

# Public Domain Construction – Vehicle Entrance/ Driveway Application Form

Document Number: 21/198952



Fees and Charges Schedule (EP10)		Code
Vehicle Entrance / Driveway Construction – Associated with DA or CDC		
Public Place Design Review - \$0 - \$300,000 cost of development	\$600.00	AP/DRA
Public Place Design Review - \$300,001 - \$20,000,000 cost of development	0.1% of development cost	AP/DRA
Public Place Design Review – Greater than \$20,000,000 cost of development	\$20,000.00	AP/DRA
Driveway Inspection – per inspection (\$0 - \$300,000) minimum 2 inspections	\$250.00	AP/DRA
Driveway Inspection – per inspection (over \$300,000) minimum 3 inspections	\$250.00	
Vehicle Entrance / Driveway Construction – NOT associated to DA or CDC		
Application Fee	\$280.00	AP/DRA
Design & Inspection Fee – single unit dwellings (including levels)	\$764.00	AP/DRA
Design & Inspection Fee – dual occupancies (including levels)	\$874.00	AP/DRA
Design & Inspection Fee – other development (including levels)	\$1046.00	AP/DRA
Vehicle Entrance Bond – refundable upon satisfactory completion	\$998.00	AP/DRA
<b>Applicant/Permit Holder Details</b>		
Ms/Mr/Mrs/ Other (please circle)	Given Name(s)	Surname
Street Address		
Company Name (if applicable)		
Mailing Address (if different)		
Daytime Telephone No. (Home/Work)		Mobile No.
Email Address		
<b>Property Details</b>		
Lot No(s)	Section	DP/SP Number
Unit No.	Street No.	Street
Suburb		Postcode
Owner(s) Surname		Given Name(s)
Property Owner's Consent (Signature)		
<b>Payment Details</b>		
Applicant's Signature		Date
Total Fees Due	\$	Office Use
Office use Only	Receipt No	Date
		\$

## Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website.

### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)  
W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450    Τηλεφωνικές Υπηρεσίες Διερμηνέων    بخدمة الترجمة الهاتفية    電話傳譯服務處    Служба за преведување по телефон

## Vehicle Entrance / Driveway Questionnaire

### Section 1: Description of the Associated Development

*Please identify if the works are to be undertaken in association to a DA or Complying Development, or if the works are NOT associated to a DA or Complying Development*

#### Section 1: A.

Is this work associated to a Development subject to a Development Consent?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Development Consent Details</b>			
DA Number	___/___/___	Date of Determination	___/___/___
Development Consent Description		Development Application Value	\$

#### Section 1: B.

Is this work associated to a Development subject to an application for a Complying Development Consent?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Proposed Complying Development Certificate Details</b>			
Please supply Council with the following:	Concept Plan indicating location of Driveway (A4)	<input type="checkbox"/>	Estimated CDC Value / Cost of Works
Proposed Complying Development Description		\$	
<p><b>Note:</b> You will be supplied with Boundary Levels upon submission and approval of this application. Once your application for a Complying Development Consent has been approved, please notify our Public Domain Team on 02 9562 1632 to advise them of the approval. At this time you will need to supply the Public Domain Engineer with the approved CDC Value/Costs of Works. If that amount is higher than initially indicated on this application, an adjustment will be made and a Tax Invoice issued for the difference. You will also need to supply the Public Domain Engineer with the CD reference number given to you by Council and a copy of the approved and stamped plans. Once that has been supplied, Council will process and issue your Permit to Construct the Driveway as well as the Driveway Design. Please allow a minimum of fourteen (14) working days' from the date you notify Council of the Consent approval for your Permit and Design to be issued.</p>			

#### Section 1: C.

Is this work NOT associated to a Development Consent or Complying Development Consent?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Reason for undertaking work (if NOT associated to a Development Consent or Complying Development Consent)	<input type="checkbox"/> New vehicle entrance/driveway	<input type="checkbox"/> Reconstruction of existing vehicle entrance/driveway	
<p><b>Note 1</b> The construction of a new residential vehicle entrance/driveway must be in association with a hardstand parking area, complying with the requirements of the <i>Exempt Development Code</i>, in particular Clause 2.28 of <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>.</p> <p><b>Note 2</b> The construction of a new commercial or industrial vehicle entrance/driveway must be in association with a hardstand parking area, complying with the requirements of the <i>Commercial and Industrial Alterations Code</i>, in particular Clause 5.22 of <i>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</i>.</p>			

## Vehicle Entrance / Driveway Questionnaire Cont.

### Section 2: Detailed Description of the Proposed Vehicle Entrance / Driveway

Date of Commencement	___/___/___	Date of Completion	___/___/___	Duration of Works	

### Section 3: Vehicle Entrance / Driveway Works Construction Questionnaire

Location					
Proposed Surface Materials	<input type="checkbox"/> Plain Concrete <input type="checkbox"/> Faux Brick Finished Concrete	Other Work Required	<input type="checkbox"/> Kerb and Gutter <input type="checkbox"/> Footpath		

### Section 4: Contractor Details

Ms/Mr/Mrs/ Other (please circle)	Given Name(s)		Surname	
Street Address				
Company Name (if applicable)				
Mailing Address (if different)				
Daytime Telephone No. (Home/Work)		Mobile No.		
Email Address				
Certificate of Currency details				
Policy Holder		Policy No.		Expiry Date
				___/___/___

**PLEASE NOTE:**

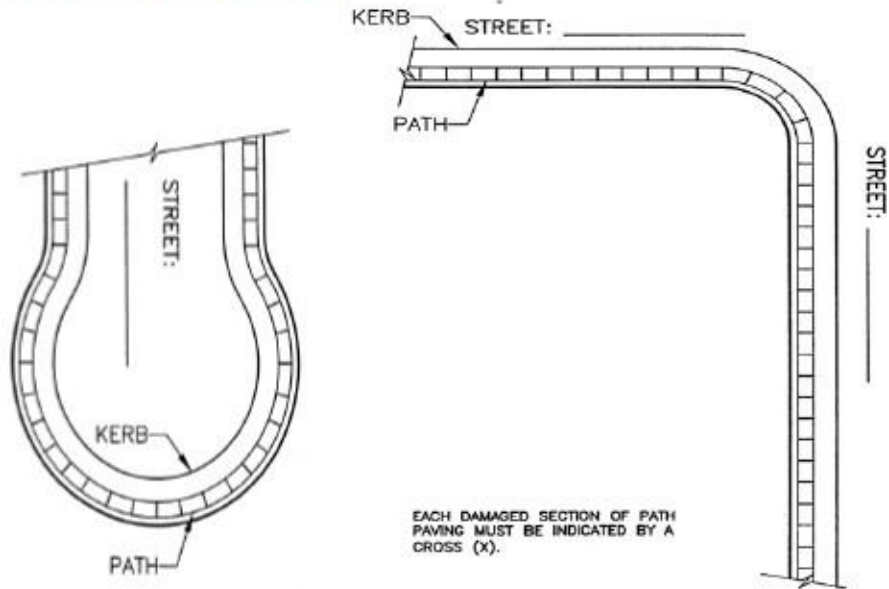
1. Applications are to be lodged and paid for in person at either of Council's Customer Service Centres between 8.30am and 4.00pm Monday to Friday and 9.00am and 12.30pm Saturdays (excluding public holidays). Payment can be made by cash, cheque, money order, debit card and the following credit cards: Visa and MasterCard. Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid. You may also post in your completed application and supporting documentation on USB together with a cheque or money order to PO Box 21 Rockdale NSW 2216.
2. Council requires lodgement of all plans and supporting documentation in digital form (as PDF documents) contained on a non-refundable USB.
3. **This application is NOT a permit to undertake works.** A valid permit must be obtained PRIOR TO undertaking the work or activity. Fines may apply if an activity commences without a valid permit being issued.
4. A **minimum of twenty (20) working days** is required to assess the application. Longer processing times are required for works and activities for Works Zones and for activities on *Classified Road*, which require the concurrence of the RMS.
5. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing the activity. Fines may apply if an activity commences without satisfying the conditions.
6. Council may require additional information to process the application, if the application is incomplete or unclear.
7. To discuss application in further detail, please call the Public Domain & Referral Team on 02 9562 1632.

**NB: If you have paid a Security Deposit and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection and request a Bond Refund Form. The Final Inspection can only be conducted 28 days after the date the concrete was poured. Once the Public Domain Engineer has conducted the inspection and has established that no damage has been sustained to Council's assets, Council will process your bond refund. Council is currently processing refunds within one (1) week of final inspection unless there are complex issues that arise and need to be resolved. Should you not have received your bond refund after that time, please contact Council on 1300 581 299 and ask to speak with Accounts Payable.**

## CONDITION RECORD OF FOOTPATH / KERB AND GUTTER / ROAD / DRAINAGE PRIOR TO COMMENCEMENT OF BUILDING WORK

**REQUIREMENTS:**

- **This form must be completed, signed and submitted with application**
- Show reference point eg House No / landmark on diagram
- Show length of damage on diagram
- Attach photos to verify damage



	No	Yes	Details (Indicate on the above diagram and describe below)	Office Use
Is there any damage to the KERB AND GUTTER?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the FOOTPATH?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the ROAD?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the STORMWATER DRAINAGE?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

**Notes:**

1. Failure to record damage to Council assets prior to the commencement of the activity may result in Council seeking rectification of any damage that exists at the completion of the activity.
2. If such rectification is not undertaken, or rectification does not comply with Council specifications, Council may do the work and deduct such costs from any bond held for the activity or related Development Application / Complying Development.
3. To record detailed condition information, or as required for various application, a dilapidation report should be prepared and submitted with the application. A Dilapidation Report is a technical report with photo images of assets at a given point in time. It records the existing condition of assets prior to the commencement of the activity.

## IMPORTANT INFORMATION FOR APPLICATIONS

### Electronic Supply of Supporting Documents

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on non-returnable USB). Please also provide a paper copy of the Application Form until such time as Council's staged process to full electronic lodgement has been implemented. Refer to the Electronic Lodgement Guidelines sheet for further information.

### Specifications for Supporting Information

**Traffic Management Plans** – Refer to Traffic Management Plans Information Sheet for further information.

**Certificate of Currency** – A Certificate of Currency must identify the proposed permit holder as the insured party, with the value of Public Liability Insurance being no less than \$20,000,000. The Certificate of Currency must have an expiry date at least three (3) months later than the finish date for the proposed work activity.

**Engineer's Certificate** – A certificate issued by a **Professional Engineer**, holding registration on the National Engineer's Register (NER) in the appropriate category of registration, e.g. Civil Engineering, Structural Engineering, Geotechnical Engineering, etc.

### Classified Roads

On a *Classified Road*, Council is unable to approve your activity unless the concurrence of the Roads & Maritime Services (RMS) has been obtained. Additional processing time will be required for Council to refer applications to RMS. Activities and the hours of work may be restricted and/or subject to conditions. Activities will be unable to commence unless a Road Occupancy License (ROL) has also been obtained from the Transport Management Centre.

#### Classified Roads in the Bayside Council Area

Anzac Parade	Bay Street (Rockdale)	Bexley Road	Botany Road
Bunnerong Road	Coward Street*	Croydon Road*	Denison Street
Foreshore Road	Forest Road	Frederick Street*	Gardeners Road
General Holmes Drive	Harrow Road*	Joyce Drive	Kent Road*
Marsh Street	O'Riordan Street	President Avenue	Princes Highway
Ricketty Street	Robey Street*	Sandringham Street*	Stoney Creek Road
The Grand Parade	The Seven Ways	Wentworth Avenue	West Botany Street*
Wickham Street			

\* - denotes part road as *Classified Road*

### Regional Roads

On a *Regional Road*, additional processing time may be required to refer applications to RMS. Activities and the hours of work may be restricted and/or subject to conditions. Activities may require a Road Occupancy License (ROL) from the Traffic Management Centre.

#### Regional Roads in the Bayside Council Area

Beauchamp Road*	Bestic Street	Chuter Avenue	Coward Street
Croydon Road*	Flora Street	Harrow Road	Hartill Law Avenue
Heffron Road	King Street	Kingsgrove Road*	Maloney Street
New Illawarra Road	O'Connell Street	Page Street	Paine Street
Preddys Road	Queen Victoria Street	Railway Street	Ramsgate Road
Slade Road	Stephen Road	Warialda Street	West Botany Street
Willison Road	Wolli Creek Road*		

\* - denotes half road as *Regional Road*

### **Please submit completed form:**

**In person** at our customer service centres during business hours. For opening hours see [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

**By email** to [CS.applications@bayside.nsw.gov.au](mailto:CS.applications@bayside.nsw.gov.au).

*\*If lodged via email, Council's Customer Service Officers will call you to organise an over the phone payment.*

**By post** with any supporting documentation and a cheque or money order to PO Box 21 Rockdale NSW 2216.

*\*Council prefers payment by cheque, money order, debit and credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.*