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

URBAN DRIVEWAY APPLICATION

2020/2021

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. _____ Planned commencement 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 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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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 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\$ 166.00 (Incl. GST)

Charge for erection and removal of barricades/signage PI # required\$ as per the Operational Plan
2020/2021

Provision of Traffic Control Plan (TCP).....\$ 121.00 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
Very Likely	3	2	1	1
Likely	4	3	2	1
Unlikely	5	4	3	2
Very unlikely	6	5	4	3

POL035-Roads
VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION

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

(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

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