

Privacy Notification (*Privacy and Personal Information Protection Act 1998 – Section 10*) – The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in **accordance** with the Local Government Act 1993 or the **Government Information (Public Access) Act 2009**. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the **information** sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

APPLICANT			
I/We			
Address	Number and Street		
	Suburb	State	Postcode
Phone	BH	AH	Mobile
Email Address			

A qualified contractor/owner hereby requests consent to construct vehicular crossings, particulars of which are as follows:

Applicant's Authority		Date
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PROPERTY			
Address of Property	Number and Street		
	Suburb	State	Postcode
Owner's Name	No of Crossings		
Type of Building	eg House, Flats, Shops, etc		
Development or Building Application No if applicable			
Nominated Concrete Contractor			

It is important to note that your nominated concrete contractor must satisfy all the requirements as detailed on the reverse side of this form

Please indicate type of surface treatment or finish proposed	
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\* Please complete the diagram area on the reverse side of this form.

<p>Site constraints must be nominated. If not complete the application may be rejected.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site inspected and no constraints found</li> <li><input type="checkbox"/> Stormwater pit</li> <li><input type="checkbox"/> Utilities – Telstra, water, gas, Endeavour, etc</li> <li><input type="checkbox"/> Street tree</li> <li><input type="checkbox"/> Other</li> </ul>
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### FOR OFFICE USE ONLY

Date	Inspection Fee: \$268.00	Receipt No	Permit No
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**Disclaimers:** This information was believed to be correct at the date of its publication. This information is for general information purposes only and should not be relied upon for legal advice.

### Diagram showing desired location and dimensions of crossing/s

Fill out the diagram to identify the location of the driveway and other buildings on the affected property, including the position of the house.

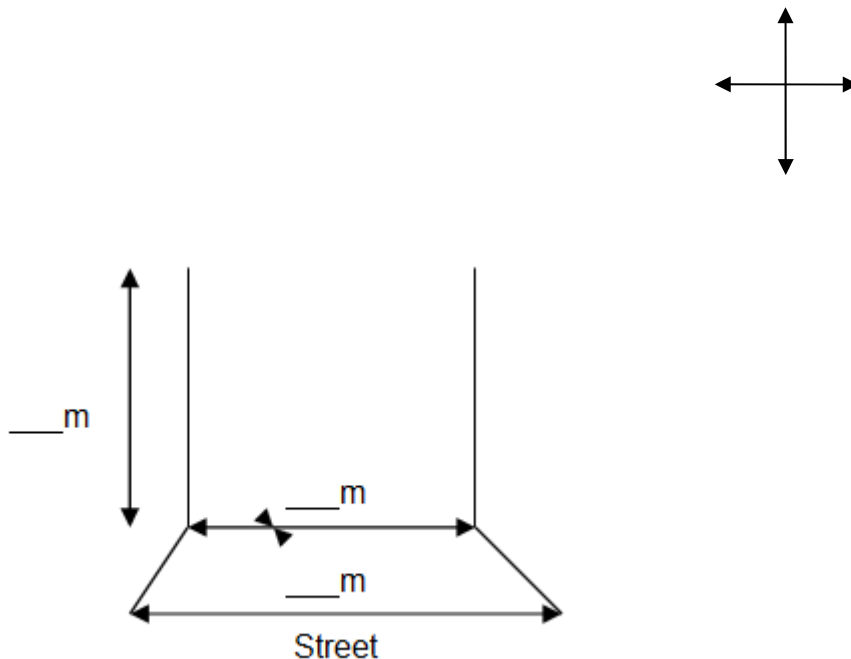
Complete the measurements and indicate North.

Note: Multiple driveways will not be supported on single dwelling lots. Consideration will only be given to dual street frontages or corner allotments.

#### Driveway Widths

- Residential crossing width (excluding layback wings) maximum 5.5m for double garage or 3m for single garage.
- Industrial as per Australian Standards AS2890.2.

Draw an outline of the position of the house in relation to the driveway



### Qualifications Required to Construct Vehicular and Special Crossings on Public Roads and Road Reserves

Any person who wishes to undertake the construction of vehicular and special crossings within the road reserve of the Wollongong City Council Local Government area will need to satisfy the following:

#### Essential Requirements

- Hold a current Contractor's Licence in General Concreting – available through the NSW Department of Fair Trading
- Hold a Certificate for General Induction for Construction Work in NSW (Green Card)
- Hold Implement Traffic Control Plans Card
- Hold Traffic Controller Card
- Hold minimum value of \$20,000,000 Public Liability Insurance Policy

#### Additional Information

- On all Roads and Traffic Authority-classified roads (major arterial roads), a Traffic and Pedestrian Management Plan, certified by an appropriately qualified person, must be submitted with the crossing application.
- Where a utility pit is located within the proposed driveway, written confirmation must be obtained from the utility provider advising that the pit may remain in its current location or if it is to be relocated. Processing of your application cannot be undertaken until such time as this documentation is obtained and submitted to Council.

#### Driveway Widths

- Minimum driveway crossover widths of 3 metres and maximum driveway widths of 5.5 metres must be implemented in accordance with Council's standard drawings – 5000-C30 and 5000-C32.

**Note:** Applications will be accepted for lodgement in Council's Customer Service Centre between 8.30 am and 4.30 pm Mondays to Fridays (excluding public holidays).

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### INTRODUCTION

The purpose of this section of the application form is to provide guidance to applicants on the typical requirements that must be considered when making a driveway application. Information will cover construction standards, driveway grades, and dealing with obstructions and various constraints in the road reserve (the footpath area).

### CONSTRUCTION STANDARDS AND GRADES

Details of Council's construction standards and grades for Driveways are attached to this form.

### DRIVEWAY GRADES AND THE FOOTPATH

Typically, driveway grades must comply with the requirements of Chapter B1 of Wollongong DCP 2009. In some areas of the LGA this may be challenging due to the existing topography and there is potential that the driveway will result in excessive cut or fill. This has the potential to create impacts with drainage and safe pedestrian access.

In difficult sites it is recommended that:

- A long section be provided by an appropriately qualified person showing the driveway and the existing and proposed footpath levels.
- Demonstrate that minimal cut and fill will be occurring. Where it is proposed, then transition works in the footpath may be required to ensure pedestrian access is provided with smooth and even transitions and no trip hazards.

If this information is not provided and does not form part of an existing development approval, the application may be rejected or further information requested.

### COUNCIL INSPECTIONS

A Council Officer will be required to inspect the formwork and steel prior to the pouring of the concrete. Additional inspections may also include the post construction inspection. A minimum 48 hours' notice must be given to Council prior to the required inspection time.

A Council Officer will not inspect the site unless an application for a driveway crossing has been lodged. If further advice is required that is not covered in this guide then the owner must seek advice from an appropriately qualified and experienced concreter or builder depending on the nature of the site.

### TYPICAL CONSTRAINTS

#### 1 Street Trees – Prior to Lodgement of Driveway Crossing Application

Councils Public Tree Management Policy will not consider facilitation of off-street parking or minor lifting of driveways and paths by tree roots as valid reasons for the removal or pruning of trees or vegetation.

If a street tree is in the location where a driveway is proposed, the applicant must endeavour to seek all alternatives to avoid removing the tree. This may include redesigning the proposal, seeking alternative access, or minimising the width of proposed driveways, supported by advice from an arborist to minimise impacts on root zones.

If there is no feasible alternative, then prior to lodgement of the Driveway Crossing Application the Owner must gain approval from Councils Park and Open Space Manager via a Customer Service Request for the pruning or removal of the tree. In the event that removal is supported, a copy of any tree approval or correspondence must be included with the Driveway Crossing Application for confirmation.

Once all supporting documentation is obtained, the driveway application can then be lodged.

#### 2 Telstra Pit Lids

In many cases service pits can be located within the property frontage. It is the applicant's responsibility to seek advice from the relevant service authority on the necessary adjustments permitted to the service lid prior to the construction of the driveway.

Telstra can be contacted on 1800 810 443 to seek advice on the required adjustments to ensure that their infrastructure is suitably protected with the new driveway construction.

#### 3 Street Drainage Pits and Other Stormwater Infrastructure

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In front of many properties throughout the Illawarra exists a storm water pit and lintel. The lintel is the part that is integral with the kerb and gutter and allows the passage of stormwater into the pit. The lintel is sized to ensure the inflow of storm water for a range of storm events, and relocating or changing the lintel has the potential to have a detrimental impact on the performance of Council's stormwater system. Because of this **it is recommended that alternative access be sought, or adjustments made to the driveway width to avoid impacting on the existing storm water system.** If alternatives are available then relocating or modifying the storm water infrastructure is unlikely to be supported.

Any changes proposed to a Council storm water pit and lintel that are unavoidable must be supported by an assessment and detailed design prepared by a qualified and experienced Civil Engineer. As an example, relocating a pit, or changing a lintel to a V-Grate would need a detailed engineering analysis that includes assessing the inlet capacity for the existing catchment, consideration of blockage factors, vehicular loading, as well as the engineering drawings of the proposed modifications.

The process of construction on the street drainage infrastructure, and the road will also require separate approval under Section 138 of the Roads Act 1993 to via Council's Application to Open or Occupy a Road.

Any proposed modifications must be addressed to the Manager Development Engineering for determination prior to the lodgement of a driveway application and associated Application to Open or Occupy a Road.