

**DRIVEWAY & ANCILLARY WORKS CONSTRUCTION BY  
PRIVATE CONTRACTOR APPLICATION FORM**  
PLEASE ALLOW 7 WORKING DAYS TO PROCESS APPLICATION  
**S.138, ROADS ACT 1993**



**LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:**



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Email:** [customer.service@canadabay.nsw.gov.au](mailto:customer.service@canadabay.nsw.gov.au)

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:** Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

<b>Office Use</b>	Inspection fees:	\$	Receipt No:		Date:	
	Asphalt fee:	\$	Receipt No:		Date:	
	Security deposit:	\$	Receipt No:		Date:	
	<b>Application Number:</b>	<b>PCON</b>	<b>/</b>	<b>Bond Number:</b>	<b>BG</b>	<b>/</b>

**Important Note:** You are advised to visit Council's website and familiarise yourself with the driveway & ancillary works process and construction specifications prior to the lodgement of this application.  
<http://www.canadabay.nsw.gov.au/comm-infra-driveway-application-process-main-page.html>

**Driveway &/or Ancillary Works approvals issued by Council**

Has written approval for the proposed Driveway &/or Ancillary Works been issued in writing by Council?

No **If No, you need to lodge a Driveway &/or Ancillary Works Location application form.**

Yes If **Yes**, please specify Approval information below.

**Post 1 January 2015 Approval** Approval date:

Driveway &/or Ancillary Works Approval Number:

**Pre 1 January 2015 Approval**

In December 2014, Council changed its Driveway & Ancillary Works process and construction specification. If your approval was issued prior to this date, upon receipt of this application by Council's Civil Infrastructure Department, you will be contacted to arrange a site inspection to re-confirm the scope of works approved.

Approval Date:

Site Address:	<input type="text"/>	Suburb:	<input type="text"/>	
Estimated Construction Period:	Dates From:	<input type="text" value="/ /"/>	Dates To:	<input type="text" value="/ /"/>

### Applicant details

Surname:  First Name:

Email:

Contact Number:

Property Owner  Developer  Other (specify)

Company Name:

Mailing Address:

Suburb:  Postcode:

### Contractors details

Surname:  First Name:

Email:

Contact Number:

Company Name:  ABN Number:

Mailing Address:

Suburb:  Postcode:

Contractors/Builders Licence Number:  Expiry Date:

### Contractor Public Liability Insurance details

Insurer Name:

Policy Number:

Period of Insurance From:  To:

Limit of Indemnity \$

I understand that this insurance shall not be cancelled or lapsed without the agreement of Canada Bay Council and the Policy document shall be endorsed to this effect.

### State Roads

**If the proposed work is located on any of the following streets/roads, you will be required to obtain a Road Occupancy Licence (ROL) from the RMS (Traffic Management Centre)**

Marlborough Street, DRUMMOYNE	Westbourne Street, DRUMMOYNE
Bayswater Street, DRUMMOYNE	Ramsay Road, FIVE DOCK
Gipps Street/Patterson Street, CONCORD	Queens Road, FIVE DOCK
Leicester Avenue between Parramatta Road and Raw Square	Homebush Bay Drive
Fairlight Street between Ramsay Road and Great North Road	Parramatta Road
Lyons Road between Great North Road and Victoria Road	Victoria Road
Great North Road between Parramatta Road and Lyons Road	Concord Road

### Documentation Required

**Please note: If the information required on this check list is not provided at the time of lodgement, then your application will not be accepted.**

- A copy of the Contractors Public Liability Insurance to the value of \$20,000,000 for a period of six (6) months **indemnifying the City of Canada Bay Council MUST** be provided.
- A copy of the Contractor's Licence valid for a period of six (6) months **MUST** be provided.
- A Traffic Control Plan **MUST** be certified by a suitably qualified RMS ticket holder. Failure to do so will result in the application being rejected, and Application Fees not refunded.
- A copy of Road Occupancy Licence (ROL) **IF** proposed works are on a **STATE ROAD** (See list above)

### Recommended Documentation

- It is recommended that you complete and submit a 'Pre-Commencement Damage Report'. This is to ensure that pre-existing damage is not attributed to the property owner. This form can be downloaded from Council's website or a copy obtained from Council's Customer Services Department. If you have a current associated application lodged with Council that required the lodgement of a Damage Report, then you do not need to submit another Damage Report.

### Inspections

**Please call Customer Service on 9911 6555 to request the necessary inspections outlined in your approval:**

- **Pre-excavation** site meeting – at least 48 hours' notice must be given.
- **Formwork Inspection** – at least 48 hours' notice must be given for checking timbering for alignment, level and stability and subgrade preparation.
- **Final Inspection** – the Owner or Contractor shall notify Council for a final inspection once the concrete has been poured and finished, formwork removed and area restored. At least 48 hours' notice must be given.
- **Additional Inspection(s)** – a \$132 fee applies for each subsequent inspection required outside the stated number indicated in the 'Driveway Installation Approval'. 48 hours' notice must be given.
- **Re-inspection(s)** – a \$132 fee applies to each reinspection; except where Council is notified 24 hours prior to appointment or in the instance of poor weather conditions at Inspectors discretion)

### Security Deposit

The security deposit that was paid to Council on lodgement of your application will be refunded by cheque after a final inspection has been undertaken by a Council Inspector. **Please note:** If works are found to be incomplete or non-compliant, then a chargeable re-inspection may be required delaying the release of your deposit.

### Customer Checklist

- Copy of the Contractor's Public Liability Insurance to the value of \$20,000,000 for a period of six (6) months.
- Copy of the Contractor's Licence valid for a minimum period of six (6) months.
- Copy of Traffic Control Management Plan for proposed construction works.
- Copy of Road Occupancy Licence (ROL) if proposed works are on a State Road.
- All applicable fields have been completed on the application.
- All costs paid as identified in the Driveway &/or Ancillary Works Location Approval (Post January 2015 only).
- Pre-Commencement Damage Report (if submitted).

### Terms & Conditions

1. This form will allow you to apply for permission to do work. Works can only commence once Driveway & Ancillary Works Construction approval is obtained from Council in writing.
2. All payments must be made upon lodgement of this Application Form.
3. All fees identified in your Driveway & Ancillary Works Location approval must be paid to Council.
4. A refundable bond, identified in your Driveway & Ancillary Works Location approval is payable to Council. The bond will be refunded automatically by cheque after a final inspection of the work has been done by Council's Civil Infrastructure Department once concrete has been poured and finished, formwork removed and area restored).
5. Before lodging this application form, it is strongly advised that the applicant has read carefully the 'Specification for Driveway Construction' and consulted with Council staff regarding the location/number of driveways proposed to avoid rejection of the application due to non-compliance.
6. The construction of the crossover is at the risk of the owner.
7. Any damaged or missing footpath or kerbing associated with the Driveway & Ancillary Works construction will be reinstated by the property owner.
8. Any damage caused or damage not notified to Council prior to commencing work will be repaired at the property owner's expense.
9. Lighting, fencing, traffic control and advanced warning signage being provided for the protection of the works and for the safety and convenience of the public and others, to the satisfaction of Council, and in accordance with the attached traffic management plan and Australian Standard, 1742.3 – 2000. Traffic movement in both directions on public roads, and vehicular access to private properties is to be maintained at all times.
10. All costs involved with the construction or alteration of a driveway access (including alteration of any Council infrastructure) are to be borne by the property owner. Further, works associated with the relocation/alteration of non-Council (e.g. ETSA, SA Water etc.) services or other constraints must be arranged by the property owner through those relevant authorities and will be the subject of separate costs, payable to those authorities.
11. If the driveway is non-compliant, Council may direct the Applicant to undertake modifications of the driveway at the property owner's expense.
12. Once installed, it is the responsibility of the property owner to repair and/or maintain the new driveway invert and/or crossover in a safe and serviceable condition at all times. This maintenance responsibility also extends to all existing driveway inverts, water table and crossovers.

### Declaration

I hereby acknowledge that submission of this form does not permit me to commence any works. I have read and understand the Terms & Conditions that apply to this form as well as Council's Specifications for Driveway Construction. Once written approval has been received by me from Council I will undertake works according to Council's Specifications for Driveway Construction and the conditions stated in the approval. All information provided on this form is known to be true and correct.

Applicant Signature:

Date:

### Customer Services Sign Off

I verify that the checklist is complete.

CSO signature:

Date: