

Public Domain Construction – Vehicle Entrance/ Driveway Application Form

Document Number: 23/176816



Fees and Charges Schedule (EP10)		Code
Vehicle Entrance / Driveway Construction – Associated with DA or CDC		
Public Place Design Review - \$0 - \$600,000 cost of development	\$600.00	AP/DRA
Public Place Design Review - \$600,001 - \$20,000,000 cost of development	0.1% of development value	AP/DRA
Public Place Design Review – Greater than \$20,000,000 cost of development Maximum fee is \$20,000.00	0.1% of development value	AP/DRA
Driveway Inspection – per inspection Minimum 2 inspections. Additional inspections as required (eg. Reinspection following failure/defect; multi-stage completion; bonds, etc.)	\$275.00	AP/DRA
Vehicle Entrance / Driveway Construction – NOT associated to DA or CDC		
Application Fee	\$ 308.00	AP/DRA
Design & Inspection Fee – single unit dwellings (including levels)	\$ 840.00	AP/DRA
Design & Inspection Fee – dual occupancies (including levels)	\$ 960.00	AP/DRA
Design & Inspection Fee – other development (including levels)	\$1,155.00	AP/DRA
Vehicle Entrance Bond – refundable upon satisfactory completion	\$1,000.00	AP/DRA
Applicant/Permit Holder 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		
Property Details		
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)		
Payment Details		
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

W 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
Development Consent Details			
DA Number	_/_/_/	Date of Determination	_/_/_/
		Development Application Value <small>(cost of development / development value)</small>	\$
Development Consent Description			

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
Proposed Complying Development Certificate Details			
Please supply Council with the following:	Concept Plan indicating location of Driveway (A4)	<input type="checkbox"/>	Estimated CDC Value / Cost of Works <small>(cost of development / development value)</small>
Proposed Complying Development Description			

Note: 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.

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>Note 1 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>Note 2 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 submit completed form:

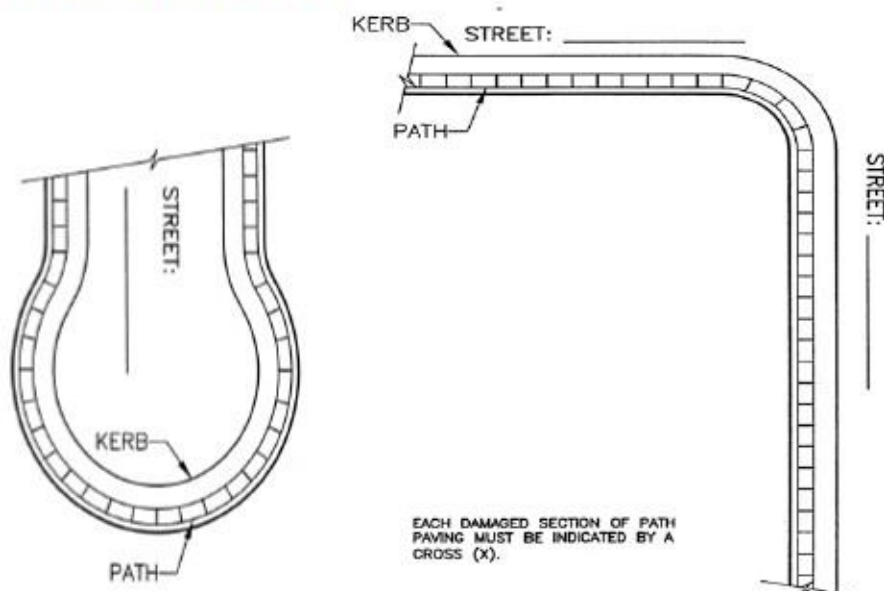
1. You can lodge your completed application:
 - In person** at our customer service centres during business hours. For opening hours see www.bayside.nsw.gov.au.
 - By email** to CS.applications@bayside.nsw.gov.au. All applications lodged via email, must be paid by credit card over the phone.
 - *If lodged via email, Council's Customer Service Officers will contact 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% (including GST) depending on the fee being paid.*
2. Council requires lodgement of all plans and supporting documentation in digital form (as PDF documents).
3. "Cost of development / development value" is the total DA/CDC value, not the cost of the public domain works.
4. **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.
5. A **minimum of twenty (20) working days** is required to assess the application. Longer processing times are required for works and activities for activities on *Classified Road*, which require the concurrence of the TfNSW.
6. 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.
7. Council may require additional information to process the application if the application is incomplete or unclear.
8. To discuss application in further detail, please call the Public Domain & Referral Team on 02 9562 1632.

NB: If you have paid a Vehicular Entrance Bond and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection. 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, please submit a 'Request for Bond Refund Form' which can be found at www.bayside.nsw.gov.au.

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:

- a. 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.
- b. 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.
- c. 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.

Classified Roads

On a *Classified Road*, Council is unable to approve your activity unless the concurrence of Transport for New South Wales (TfNSW) has been obtained. Additional processing time will be required for Council to refer applications to TfNSW. 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 TfNSW. 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*

Electronic Lodgement Guidelines Engineering Applications

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a non-returnable USB). The USB will become the property of Bayside Council.

Application plans and supporting documentation is no longer accepted in paper form for all new engineering applications lodged on or after 1 January 2016, including applications for driveway works, frontage works, and work activities on Council sites.

Please note the original signed Application Form, containing owner's consent signature(s) and the Checklist relevant to your application will still be required in paper form until such time as Council's staged process to full electronic lodgement has been implemented.

Electronic documents submitted with your application must satisfy the following criteria:

PDF Format

All documents including plans must be submitted as PDF files viewable in Adobe Acrobat. Security settings must not be applied to electronic documents, this includes no passwords.

Documents

Must be A4 formatted and optimised for minimum size (online publishing).

Files larger than 5Mb should be broken up into logical parts and supplied as separate files, eg detailed reports etc.

Plans

Plans must be to scale, rotated to landscape and provided in PDF format.

It is preferred that plans be converted electronically rather than printed and scanned. The scale should be clearly displayed on all plan sheets as:

- ▶ Showing a scale e.g. 1:200 and separately state the original sheet size e.g. A3; or
- ▶ Showing scale as 1:200@A3.
- ▶ Black and white plans are to be at a resolution of 300dpi whether they are A4 or A1 etc.
- ▶ Coloured plans may be at a lower resolution.
- ▶ Plans and drawings each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document).

NB: Traffic Control Plans are exempted from the requirements for scaling.

Multi-page Documents

Multiple paged documents should be provided as a single complete document and not as single images. Multiple paged documents must contain bookmarks to indicate the relevant sections of the document.

Accuracy

Electronic documents must be exact reproductions of the original paper copy documents or plans.

Access to Information

Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

File Naming Conventions – Protocol for Application Documentation

File naming conventions apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in the relevant Checklist. The example below is to assist and guide you in naming all plans and supporting documentation associated with your application.

Please follow the format exactly as it appears below, capturing the relevant property address for your application into each document title, for example:

*Landscape Plan – 2 Bryant Street Rockdale*¹ – Jones². This will assist ease of location and consistency in storage of your documents in Council's electronic document management system.

Civil Works Details	Property Address ¹	Applicant Name ²
Civil Works Plan(s)	Property Address ¹	Applicant Name ²
Civil Works Section(s)	Property Address ¹	Applicant Name ²
Crane Details	Property Address ¹	Applicant Name ²
Construction Management Plan	Property Address ¹	Applicant Name ²
Demolition Plan(s)	Property Address ¹	Applicant Name ²
Design Report for [insert reason]	Property Address ¹	Applicant Name ²
Drainage Details	Property Address ¹	Applicant Name ²
Drainage Longsection(s)	Property Address ¹	Applicant Name ²
Drainage Plan(s)	Property Address ¹	Applicant Name ²
Driveway Plan(s)	Property Address ¹	Applicant Name ²
Driveway Longsection(s)	Property Address ¹	Applicant Name ²
Engineer's Certificate for [insert reason]	Property Address ¹	Applicant Name ²
Flood Plan(s)	Property Address ¹	Applicant Name ²
Geotechnical Report	Property Address ¹	Applicant Name ²
Ground Anchors General Arrangement Plan(s)	Property Address ¹	Applicant Name ²
Ground Anchors Structures Details	Property Address ¹	Applicant Name ²
Groundwater Management Plan	Property Address ¹	Applicant Name ²
Hoarding General Arrangement Plan(s)	Property Address ¹	Applicant Name ²
Hoarding Structure Details Plan(s)	Property Address ¹	Applicant Name ²
Landscape Details	Property Address ¹	Applicant Name ²
Landscape Plan(s)	Property Address ¹	Applicant Name ²
Public Liability Insurance – Certificate of currency	Property Address ¹	Applicant Name ²
Professional Indemnity Insurance – Certificate of currency	Property Address ¹	Applicant Name ²
Site Plan(s)	Property Address ¹	Applicant Name ²
Site Restoration Plan(s)	Property Address ¹	Applicant Name ²
Soil and Water Management Plan	Property Address ¹	Applicant Name ²
Survey Plan	Property Address ¹	Applicant Name ²
Structures Details	Property Address ¹	Applicant Name ²
Structures Plan(s)	Property Address ¹	Applicant Name ²
Swinging / Hoisting Diagram	Property Address ¹	Applicant Name ²
Traffic Control Plan	Property Address ¹	Applicant Name ²
Work Zone general Arrangement Plan	Property Address ¹	Applicant Name ²
Works Specification for [insert reason]	Property Address ¹	Applicant Name ²

1. Address in the above format.

2. Surname in the above format.

Contact Details

For more information regarding this info sheet, contact Council's Customer Services on **1300 581 299** or visit **www.bayside.nsw.gov.au**