' template for all driveway entries required

You are required to provide all measurements for your proposed driveway as highlighted on the template as well as indicate and provide distances for any obstacles in proximity to your proposed driveway such as trees, power poles, pits, services, stormwater outlets, etc.

2. If part of a DA and your DA application has been approved, the latest approved Council drawings detailing the proposed driveway and/or ancillary works must be provided.

3. For all non-DA applications, drawings detailing the location of the proposed driveway and/or ancillary works must be provided.

Please note: If the information submitted is incomplete or insufficient then this may delay the processing of your application.

Driveway Location Application documents

- [Driveway – plan of typical driveway template](#)
- [Normal to high gradient longitudinal profile of driveway – example](#)
- [Normal to low gradient longitudinal profile of driveway – example](#)

Step 5 - Assessment and determinate of your driveway and ancillary works location application

Development consent granted through a DA does not grant the applicant approval for works external to the property boundary, irrespective of the proposed works being identified on the approved DA plans.

1. Inspector assigned to your application

Once your application has been received by Council's Works & Services Department an inspector will be assigned to review your application. If the plans and/or documentation you have submitted are incomplete or insufficient then you will be advised of this in writing. No further action will be taken regarding your application until this information has been received by Council. If the information requested is not provided within twenty one (21) days from the date you are notified then your application will be refused.

2. Joint site inspection with Council inspector

Council's Works & Services Department will contact you to book a joint inspection with your allocated inspector. The purpose of the inspection is to confirm the scope of works you are proposing to undertake and determine site suitability. You are required on site for this inspection and failure to attend the appointment can result in additional inspection fees being charged and possible refusal of your application.

Following the joint inspection, the inspector will liaise with all relevant Council departments that may impact your application. If further site inspections are required you will be contacted by the Works & Services Department.

3. Request for further information

If further information is required following the initial inspection, Council will notify the applicant in writing regarding what documentation is required. The application will not progress until this information has been received by Council. If the information requested is not provided within twenty (21) days from the date you are notified, then your application will be assessed 'as-is' and will likely be refused.

4. Application determination

Once the above has been satisfied, Council's Works & Services Department will notify you in writing of the decision. Once an application has been determined, Council considers the application closed.

If you are successful with your application then in your written approval you will be advised of the details relating to the process and costs involved should you choose to engage a private contractor, and if requested, a quotation from Council to construct the proposed works. Approvals associated with either a Development Application (DA) or Complying Development Certificate (CDC) are valid for the same approval duration as the DA or CDC. An approved DA/CDC is currently valid for five years, and requires commencement of activities relevant to the DA/CDC within the five-year period. Approvals not associated with one of these types of applications are valid for twelve months from the date of issue. If your approval expires, then you will be required to re-submit a new application and pay all associated fees.

If your application is refused and you wish to appeal, you will need to submit a new application and pay all relevant fees. Please be advised that submission of a new application does not guarantee approval. If there is no additional information in support of a new application then you are advised not to submit it as the outcome is likely to be the same.

Step 6 - Persons who can construct the driveway

Once you have received in writing the driveway and ancillary works location approval you have two options regarding the construction of your driveway.

1. Accept Council quotation

If requested, Council will have provided you a quotation to construct the proposed works along with your driveway location approval. Council's quotation includes the cost to undertake works, including all inspections. You are not required to pay a bond when you engage Council to carry out the works as Council will carry the liability. There will

also be no additional inspection fees charged to you outside of the required inspections. Council's quote is valid for 30 calendar days. If the quotation supplied by Council has expired, please contact Council and we will supply you with a new quote. If you choose to accept Council's quotation, you will need to take a copy of the quote to Council's Customer Services Team and pay the quoted amount. Upon confirmation of payment, Council's Works & Services Department will schedule the works to commence within 21 calendar days, weather permitting.

2. Nominate a private contractor

Nominate a private contractor and you are required to pay the inspection fees and bond identified in your driveway and ancillary works location approval. You are also required to complete and lodge a [Driveway and Ancillary Works Construction by Private Contractor Application Form](#).

The amount stated in your driveway location approval is non-negotiable and must be paid when submitting Council's driveway and ancillary works construction application form. The fees stated in the approval are in line with Council's current financial year's fees and charges. If you lodge a 'driveway construction and ancillary works' application, and it falls within a new financial year, then Council's fees at the time of lodgement will be applied and supersede the fees indicated in the approval.

Please note: If the required documentation stated on the application form is not provided at the time of submission then it will not be accepted by Council. Once your application has been received it will be reviewed by Council's Works & Services department.

If additional information is required you will be notified in writing. Once a determination has been made it will be issued to you in writing. If your application is refused you can either submit a new driveway and ancillary works construction application form with new private contractor details or proceed with Council's quotation, if requested. If the quotation supplied by Council has expired, please contact us and we will supply you with a new quote. If no response is received by you within fourteen (14) working days from notification of additional information being required then the application will automatically be refused.

Step 7 - Private contractor requirements

In order for Council to consider approval for your nominated contractor, they must provide the following documentation to meet Council's minimum requirements, as listed below. All documents must be provided when submitting the [Driveway and Ancillary Works Construction by Private Contractor Application](#) form.

Required documentation

1. A copy of the contractor's public liability insurance to the value of \$20 million for a minimum period of six months indemnifying the Hunter's Hill Council must be provided. The indemnification of Council must be stipulated on the Certificate of Currency that is to be submitted to Council
2. A copy of the contractor's licence valid for a minimum period of six months must be provided to Council

3. A copy of the traffic control management plan (TCP) must be provided for the proposed construction works
4. A copy of the road occupancy licence (ROL) obtained from RMS must be provided if proposed works are on a state road. For a list of state roads, refer to the driveway FAQ section.

Step 8 - Determination of your driveway and ancillary works construction by private contractor application

Council must either approve or refuse your Driveway and Ancillary Works by Private Contractor application. All driveway applications are determined by Council's Works & Services department.

If you are successful with your application you will be given approval for construction by private contractor in writing. Once you have received this approval you can commence works as outlined in your Driveway and Ancillary Works by Private Contractor application.

No works are to commence until written approval for the construction of driveway and/or ancillary works has been issued by Council. If works are commenced prior to Council issuing approval, then the property owner will be liable for an 'un-authorised road works' penalty fee and a stop work notice could be issued. Refer to Council's fees and charges.

Please note: if it is a condition of your approval that you must have a pre-excavation inspection, then no works are to commence until this inspection has been arranged and carried out with Council's inspector. If your application is refused, you can either submit a new Driveway and Ancillary Works by Private Contractor application providing new private contractor details or proceed with Council's quotation. If the quotation supplied by Council has expired, please contact us and we will supply you with a new quote.

Step 9 - Construction by private contractor inspection process

It is a condition of approval that set inspections occur when a private contractor has been engaged to undertake works on your behalf. The inspections required for your application are highlighted in your driveway and ancillary works location approval. A breakdown of each inspection type is provided below.

Pre-excavation

When requesting an inspection please ensure that you quote your construction approval number.

If it is a condition of your approval that a pre-excavation inspection should be carried out then this needs to take place prior to commencement of works. The purpose of this inspection is to confirm and advise your contractor regarding the scope of works.

You are required to contact Council on 9879 9400 to request this inspection. At least 48 hours' notice must be provided for Council to arrange the inspection. Council's Works & Services department will contact you to confirm the inspection date and time.

The contractor is required on site for this inspection and failure to attend the appointment can result in additional inspection fees being charged.

Formwork

When requesting an inspection please ensure that you quote your construction approval number.

The purpose of this inspection is to confirm that the formwork constructed adheres to Council standards prior to the pouring of concrete.

If you are constructing more than one driveway, then each entry must be ready for inspection at the same time. If all works are not ready for inspection at the same time then a re-inspection fee will be charged.

You are required to contact Council on 9879 9400 to request this inspection. At least 48 hours' notice must be provided to Council to arrange the inspection. Council's Works & Services department will contact you to confirm the inspection date and time.

The contractor is required on site for this inspection and failure to attend the appointment can result in additional inspection fees being charged.

Final

When requesting an inspection please ensure that you quote your construction approval number.

Please note: Only the applicant can request this inspection.

The purpose of this inspection is to confirm that the works constructed and the reinstatement of public infrastructure meet Council standards. All works are to be completed before a final inspection is requested.

If you are constructing more than one driveway, then each entry must be ready for inspection at the same time. If all works are not ready for inspection at the same time then a re-inspection fee will be charged.

You are required to contact Council on 9879 9400 to request this inspection within 72 hours of completing works. At least 48 hours' notice must be provided to Council to request an inspection.

Additional/re-inspections

If an additional inspection or re-inspection is required then these will carry a charge as per Council's fees and charges. The fee applies to each subsequent inspection required outside the stated number outlined in your driveway location approval.

An exception to the fee being charged is where Council is notified 24 hours prior to an appointment to re-arrange or in the instance of poor weather conditions at the inspector's discretion.

Where you are required to book one of these inspections you need to contact Council on 9879 9400 to request this inspection by quoting your construction approval number. At least 48 hours' notice must be provided to Council to arrange the inspection. Council's Works & Services department will contact you to confirm the inspection date and time.

If the Inspector advises that you are required on site for this inspection, failure to attend the appointment can result in additional inspection fees being charged.

Step 10 - Refund of security deposit

Following a final inspection, if all works are completed to Council's standards then a request will be sent to Council's Finance department to request a release of the bond. It is the applicant's responsibility to contact Council and request a final inspection.

If works are found to be incomplete, non-compliant or not to Council's standards then the applicant will be notified of the outcome in writing. These works will need to be remedied by the applicant or alternatively Council can complete these on your behalf at a cost which is identified in the letter. If the applicant elects to remedy the works themselves then a re-inspection fee will apply.

If upon re-inspection, the works are still found to be incomplete, non-compliant or not to Council's standards then Council will carry out the works. This will be at a cost to the applicant and the amount deducted from the applicant's bond. If the cost to remedy the works is less than the bond, then a request will be sent to Council's Finance department to request the refund of the remaining amount once rectification works have been completed.

The applicant will be required to pay all additional inspection/re-inspection fees before the release of the bond can be arranged. If these fees are not paid within the time parameters outlined, then Council will deduct the costs from the applicant's bond and refund the remainder.