

Driveway and Ancillary Works - FAQs

Following is a set of Frequently Asked Questions (FAQ) regarding the Hunters Hill driveway application process. If you do not find an answer to your question, please contact Council on 9879 9400.

Q: If I have a Development Approval (DA) for my driveway, do I require a Driveway approval?

A: Development Approval (Consent) relates only to work within your property boundary. Approval or non-approval of your driveway and ancillary works from your property boundary to the kerb and gutter or road (Council land) can only be confirmed when a formal Driveway and Ancillary Works Application is lodged with Council and a written response issued by Council's Service Delivery and Special Projects team.

Please note: Council adopts a two-part approval process for driveway and ancillary works.

Q: What are ancillary works?

A: Ancillary works refers to any works other than driveways and laybacks, such as footpath construction or reconstruction, road pavements, stormwater drainage pits and the like, within public infrastructure (Council land).

Q: How long is my Driveway and Ancillary Works Location Approval valid for?

A: Driveway Location approval 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 (5) years, and requires commencement of activities relevant to the DA/CDC within the five (5) year period.

Approvals not associated with one of these types of applications are valid for twelve (12) months from the date of issue

If your approval expires, you will be required to submit a new application and pay all applicable fees.

Q: What are the benefits of engaging Council to carry out driveway construction works?

A: There are many reasons to engage Council to construct your driveway and/or ancillary works; but most importantly, you will gain peace of mind that Council will ensure all works adhere to specified standards and Council will effectively manage the administrative and building processes so you don't have to.

Some of the key benefits are highlighted below:

- No bond to pay
- No additional inspection fees apply/will be charged
- No re-inspection fees apply/will be charged
- No additional application form needs to be completed and separate approval issued in order to commence works
- No need to engage and manage external contractors. ALL Council contractors have the required insurances and will ensure works are completed to Council standards
- No waiting for a bond to be refunded, which would apply if you engaged a private contractor
- No incomplete work charges and deductions from your bond, which would apply if you engaged a private contractor who did not complete works to Council's standards
- No non-compliant work charges and deductions from your bond, which would apply if you engaged a private contractor who did not complete works to Council's standards
- No stop work/penalty notices for non-compliance where a private contractor does not comply with standards delaying works.

Q: I want to repair my driveway, do I need to apply for Council approval?

A: If you are planning works from your property boundary to the kerb and gutter or road then you will need to submit a Driveway and Ancillary Works Application to Council. This is stipulated to ensure that the reconstruction is carried out to Council standards.

Please Note: Council adopts a two-part Driveway and Ancillary Works approval process.

Q: What is the process if I decide to engage Council to construct my driveway?

A: If you decide to engage Council to construct your driveway the process is very simple.

All you need to do is to take a copy of the quotation that was provided, along with your Driveway and Ancillary Works Location Approval to Council's Customer Service Centre at 22 Alexandra Street, Hunters Hill. Our Customer Services team will assist in taking payment and providing you with a receipt.

Once payment has been confirmed by Council's Works & Services department, works will be scheduled to commence within 21 days, weather permitting. A Council inspector will be in touch to confirm the commencement date and to answer any questions that you may have.

Q: I want to get a quote from Council to construct my driveway. What is the process?

A: You need to submit a Driveway and Ancillary Works Location Application so that a Council inspector can assess the scope of works you wish to undertake and advise you accordingly. If your application is successful, Council will provide you with a quotation along with Driveway and Ancillary Works Location approval.

Q: What are the development types and how do I know which one applies to me?

A: The costs associated with Council's Driveway and Ancillary Works Location Application are based on the type of development you are looking to undertake and the number of driveway entries you are applying for.

The classification for each development type is stipulated below. Please read the information thoroughly before submitting your application form as the application fees are non-refundable. Refer to Council's [fees and charges](#) for current application fees.

Residential single driveway

Council classifies a **residential single driveway** as an owner occupied, single dwelling property with a single driveway. If you are repairing/extending/removing an existing driveway or constructing a new single driveway then this development type applies to you. This development type is for properties that will have a single driveway at the property only.

If you already have an existing driveway and are seeking approval for a second driveway then you need to apply for either the **duplex/residential driveways < 3 storey** or **industrial/commercial/residential driveways > 3 storey** development type (see next heading).

Please ensure that you read Council's specification document on the number of driveways permitted before submitting an application.

Duplex/residential driveways < 3 storey

Council classifies **duplex/residential driveways < 3 storey** as residential properties less than three (3) storeys in height.

Duplexes may be permitted to have a single combined driveway, however the maximum width may be assessed as if the site was for a single dwelling, or a width that would be sufficient to permit only one vehicular movement to enter and exit the site in a forward direction. If you are seeking to apply for a single combined driveway the number of entries you enter on the application form is one (1). If you are seeking approval for two (2) separate driveways then the number of entries you enter on the application form is two (2).

If you already have an existing residential driveway and are seeking approval for a second driveway then this development applies to you.

Please ensure that you read Council's specification document on the number of driveways permitted before submitting an application.

Industrial/commercial/residential driveways > 3 storey

Council classifies **industrial/commercial/residential driveways > 3 storey** as properties greater than three (3) storeys in height and where a property may currently

have or intend to construct separate entry and exit points or there are two (2) or more entry levels or multiple ramps.

Please ensure that you read Council's specification document on the number of driveways permitted before submitting an application.

Q: If I have site plans for my driveway do I still need to submit the Driveway Plan Template?

A: Site Plans generally provide a basic indication of where the driveway is proposed to be constructed. Council's **Driveway Plan Template** requests more comprehensive dimensional information that will assist in determining whether your proposed driveway complies with Council's specification, and can be constructed.

Q: Is my property on a State road, and if so what do I have to do?

A: If the proposed work is located on a state street/road, you will be required to obtain a **Road Occupancy Licence** from the RMS (Traffic Management Centre) prior to the lodgement of the Driveway &/or Ancillary Works Construction by Private Contractor application form.