

# APPLICATION FOR WORKS IN A COUNCIL ROAD RESERVE

Footpath Crossings, Driveways & Laybacks  
S138 of the Roads Act 1993

- Use this form to apply for permission to carry out driveway crossing works in Council controlled road reserves. You must be ready to appoint an approved contractor.
- Applications for Council approval of driveways for a Complying Development Certificate, public domain works other than driveways and other road occupations (e.g. crane lifts or site deliveries) should use Council's [Application for Road & Footpath Occupation Permit form](#).

**Up to seven full business days shall be allowed for processing of an application. Work (including excavation) shall not commence until approval has been granted by Council.**

At least 24 hours' notice is to be given to Council when work has reached the following stages:

- Prior to work commencing
- when the site is excavated with formwork and reinforcing in place, ready for pouring of concrete
- when all work has been completed and the site has been tidied up.

## PART 1 - APPLICANT DETAILS

Company Name (if applicable):

Applicant's Name:

Address:

Phone contact:

Email:

Is the applicant also the supervisor?      Yes       No

Signed:

Date:

## PART 2 – ON-SITE SUPERVISOR DETAILS (if not the applicant)

Full name of on-site supervisor:

Phone contact (24 hour):

## PART 3 – PROPERTY DETAILS OF PROPOSED WORKS

Address:

Lot & DP no. (if known):

Street frontage of works (if different to street address, e.g. for corner lots)

**Note:** Driveway and footpath concreting works must be undertaken by a Council-approved contractor. If you are not ready to appoint a contractor and require an in-principal approval, e.g. for a complying development or to meet conditions of a Development Consent, please use the [Application for Road & Footpath Occupation Permit form](#). **An approved contractor must be nominated prior to the commencement of any driveway or footpath works.**

## PART 4 - CONTRACTOR DETAILS

Contractor name:			
Company name:			
Phone:		Email:	

## PART 5 – WORK TIMES

Proposed Start Date:	Proposed Finish Date:
Permit required within two business days (An additional fee of \$237 applies): Yes <input type="checkbox"/> No <input type="checkbox"/>	

## PART 6 – DESCRIPTION OF WORK

Proposed construction activities: (tick as appropriate)  <b>Please provide plans of proposed works as attachments to this application.</b>	Footpath crossing <input type="checkbox"/>	Kerb and gutter <input type="checkbox"/>
	Gutter layback <input type="checkbox"/>	Concrete footpath <input type="checkbox"/>
	Replacement of redundant kerb with layback <input type="checkbox"/>	
	Replacement of redundant layback with kerb <input type="checkbox"/>	
	Second driveway access ( <b>see Note 2</b> for requirements) <input type="checkbox"/>	
	Other (provide details): <input type="checkbox"/>	
Driveway / path gradients	To Council's standard drawings <input type="checkbox"/> Non-Standard <input type="checkbox"/> (If non-standard, custom longitudinal section drawings are to be provided)	
Type of finish ( <b>refer to Council's <a href="#">Driveway and Footpath Works procedure manual</a></b> ): (tick as appropriate)	<b>ALL SURFACES MUST BE OF NON-SLIP FINISH</b> Plain concrete <input type="checkbox"/> Coloured concrete <input type="checkbox"/> Other (provide details): <input type="checkbox"/>	
Is the work area subject to any parking controls that will be impacted? (e.g. No Stopping, Timed Restrictions etc.)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, provide details:	
Is the work associated with a Development Application or Complying Development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If yes, provide reference no.:	

### **Note 1: Standards and Specifications**

1. Driveway and footpath works must comply with Council's [Driveway and Footpath Works procedure manual](#). Where standard gradients are unable to be achieved, custom longitudinal section drawings must be provided.

### **Note 2: Limitations – No consent for internal works**

2. This application cannot provide approval for driveway works within private land. Any such works must either qualify as Exempt Development pursuant to the [State Environmental Planning Policy: Exempt and Complying Development](#), or be subject to [Development Consent](#) pursuant to the Environmental Planning and Assessment Act 1979.

### **Note 3: Liability for Damage**

3. Any damage that occurs to Council assets as a result of any construction must be repaired to Council's satisfaction. Failure to do so may result in Council recovering restoration costs from the applicant in accordance with s101 of the Roads Act 1993.

## PART 7 – TRAFFIC GUIDANCE SCHEME

REGULATION OF TRAFFIC UNDER S115 OF THE ROADS ACT 1993

Low-risk works on low-traffic roads of speed limits of 50km/h or less may use a standard traffic guidance scheme provided with the approval.

Some higher-risk sites may require preparation of a site-specific traffic guidance scheme prepared by a person holding current SafeWork NSW 'Prepare a work zone traffic management plan' accreditation **at Council's discretion**. Examples where this may be required include roads with a speed limit greater than or equal to 60km/h, in or near school zones, in areas subject to congestion or high pedestrian activity, near controlled intersections, or subject to poor sight distance or other constraints.

### TO MAKE AN APPLICATION

Lodge your completed application in person at Council's Administration Building, or via email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

The completed application shall include separate PDF documents which includes:

- this completed application form;
- plans of proposed works
- the Traffic Control Plan (where required);

You will be contacted for fee payment. To expedite the issue of the permit, you may provide your contact name and phone number below and you will be contacted for Credit Card Payment. Payment can also be made in person with credit card, cash or cheque (made payable to "Kiama Municipal Council").

Contact name:

Phone number:

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess your application for a road & footpath occupation permit. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** The supply of this information is compulsory and the personal information you provide will enable Council to assess your application road & footpath occupation permit. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444 or by email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)

### FEES AND CHARGES

CATEGORY	EXAMPLE OF TYPE OF WORK INVOLVED	NOTES	FEE
Driveway Application Fee	Construction of a driveway crossover, footpath crossing or layback.	Includes two inspections.	\$263 application fee
Speed Reduction	Reduction of signposted speed on the TCP.	Where shown on the TCP that the speed limit will be reduced This is in addition to all other fees.	\$332
Urgency Fee	Permit needs to be expedited.	Where the permit is required within 2 business days of lodgement. This is in addition to all other fees.	\$237