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## APPLICATION TO CONDUCT WORK ON LAND TO WHICH COUNCIL IS THE REGULATORY AUTHORITY

# RURAL DRIVEWAY APPLICATION

2017/2018

HAVE YOU COMPLETED THE FOLLOWING?

- CONTACT DETAILS, INCLUDING LOCATION OF WORKS
- APPLICATION SIGNED BY CONTRACTOR AND OWNER
- COMPLETED AND SIGNED RISK MANAGEMENT PLAN
- SELECTED OR SUPPLIED A TRAFFIC CONTROL PLAN
- NOTIFY DISABILITY OFFICER FOR FOOTPATH CLOSURE

**PRIVACY PROTECTION NOTICE**

This information is being collected, stored and used for Armidale Regional Council to make further contact with you.

**Office use**

Approval	Action:	Officer:	Date:
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**APPLICATION TO CONDUCT WORK ON LAND TO WHICH COUNCIL IS THE REGULATORY AUTHORITY**

Roads Act 1993, part 9 section 138

Applies to all council roads, road reserves, footpaths, parks and reserves  
(Check for permit exemptions overleaf)

**TO BE COMPLETED BY THE CONTRACTOR**

Name of contractor: _____ Business name: _____ Postal address: _____ Phone: _____ Mobile: _____ Email: _____	I hereby apply for approval to carry out the work described  SIGNATURE OF CONTRACTOR  .....
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**WORK SITE LOCATION**

No. Street/Road: _____ Locality: _____ Lot No. _____ <b>Planned commencement date:</b> _____ Provide a map (overleaf) that clearly identifies the site and the extent of proposed works	approval has been given for the works to be undertaken  SIGNATURE OF PROPERTY OWNER  .....
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**ADDITIONAL REQUIREMENTS**

Public Liability Insurance to \$20 million (attach current copy or provide CIM's Registration)..... <input type="checkbox"/> Risk Management Plan (requirement under OH&S Act 2000)..... <input type="checkbox"/>
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Vehicular or pedestrian restrictions require a Traffic or Pedestrian Management Control Plan (TCP).  Note: a TCP can only be prepared by an appropriately licensed person	Use Council supplied TCP..... <input type="checkbox"/> TCP supplied by contractor..... <input type="checkbox"/> Permit number.....
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<b>Where no paved footpath exists driveways must use Council's standard design supplied below. Council will provide specific designs where a paved or concrete footpath exists.</b>	Use Council supplied design..... <input type="checkbox"/> Require Council design..... <input type="checkbox"/>
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## SITE PLAN

SITE SKETCH/LOCALITY PLAN (locate north, name all affected and adjacent streets and clearly indicate proposed works in relation to site boundaries and buildings)

PROMPT PROCESSING OF YOUR APPLICATION WILL BE ASSISTED IF YOU ENSURE THAT ADEQUATE AND ACCURATE  
DETAILS, AS SPECIFIED ABOVE, ARE SUPPLIED.

**14 WORKING DAYS ARE REQUIRED TO PROCESS APPLICATIONS**

FEES MAY APPLY ON APPLICATION APPROVAL

### Permit Exemptions

A permit is not required for:

- Contractors undertaking work for or on behalf of Council, not as part of a Development Application.
- Footpath levelling to remove pedestrian trip hazards where machinery is not required
- Manual patching of bitumen or gravel vehicle crossings where pedestrian access is not restricted
- Emergency work

### Fee Schedule

Permit to conduct works .....\$ 158.00 (Incl. GST)

Charge for erection and removal of barricades/signage .... PI # required .....\$ as per the Operational Plan  
2016/2017

Provision of Traffic Control Plan (TCP).....\$ 119.00 per hr/ min 2hrs (GST Incl)

**Traffic control signs & barricades may be hired from Council Depot Co-ordinator: 6770 3914**

#### Office use

Total fee payable: \$	Receipt number:	Officer:	Date:
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# DRIVEWAY CONSTRUCTION HAZARD ANALYSIS AND RISK MANAGEMENT PLAN

Job:	
Location:	
Contractor:	
Supervisor's name:	Will the work be supervised by this person at all times?

Basic task steps	Hazards identified	Initial risk rating	Risk control measures	Revised risk rating
Location of services	1, 2, 4, 5, 7, 11, 12, 27	1	Dial before you dig (1100), impose restrictions on certain activities	4
Erect barrier	1, 4, 7, 8, 27	3	Barricades, enforce limited site access, protective clothing, solar protection,	6
Traffic control signage	1, 4, 7, 27	2	Traffic control plan, appropriate warning signs, time of day,	5
Level site	1, 5, 7, 11, 16, 24, 25, 27	2	PPE, Instruction/induction, machinery tickets, tool box talks, work in teams	5
Place formwork & reo.	1, 11, 7, 16, 27	3	PPE, Protective clothing, training certification,	5
Pour slab	1, 4, 5, 7, 17, 22, 27	3	PPE, Protective clothing, Standard operating procedures, observer	5
Deconstruct work site	1, 4, 5, 7, 27	3	PPE, Protective clothing, solar protection, inspect site for changed conditions	6
Level with topsoil	1, 7, 27	3	PPE, Protective clothing, drinking water, reduce exposure time	6
Turf footpath	1, 7, 27	3	PPE, Protective clothing, drinking water, reduce exposure time	6

**I agree to implement these control measures and any additional measures to maintain a safe work site for both workers, pedestrians and vehicular traffic**

**Supervisors signature:** \_\_\_\_\_

## KEY TO RISK ASSESSMENT

### Hazard Identification

1 Manual handling	9 Pressure	17 Slippery surface	25 Dust
2 Electrical	10 Confined space	18 Auto start	26 Biological (plant irritants, insect other animal bites)
3 Hazardous substances	11 Excavation	19 Heights above 1.5m	27 Weather conditions
4 Working near traffic	12 contact with utility services	20 Scaffolding	28
5 Working with plant/equipment	13 Radiation	21 Guarding	29
6 Contaminated water/earth	14 Movements	22 Falling objects	30
7 Pedestrian traffic	15 Changed conditions	23 Temperature	31
8 Unauthorised entry	16 Uneven ground	24 Noise	

### Assessment of risks

Likelihood Probability of occurrence	Consequences			
	First aid needed	Medical attention/days off work	Long term illness/serious injury	Kill or permanent disability or ill health
<b>Very Likely</b>	3	2	1	1
<b>Likely</b>	4	3	2	1
<b>Unlikely</b>	5	4	3	2
<b>Very unlikely</b>	6	5	4	3

**POL035-Roads**  
**VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION**

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Applies to:	<i>Civic and Recreation Services</i>
Officer Responsible	<i>Manager Civic and Recreation Services</i>
Associated Documents	<i>Nil</i>
Supersedes	<i>POL035-Roads and POL033-Roads</i>
Legislation	<i>All related Acts or Regulations, etc</i>
History	<i>Adopted October 2008</i>

**OBJECTIVES**

- To create a safe environment which minimises the risk of conflict between different road. Users (pedestrians, motor vehicles and cyclists).
- To determine the engineering standards and the subsequent level of advice and assistance for vehicular driveway construction within the road reserve.
- To minimise the incidence of erosion and subsequent sedimentation.
- To reduce ongoing maintenance.
- To reduce the incidence of trip hazards for pedestrians.

**POLICY:**

**Note:**

- **All driveway construction and maintenance requires Council approval under the Roads Act 1993 and construction maintenance costs are the responsibility of the property owner.**
- **It is the responsibility of the developer to provide a driveway design where the driveway is a result of a new development or redevelopment and the standard design cannot be applied.**
- **In the case of new development or redevelopment in urban areas where the proposed floor level is greater than 1 metre above or below the crown of the road, a full design including profiles is to be provided by the developer**
- **Council will not provide assistance where the driveway serves a commercial property or is a second access.**
- **Council will not contribute to the cost of alterations or adjustments required to utility services to facilitate the construction of a driveway.**

**Location.**

In all cases, new roads and vehicle access points should be designed to maximise vehicle and pedestrian safety.

**VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION**

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**(i) RTA Main and Regional Roads**

Vehicular access is denied to RTA Main and Regional Roads, unless there is no safe and practicable alternative access location and the agreement of the RTA is obtained. Where there is no alternative to access onto an RTA Main or Regional Road, Council will normally require the provision of a single point of access or the creation of a service road capable of serving a number of properties.

In addition, because of the volume of traffic using these roads, Council will seek measures, such as mounded landscaping, to ensure that access denial to certain roads is maintained. Refer to Council's *Section 94 Contributions Plan* for further details.

**(ii) Major and Minor Urban Distributor Roads**

Driveways on major and minor distributor roads are to be designed to allow entry and exit in a forward direction.

A Positive Covenant (or other legally binding agreement acceptable to Council) is to be created on the title of new lots having direct vehicular access to a major or minor distributor road (long term) requiring driveways to be designed to allow entry and exit in a forward direction. Where concern with regard to sight distances exists, the location of driveways is subject to the standards in relevant *AUSTROADS* Guidelines.

**Design and Construction**

1. All vehicular access ways from the road formation to the property boundary in public roads are to be approved before construction work commences and approval shall not be unreasonably withheld provided such proposals comply with Council's relevant Engineering Standards.
2. Applicants will be supplied with concise guidelines to the appropriate Engineering Standards.
3. For single and dual occupancy residential driveways only:
  - Typical Situation – The Standard drawings are to be used for typical situations that meet the assumed site criteria specified on the drawings. The site criteria includes crossfall of the footpath area and the roadway, and levels and gradients internal to the property. Particular attention is drawn to these criteria and also potential conflict with underground services.
  - Non typical situations – where site conditions are outside the assumed site criteria specifications of the standard drawings, Council will provide design assistance to create a suitable driveway profile at no cost.
4. For concrete driveways, Council will when requested, give access to its contractor at current Concreting Contract Rates for the construction of the driveway free of on costs (GST is applicable). This is subject to the availability of a contractor at the time.

**VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION**

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5. Gutter bridges and access pipe culverts will only be approved where considered appropriate by the Transport Operations Manager or his Nominee. Approval will normally only be given in rural situations.
6. Unless exempt in writing, gutter bridges and access culverts are considered to be “temporary” structures in urban areas and, where approved for installation, the cost of their construction and maintenance is to be met by the landholder served by the structure.
7. Council reserves the right to limit its involvement in undertaking vehicular driveway construction for any reason.

**Maintenance**

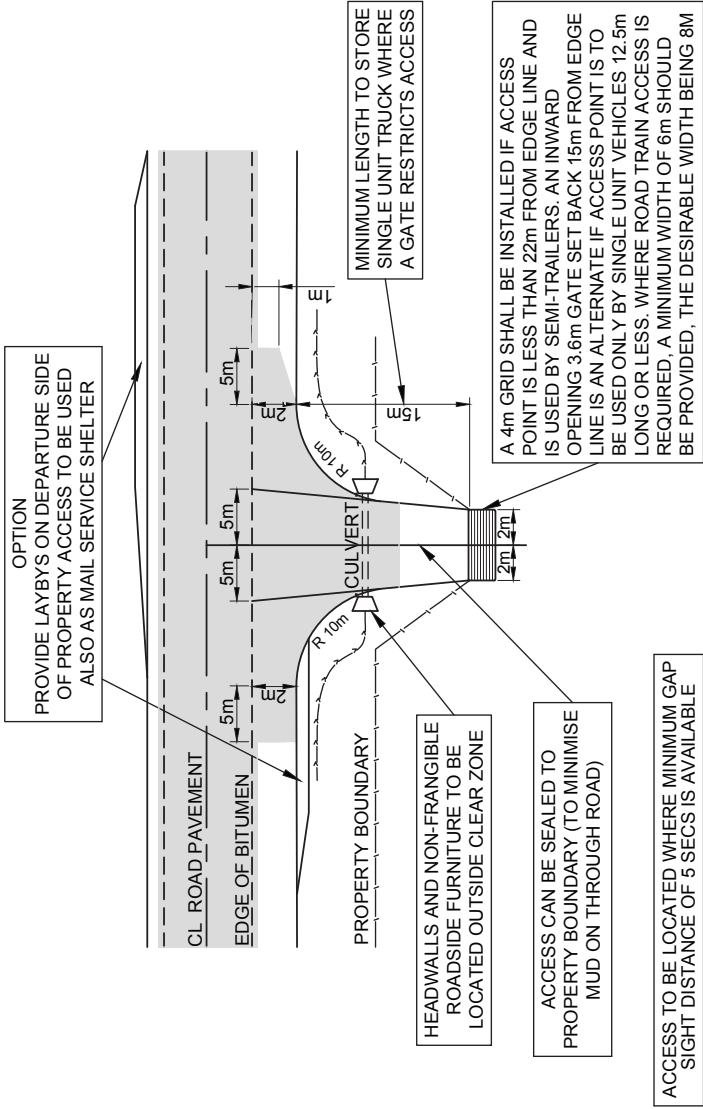
Where it comes to Council’s notice that driveway maintenance is required, including gutter bridges and access pipe culverts, which remain outstanding after notification to the landholder, such maintenance will be undertaken by Council and the costs charged to the landholder (Refer Roads Act - Section 138 and Section 218).

Where it becomes necessary for Council to cut through a driveway, there is no guarantee implied or otherwise that driveways installed in other than plain concrete will be matched with existing paving.

In all cases, the following guidelines should be consulted.

- Armidale Dumaresq Council Engineering Code
- Council’s Parking Code.
- *AUSTROADS Guide to Traffic Engineering Practice Part 5 (NAASRA).*
- *RTA Guide to Traffic Generating Developments.*
- AS 2890 Parking Facilities.
- *GHD Armidale City Council Traffic and Transportation Study Final Report, February 1996*
- RTA Road design Guide

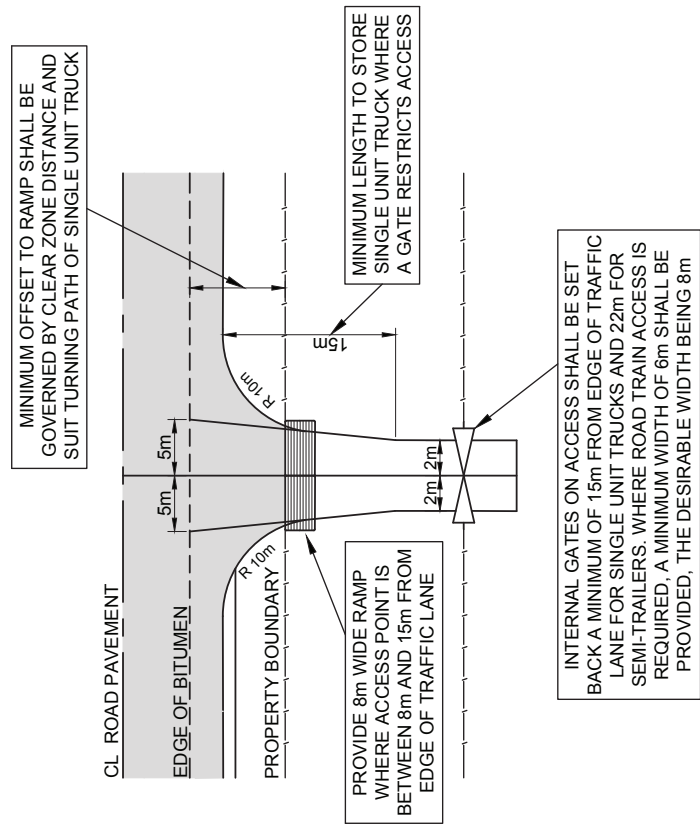




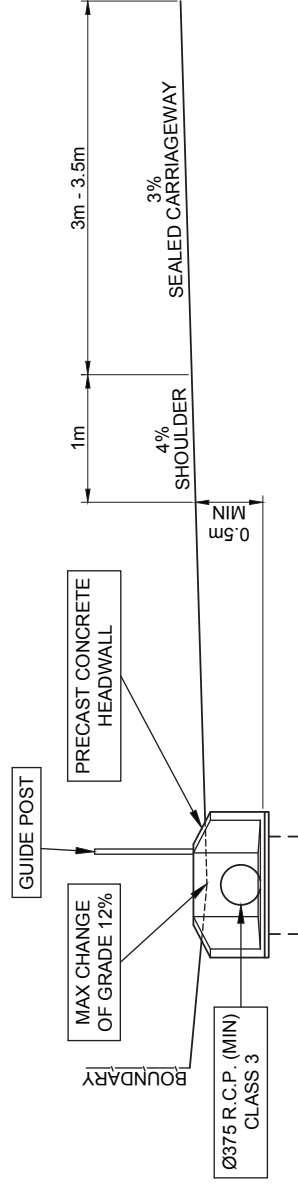
PREFERRED OPTION WITH INDENTED ACCESS  
AADT < 2000  
SEMI-TRAILERS AADT < 1000

V.P.D	CLEAR ZONE
<750	3.5m
750-1500	5m
1501-6000	5.5m
>6000	6.5m

TYPICAL CLEAR ZONE 6m RURAL ROAD  
80km/hr NO SEVERE DROP OFF FROM ROAD



OPTION WITHOUT INDENTED ACCESS  
AADT < 2000



TYPICAL CROSS SECTION

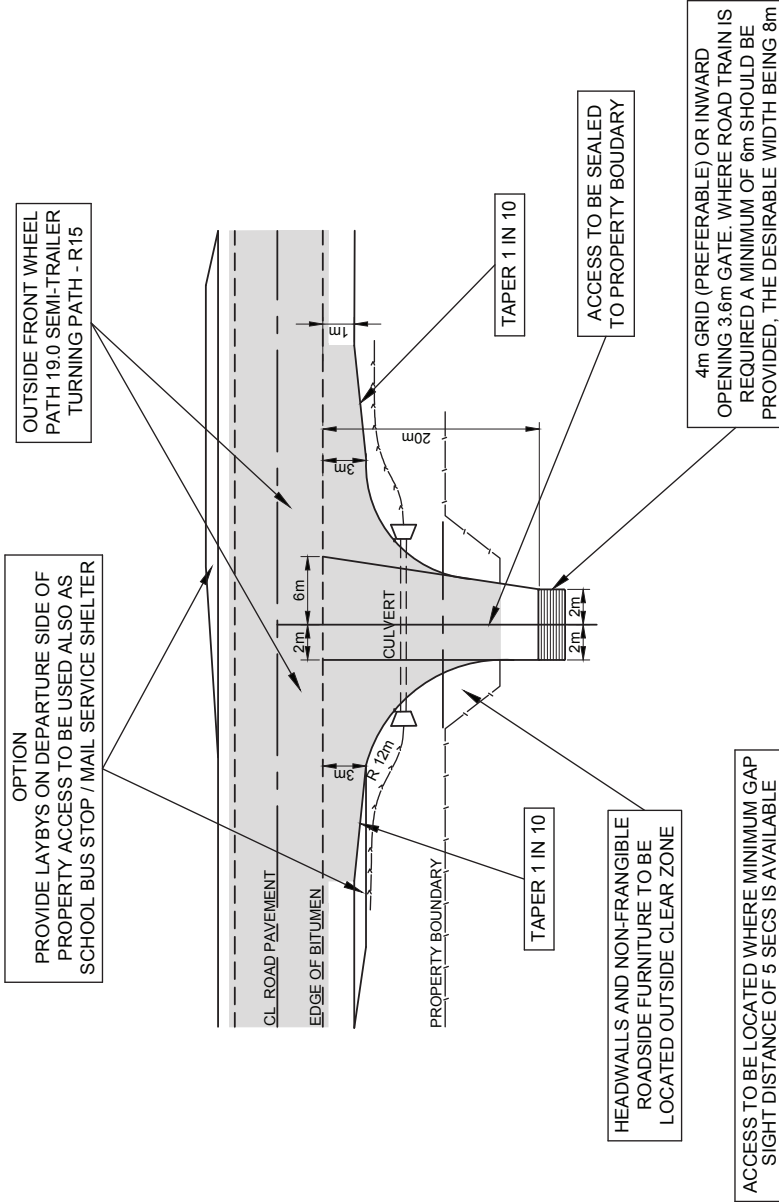
**Armidales** Regional Council  
Dept of Public Infrastructure

STANDARD RURAL PROPERTY ACCESS

APPROVED D MAUNDER 10/11/2016  
DRAWING No 030-073  
SHEET 1 OF 2

AS SHEET SIZE A3  
SURVY DRWN ST  
DES  
CHKD MW

SCALES NTS  
DATE 10/11/2016  
DRAWING No 030-073  
SHEET 1 OF 2  
AMD No  
CADFILE 030-073\_1.dwg  
DATE 10/11/2016



**RURAL PROPERTY ACCESS - LAYOUT FOR SEMI-TRAILERS**

TWO-WAY CARRIAGE WAY  
 AADT > 2000 OR  
 SEMI-TRAILER ACCESS AADT > 1000

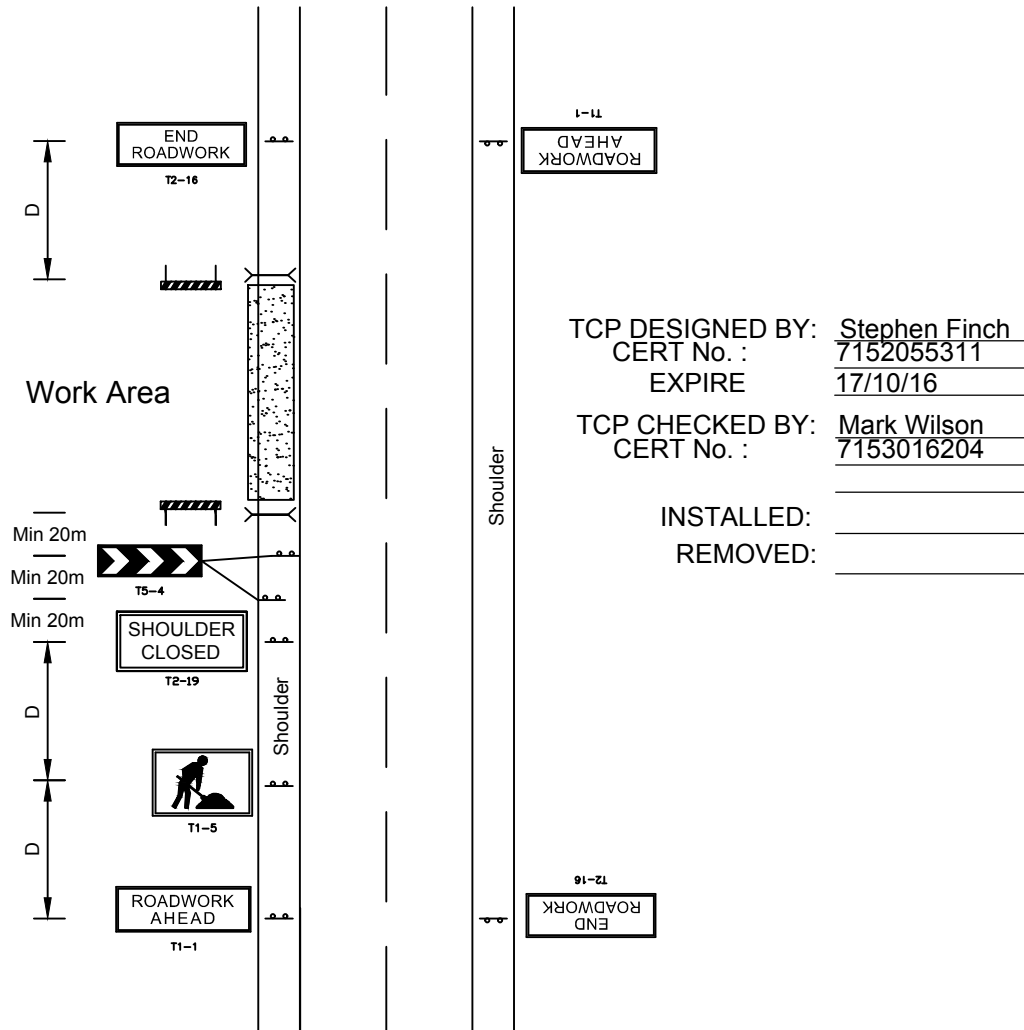
**NOTES**

- ACCESS ROAD PAVEMENT WIDTH - AS PER LAYOUT PAVEMENT THICKNESS - 200mm MINIMUM, BASE GRAVEL MINIMUM COVER OVER CULVERT - 300mm ACCESS ONTO A PUBLIC ROAD SHALL NOT IMPACT ON THE WIDTH OR LEVEL OF THE ROAD SHOULDER OR ADVERSELY AFFECT ROADSIDE DRAINAGE. ON SEALED ROADS THE ACCESS IS TO BE SEALED FROM THE SHOULDER TO THE PROPERTY BOUNDARY.
- SAFE INTERSECTION SIGHT DISTANCE TO BE ASSESSED FOR ACCESS PRIOR TO APPROVAL BASED ON 85TH PERCENTILE SPEED.
- MAXIMUM GRADE OF DRIVEWAY BEYOND CULVERT 25%
- EXISTING TABLE DRAINS ARE TO BE DEFLECTED TO CONNECT TO THE NEW CULVERT.
- CULVERTS ARE TO BE INSTALLED USING CLASS 3 RRJ RCP TO THE SIZE NOMINATED BELOW WITH PRECAST CONCRETE HEADWALLS. ENSURE CUTOFF WALLS ARE INSTALLED BELOW THE HEADWALL APRONS.
- DURING CONSTRUCTION AN APPROPRIATE TRAFFIC CONTROL PLAN IS TO BE IMPLEMENTED IN ACCORDANCE WITH THE RMS GUIDE TO TRAFFIC CONTROL AT WORK SITES.
- PIPE SIZE CATCHMENT AREA PIPE DIAMETER REQUIRED  
 UP TO 1.5 HECTARES 375mm  
 1.6 TO 2.2 450mm  
 2.3 TO 3.3 525mm  
 3.4 TO 5.0 600mm  
 OVER 5.0 SIZE TO BE DETERMINED BY CALCULATION
- INSTALL GUIDE POSTS EITHER SIDE OF DRIVEWAY. SET ADJACENT TO THE CULVERT PAINTED WHITE AND FITTED WITH RETRO REFLECTORS BOTH SIDES.
- CONCRETE DISH CROSSING MAY BE PERMITTED WHERE COUNCIL DEEMS CULVERTS ARE NOT REQUIRED.

<b>Armidales</b> Regional Council Dept of Public Infrastructure	APPROVED D MAUNDER <small>DATE</small> 10/11/2016	SHEET 2 OF 2
	SCALES NTS	DRAWING No 030-073
<b>STANDARD RURAL PROPERTY ACCESS</b>		AMDT No
SURVY	AS SHEET SIZE A3	CADFILE 030-073_2.dwg DATE 10/11/2016
DRWN ST	DES	CHKD MW

# Armidale Regional Council

## TCP 42 - Modified



1. Southbound T1-1 and T2-16 signs should be omitted on a one way carriageway
2. At night or when work had stopped, barriers to be erected along the work site at right angles to the traffic flow.
3. T1-5 Signs need to be covered, turned away or removed when workers are not on site.
4. Remaining carriage way needs to be minimum of 6m (2 x 3m lanes).

LONG TERM WORK  
 ALL ROADS  
 SHOULDER CLOSED