

## RURAL DRIVEWAY APPLICATION 2021-2022

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

Roads Act 1993, part 9 section 138

#### PRIVACY PROTECTION NOTICE:

THIS INFORMATION IS BEING COLLECTED, STORED AND USED FOR ARMIDALE REGIONAL COUNCIL  
TO MAKE FURTHER CONTACT WITH YOU.

**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:

Postal address:

Mobile:

Email:

**I HEREBY APPLY FOR APPROVAL TO CARRY OUT THE WORK DESCRIBED**

SIGNATURE OF CONTRACTOR CARRYING OUT THE WORKS:

### WORK SITE DETAILS

Street No:

Street/Road Name:

Suburb:

Planned Commencement Date:

Planned Completion Date:

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 OWNER OF THE PROPERTY:

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### ADDITIONAL REQUIREMENTS

**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 for minor work only
- TCP supplied by Contractor (must be prepared by an TFNSW licensed person or Council by fee)
- TFNSW Certificate Number:
- Request Council to draw a TCP for the works

**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**

- Use Council Design
- Request Council To Design

### ADDITIONAL REQUIREMENTS

- Public Liability Insurance to \$20 million (attach current copy)
- Risk Management Plan (requirement under OH&S Act 2000)

### 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)

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### 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	\$170.00 (incl. GST)
Charge for erection and removal of barricades/signage PI # required	\$ As per Fees & Charges 2021/2022
Provision of Traffic Control Plan (TCP)	\$230.00 per hour/min 2 hrs (incl. GST)

**TRAFFIC CONTROL SIGNS & BARRICADES MAY BE HIRED FROM COUNCIL DEPOT CO-ORDINATOR: 6770 3914**

PROMPT PROCESSING OF YOUR APPLICATION WILL BE ASSISTED IF YOU ENSURE THAT ADEQUATE AND ACCURATE DETAILS, AS SPECIFIED ABOVE, ARE SUPPLIED. FEES MAY APPLY ON RECEIPT OF APPLICATION APPROVAL

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

### OFFICE USE ONLY

S138: /	AMOUNT PAID:
RECEIPT NUMBER:	DATE:
<input type="checkbox"/> PUBLIC LIABILITY ATTACHED	<input type="checkbox"/> RISK MANAGEMENT PLAN ATTACHED

LODGEMENT OFFICER:

## RURAL DRIVEWAY APPLICATION 2021-2022

<b>DRIVEWAY CONSTRUCTION HAZARD ANALYSIS AND RISK MANAGEMENT PLAN</b>				
Job:				
Location:				
Contractor:				
Supervisors Name:				
Will the work be supervised by this person at all times?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
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, 2, 7	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
<b>I AGREE TO IMPLEMENT THESE CONTROL MEASURES AND ANY ADDITIONAL MEASURES TO MAINTAIN A SAFE WORK SITE FOR BOTH WORKERS, PEDESTRIANS AND VEHICULAR TRAFFIC</b>				
Supervisors Signature:				

## RURAL DRIVEWAY APPLICATION 2021-2022

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		
4 Working near traffic	12 Contact with utility services	20 Scaffolding		
5 Working with plant/equipment		21 Guarding	27 Weather conditions	
		13 Radiation	22 Falling objects	28
6 Contaminated water/earth	14 Movements	23 Temperature	29	
7 Pedestrian traffic	15 Changed conditions	24 Noise	30	
8 Unauthorised entry	16 Uneven ground		31	
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
Very Likely	3	2	1	1
Likely	4	3	2	1
Unlikely	5	4	3	2
Very Unlikely	6	5	4	3

## RURAL DRIVEWAY APPLICATION 2021-2022

<b>POL035 Roads</b>	
<b>VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION</b>	
Applies to	Civic and Recreation Services
Officer Responsible	Manager Civic and Recreation Services
Associated Documents	Nil
Supersedes	POL035-Roads and POL033-Roads
Legislation	All related Acts or Regulations, etc
History	Adopted October 2008
<b>OBJECTIVES</b>	
<ul style="list-style-type: none"> <li>• To create a safe environment which minimises the risk of conflict between different road users (pedestrians, motor vehicles and cyclists).</li> <li>• To determine the engineering standards and the subsequent level of advice and assistance for vehicular driveway construction within the road reserve.</li> <li>• To minimise the incidence of erosion and subsequent sedimentation.</li> <li>• To reduce ongoing maintenance.</li> <li>• To reduce the incidence of trip hazards for pedestrians.</li> </ul>	
<b>POLICY</b>	
<ul style="list-style-type: none"> <li>• All driveway construction and maintenance requires Council approval under the Roads Act 1993 and construction maintenance costs are the responsibility of the property owner.</li> <li>• 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.</li> <li>• 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</li> <li>• Council will not provide assistance where the driveway serves a commercial property or is a second access.</li> <li>• Council will not contribute to the cost of alterations or adjustments required to utility services to facilitate the construction of a driveway</li> </ul>	

## RURAL DRIVEWAY APPLICATION 2021-2022

### LOCATION

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

#### I. TFNSW MAIN AND REGIONAL ROADS

Vehicular access is denied to TFNSW Main and Regional Roads, unless there is no safe and practicable alternative access location and the agreement of the TFNSW is obtained. Where there is no alternative to access onto an TFNSW 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 AUSTRROADS 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 cross fall 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.

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- 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.
- 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.
- AUSTRROADS 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



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## **RURAL DRIVEWAY APPLICATION 2021-2022**

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### HAZARD ANALYSIS HOW TO USE THIS RISK ASSESSMENT FORM

List each basic step for the job in the table provided and all the hazards associated with each step in the next column. Use the **Hazard identification** table to help you identify the hazards for each step (use the numbers). Hazards need not be restricted to those listed.

1. Use the **Assessment of risks** table to identify and record the initial risk rating of each step. High risk = 1, low risk = 6.
2. Use the **Risk control measures** table to help you list control measures required to eliminate, reduce or change the hazard for a safer workplace.
3. Revise the risk ranking using the **Assessment of Risks Table**.

#### EXAMPLE

Basic task steps	Hazards Identified	Initial risk rating Refer to risk table	Control measures Refer to control measures table	Revised risk ranking
Excavate trench with backhoe on footpath	4, 5, 7, 8, 11, 12, 24, 25	2	Training certificates/licenses Standard Operating Procedures, Toolbox talk Barricades, Warning signs PPE (Personal protective equipment) First aid equipment	4
List other steps			Check location of services	

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### Hazard Identification

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

### Assessment of Risks

LIKELIHOOD	CONSEQUENCES			
	First aid needed	Medical attention/days off work	Long term illness/serious injury	Kill or permanent disability or ill health
Probability of occurrence				
<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

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### Risk Control Measures

PROCEDURAL	PRACTICAL	PERSONAL
Risk assessment Standard Operating Procedures Training certificates/licenses Instruction/induction Check location of services (Dial before you dig) Impose restrictions on certain activities Tool box talks Inspect site for changed conditions Work breaks and routine changes Material safety data sheets	Traffic control plan Barricades Warning signs Mobile Phone/2 way radio Work in teams Time of day Use of an observer or spotter Reduce exposure time Enforce limited site access	PPE (Personal protective equipment) Protective clothing First aid equipment Wet weather gear Solar protection Amenities (drinking water toilet/washing facilities)

### Risk Management Plan

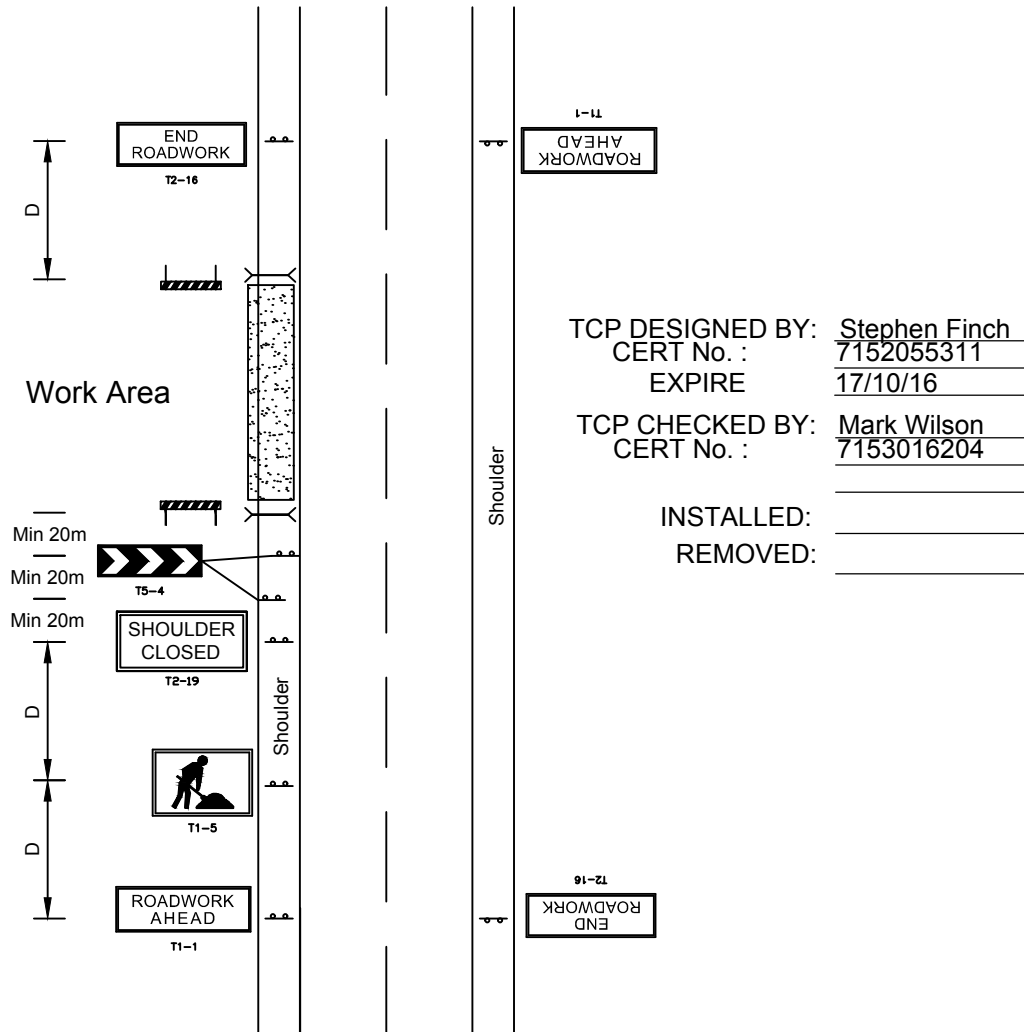
Job:			
Location:			
Contractor:			
Supervisor's Name:		Will the work be supervised by this person at all times?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>I AGREE TO IMPLEMENT THESE CONTROL MEASURES AND ANY ADDITIONAL MEASURES, TO MAINTAIN A SAFE WORK SITE FOR WORKERS, PEDESTRIANS AND VEHICULAR TRAFFIC.</b>			
Supervisors Signature:			

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<b>Basic task steps</b>	<b>Hazards Identified</b> refer to hazard table	<b>Initial risk rating</b> refer to risk table	<b>Control measures</b> refer to control measures table	<b>Revised risk ranking</b>

# 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**