

# Driveway Works – Vehicle Entrance Application EP10

Local Government Act 1993 and the Roads Act 1993

## OFFICE USE ONLY

Reference No.

### About this form

Use this form to apply for a Driveway works (Public domain construction- Vehicle Entrance/Driveway Application) **prior** to the issue of the Construction Certificate.

Council will advise you of any additional fees during assessment of the application and payment will be required prior to any approval. Please refer to Council's adopted Fees and Charges.

### Proposed Site Details

Lot No(s):  Section:  DP/SP Number   
Unit No:  Street No:  Street Name:   
Suburb:  Post Code:

### Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other  
First Name:  Family Name:   
Company Name (if applicable):   
ABN/ACN (if applicable):   
Street Address:   
Suburb:  State:  Post Code:   
Email Address:   
Daytime Telephone No. (Home/Work):  Mobile No:

#### Postal address

PO Box 21, Rockdale NSW 2216

ABN 80 690 785 443

Telephone Interpreter Services: 131 450

#### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale

Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

Τηλεφωνικές Υπηρεσίες Διερμηνέων بخدمة الترجمة الهاتفية 電話傳譯服務處

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

T 1300 581 299

Служба за преведување по телефон

Application details

Please identify if the works are to be undertaken in association with either a Development Application (DA), a Complying Development Certificate (CDC) or you want to reconstruct your driveway/request a driveway (No DA/CDC).

What do you want to do?

- ☐ I want to build a driveway where I have less than 2 residential dwellings on my lot
- ☐ I want to build a driveway for any other development

Is your application subject to a Development Consent (DA or CDC) ☐ Yes

If the proposal is associated with a DA, please provide:

DA Number

Determination Date

If the proposal is associated with a CDC - *See guidelines for works associated with a CDC at the end of this form*

Section 2: Proposal Details

Description and Location of the Proposed Vehicle Entrance/Driveway

Are you proposing to construct on a [State/classified roads](#) ? ☐ Yes ☐ No

Yes: Longer processing times are required for activities as they require the concurrence of the TfNSW.

Supporting Documentation

Documents required	Office Use	
Concept Plan indicating location of Driveway (A4) (for CDC applications only)	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment.

Fees – Charged at lodgement.

Fee & Charges	Application Code	
Application fee	\$ 341.00	AP/DRA
Inspection fee and approval fee (includes 2 inspections)	\$ 600.00	AP/DRA
Design fee – Up to 2 dwellings	\$ 800.00	AP/DRA
Design fee – All other developments	\$ 1,100.00	AP/DRA
Vehicle Entrance Bond (Not Associated with DA/CDC)	\$ 1,000.00	APD/RA

Council will advise you of any additional fees during assessment of the application and payment will be required prior to any approval. Please refer to Council’s adopted [Fees and Charges](#).

## Terms and conditions

### 1. **Permit:**

- 1.1. **This application is NOT a permit to undertake works.** A valid permit must be obtained PRIOR TO undertaking the work or activity.
- 1.2. Fines may apply if an activity commences without a valid permit been issued.
- 1.3. The permit will be issued after assessment and outstanding fees are paid in full.
- 1.4. A minimum period of **twenty (20) working days** is required to assess the application.
- 1.5. Longer processing times are required for works fronting [Classified roads](#), which require the concurrence of the TfNSW.
- 1.6. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing.
- 1.7. Fines may apply if an activity commences without satisfying the conditions.
- 1.8. Council may require additional information to process the application, if the application is incomplete or unclear.

### 2. **Fees and Charges:**

- 2.1. All applications are subject an application fee, and additional fees regarding the specific works.
- 2.2. Fees are subject to change during assessment period, based upon lodged supporting documents.
- 2.3. A refundable Vehicle Entrance bond may be required and can be in the form of cash, bank cheque or bank guarantee.

### 3. **Damage Reports – Dilapidation:**

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.

### 4. **Electronic Supply of Supporting Documents:**

- 4.1. Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents)
- 4.2. Please also provide a paper copy of the Application Form if lodging in person.
- 4.3. Check the Electronic [Lodgement Guidelines for Engineering Applications](#)

### 5. **Specifications for Supporting Information:**

- 5.1. **Concept Plan indicating location of Driveway** – A scaled site plan indicating position of proposed driveway(s), street trees and utilities. This plan shall be annotated with dimensions of driveway widths, lengths, distances from Council assets and survey spot elevations.

### 6. **Safety legislation:**

- 6.1. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.
- 6.2. The Applicant must comply with **all** of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial1100 before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.
- 6.3. The Applicant must comply with **all** the clauses stated within **Work Health and Safety Regulation 2017** and **Roads Act 1993**

### 7. **Vehicle Entrance Bond Return:**

- 7.1. Once Council is satisfied and has signed off on the Public Domain works, you will be eligible for a refund of the Vehicle Entrance Bond.
- 7.2. Submit the [Request for Bond Refund Form](#) and submit to council.
- 7.3. A council Public Domain Engineer will conduct an inspection to confirm that no damage has occurred to Council assets and that the Public Domain has been fully restored.
- 7.4. Inspections may take fourteen (14) working days from initial request.
- 7.5. Bond refunds may take up to 6 weeks from submission of form and completion of the inspection.
- 7.6. Council advises that you supply your bank details so an EFT refund can be initiated.
- 7.7. If you have not received your bond after this time period, contact the Councils Accounts Department on 1300 581 299

### 8. **Extension of a Permit:**

- 8.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.
- 8.2. Extension of time request must be made at least 3 weeks prior to the expiry date of the original approved permit.

Declaration

I have read, understood, and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application on the dates prescribed.

I also understand that:

- Before the application is assessed, I will be provided with an invoice of the outstanding applicable fees.
- More information will be requested after the date of lodgement.
- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.

As the applicant I am accepting the responsibility for all charges relating to the application by submitting this application and/or licence. I understand that I must pay additional charges in line with our current fees and charges when council advises of any additional fees, after assessment of the application, and payment will be required prior to any approval. Additional fees may also be levied when Bayside Council Officers determine the application has exceeded the initial estimation or measurements at lodgement.

Applications and costs can't be submitted on behalf of another business, or transferred to another business, company or individual.

Applicant's Signature		Date		/		/	
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## Classified Roads

TfNSW has responsibility for the road pavement and kerb and gutter on Classified Roads. If the main traffic route is a classified Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Council is responsible for works, activities, occupation, and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.

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.

## 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.

## Guideline notes for Complying Developments

### Notes for your driveway application – Complying Development

**Note:** You will be supplied with a CDC Driveway Concurrence Letter upon satisfactory assessment and approval of this application. This letter will be for the purpose of approval and issuing of Complying Development Certificate, which must notify our Public Domain Team on 1300 581 299 to advise them of the approval. This letter is not a permit to begin works on the road reserve.

After your CDC has been approved by your Principal Certifier, you will need to supply the Public Domain Officer with the approved stamped CDC plans, which will allow Council to process, design and issue a Roads Act 1993 permit. This permit will allow works to be conducted and will provide a site-specific design for all required works on Council land, including gradients of the vehicular crossing.

Please allow a minimum of fourteen (14) working days from the date you notify Council of the CDC approval for your Permit and Design to be issued.

## Guideline notes for reconstruction of a driveway

**Note :** The construction of a new residential vehicle entrance/driveway must be in association with a hardstand parking area, complying with the requirements of the Exempt Development Code, in particular Clause 2.28 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

**Note :** 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 Commercial and Industrial Alterations Code, in particular Clause 5.22 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### On-line

Visit [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

### In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

**Payment is preferred by cheque, money order, debit or 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.**

## Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council Officers. Members of the public will not be provided with access to the personal details contained on this form.

### OFFICE USE ONLY

Receipt No	Date	\$
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