135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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:

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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)

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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	(as per current Fees & Charges)
Charge for erection and removal of barricades/signage PI # required	(as per current Fees & Charges)
Provision of Traffic Control Plan (TCP)	(as per current Fees & Charges)

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:
☐ PUBLIC LIABILITY ATTACHED	☐ RISK MANAGEMENT PLAN ATTACHED
LODGEMENT OFFICER:	

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

DRIVEWAY CONSTRUCTION HAZARD ANALYSIS AND RISK MANAGEMENT PLAN

Job:		
Location:		
Contractor:		
Supervisors Name:		
Will the work be supervised by this person at all times?	☐ Yes	☐ 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

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:

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

POL035 Roads	
VEHICULAR DRIVEWAY CONSTRUCTION, MAINTENANCE AND LOCATION	
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

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

- 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

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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 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 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.

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

- 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.
- 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

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

URBAN DRIVEWAY APPLICATION

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**.

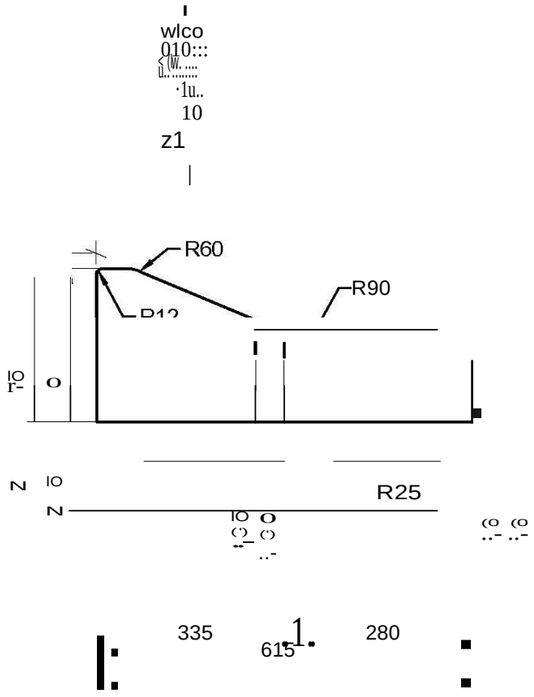
EXAMPLE

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

135 Rusden Street
PO Box 75A Armidale NSW 2350
P: 1300 136 833
ABN 39 642 954 203
council@armidale.nsw.gov.au
www.armidaleregional.nsw.gov.au

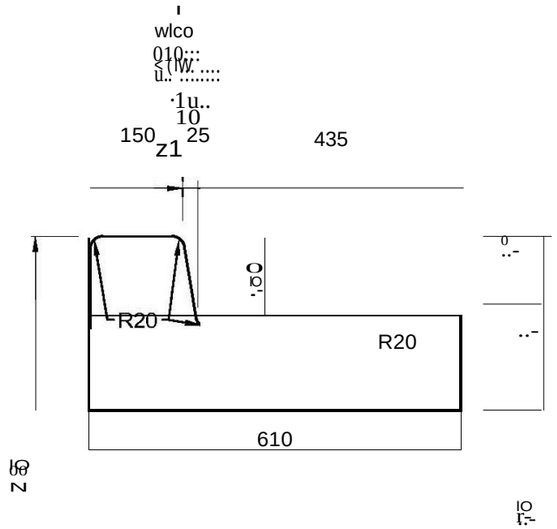
URBAN DRIVEWAY APPLICATION

Basic task steps	**Hazards Identified** refer to hazard table	**Initial risk rating** refer to risk table	**Control measures** refer to control measures table	**Revised risk ranking**



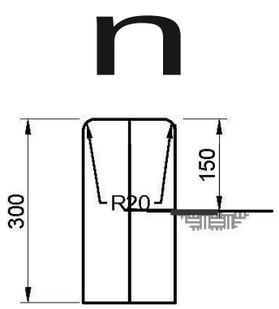
MOUNTABLE KERB AND GUTTER

SECTIONAL AREA 0.107m²



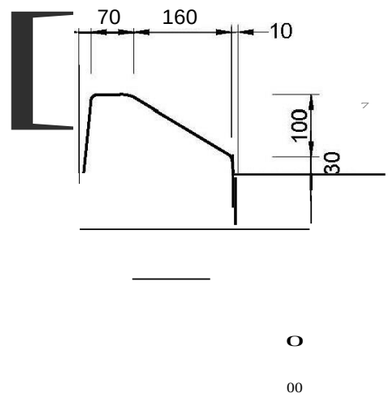
STANDARD BARRIER KERB AND GUTTER

SECTIONAL AREA 0.115m²



KERB ONLY

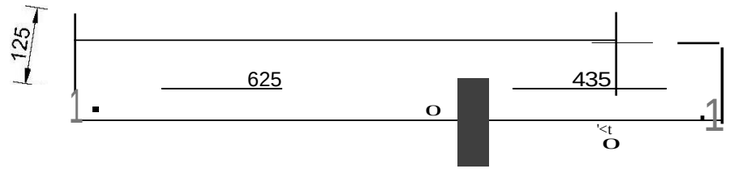
SECTIONAL AREA 0.045m²

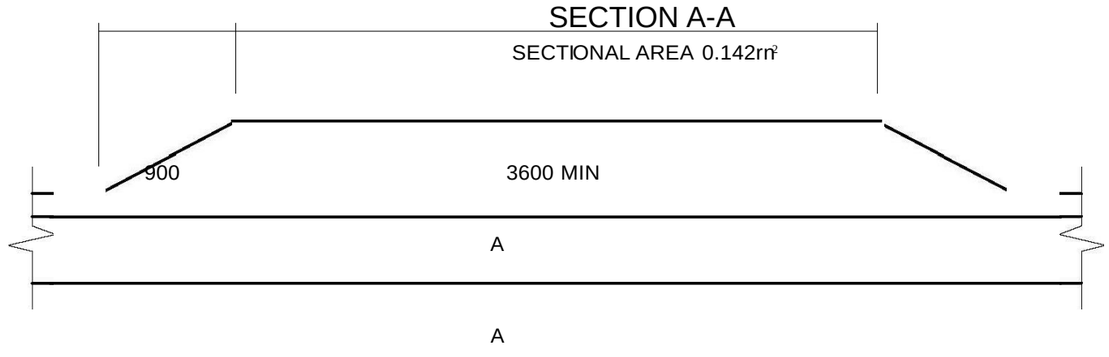


RAISED MEDIANS AND TRAFFIC ISLANDS

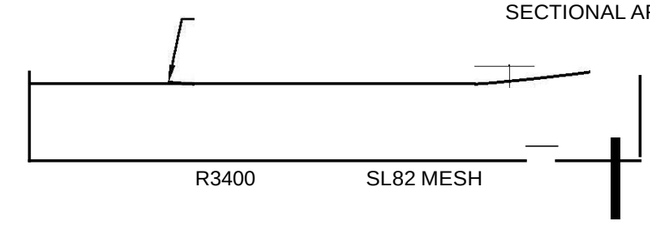
SF KERB

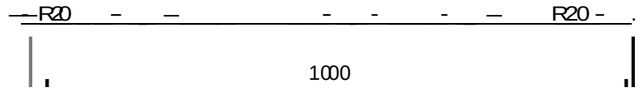
SECTIONAL AREA 0.043m²





STANDARD KERB LAYBACK FOR VEHICULAR ENTRANCE





STANDARD DISH CROSSING

SECTIONAL AREA 0.136m²

NOTE

1. ALL MEASUREMENTS ARE IN MILLIMETERS.

Armidale Dept of Public Regional Council Infrastructure

NTS

STANDARD FOR KERB & GUTTER, VEHICULAR AND DISH CROSSINGS

M.WILSON 7/08/2017

PROGiiAit. LiADER... 047E"

INVCS11GATTON ANO DESIGN AS

SURV

DRWN VC/ST

DfS

CHKD MW

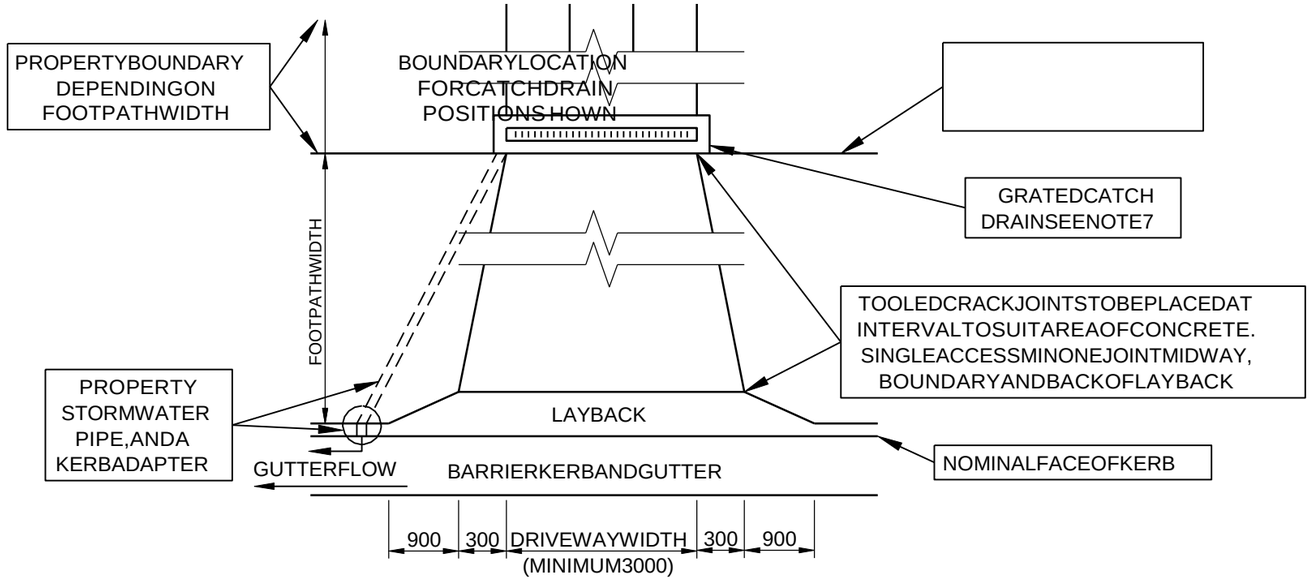
SHECT" 1 OF 1

DRAWING No 030-065

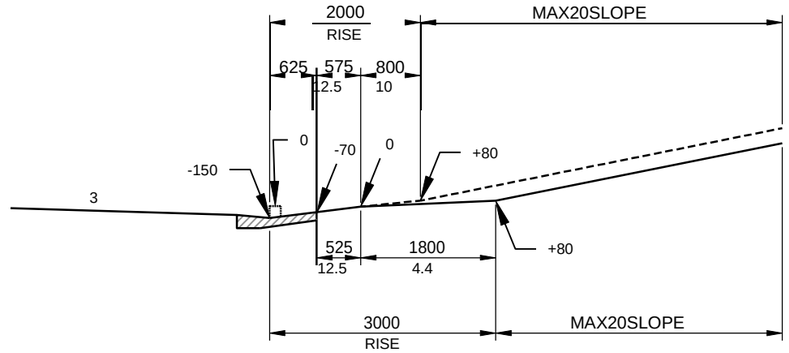
AI.IDT No B

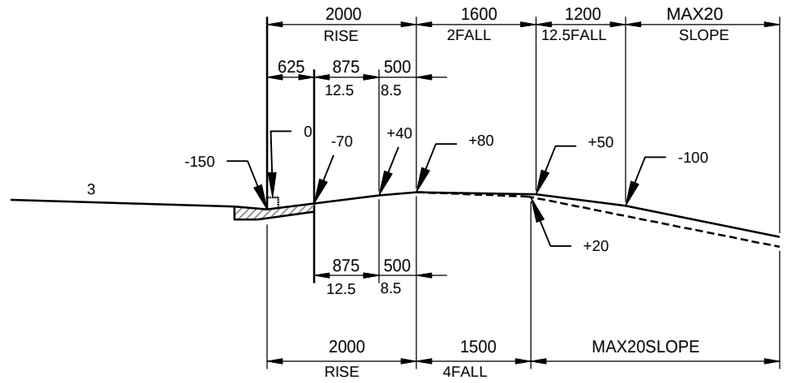
SIZE A3

CADFILE 030-065A.dwg DA1E" 7/08/2016



PLAN





NOTES

1. ADRIVEWAYAPPLICATIONFORMMUSTBESUBMITTEDANDAPPROVEDPRIORTOWORKBEINGUNDERTAKEN.
2. ADRIVEWAYDESIGNSHOULDBECOMPLETEDASAPRE-REQUISITEFORDETERMININGHOUSEANDGARAGE POSITIONANDFLOORLEVELSBEFOREANYDRIVEWAYWORKISUNDERTAKEN,WHERETHEFLOORHEIGHTOF THEGARAGEEXCEEDS1mABOVEORBELOWTHEROADCENTRELINE.ADRIVEWAYPROFILEMUSTBE SUBMITTEDPRIORTOTHERELEASEOFACONSTRUCTIONCERTIFICATE.
3. ILLUSTRATEDAREPERMITTEDDRIVEWAYLONGITUDINALPROFILESINAREASWHERETHESTREETACTSASA "FLOODWAY"ANDRAISEDFOOTPATHAREASAREREQUIREDFORPROPERTYFLOODPROTECTION.INAREAS WHERENOMAJORFLOODPROTECTIONISREQUIRED,ALTERNATIVEDESIGNPROFILESMAYBEPERMITTED.THE DIRECTOROFENGINEERINGORHISNOMINEEWILLDETERMINETHETYPEOFDRIVEWAYREQUIRED.
4. MAXIMUMWIDTHDRIVEWAY4.5mRESIDENTIAL,6.0mCOMMERCIALINDUSTRIAL.
5. THECROSSSLOPEOFTHEDRIVEWAYCROSSINGOVERTHEFOOTPATHISTOBEWITHIN3OFTHEADJACENT KERBANDGUTTERLONGITUDINALPROFILE.
6. STANDARDDUTYCONCRETESLABSHALLBEINSTALLEDFORDOMESTICDRIVEWAYS.HEAVYDUTYSLABSHALL BEINSTALLEDFORCOMMERCIALDRIVEWAYSORWHENLIMITEDCOVEROVERCRITICALSERVICESREQUIRES. CONCRETESTRENGTH25MPaAT28DAYS,ALLEDGESARETOBETOOLEDANDABROOMFINISHAPPLIED.
7. FULLSLABSAREREQUIREDFORADISTANCEOF3.5mFROMNOMINALFACEOFKERB.BEYONDTHATPOINTTO THEPROPERTYBOUNDARY,DEPENDINGONFOOTPATHWIDTH,CONCRETEDRIVEWAYSTRIPS600mmWIDEMAY BEINSTALLED.FULLSLABSTOTHEBOUNDARYAREPREFERRED.
8. GRATEDCATCHDRAINSARETOBEINSTALLEDWHERETHEINTERNALDRIVEWAYDRAINSTOWARDSTHE STREET,WHERETHEREISSUBSTANTIALSEALEDSURFACESTHECATCHDRAINISTOBEINSTALLEDINSIDEAND ADJACENTTOTHEPROPERTYBOUNDARY.THEINVERTOFTHECATCHDRAINISTOBEGRADEDDOWNTOTHE OUTLETPIPE.THESURFACECONCRETEANDGRATINGSHOULDBESLIGHTLYDEPRESSEDBELOWADJACENT DRIVEWAYGRADESTOENSURECAPTUREOFSURFACEWATERFLOW.THECATCHDRAINISTOBEDRAINEDTO THESTREETGUTTEROROTHERSUITABLEDRAINAGESYSTEMBYMEANSOFAPIPE.PROPERTYSWPIPETOBE INSTALLEDINACCORDANCEWITHARCSTDDWG080-027.
9. DRIVEWAYSLABSARENOTTOBEDOWELEDTOTHEKERBORLAYBACK.
10. ALTERNATECONSTRUCTIONMATERIALSSUCHASSEGMENTALPAVERS,BITUMENACSEALORSTENCILED CONCRETEAREPERMITTEDSUBJECTTOASSESSMENT.NOTENOGUARANTEEISOFFEREDFORSAMETOBE REINSTATEDTOMATCHSHOULDSERVICEAUTHORITIESNEEDTOTRENCHTHROUGHTHEDRIVEWAY.

PERMITTEDDRIVEWAYPROFILESFOR BARRIERKERBWITHLAYBACK

*PRE2016LAYBACKSARETOBEREPLACEDFORNEW DRIVEWAYSLABSTOCONSTRUCTTHESEPROFILES

LEGEND

- DESIRABLEMINIMUMPROFILE
- ABSOLUTEMINIMUMPROFILE
- +110 DENOTESRELATIVELEVELS WITHRESPECTTOPOFKERB

SLABTYPE	SLABTHICKNESS	SLABREINFORCEMENT
STANDARDDUTY	100mm	1LAYEROFSL72REINFORCINGFABRICOR EQUIVALENTPLACEDCENTRALLY
HEAVYDUTY	150mm	LAYEROFSL92OR2LAYERSOFF62REINFORCING FABRICOREQUIVALENTPLACEDCENTRALLY

Armidale Regional Council — Dept of Public Infrastructure

SCALES: NTS

VEHICULARDRIVEWAYPUBLIC FOOTPATHCROSSINGBARRIER KERB

APPROVED: D.MAUNDER, MANAGER ENGINEERING AND STANDARDS SUPPORT — DATE: 10112016

SHEET 1 OF 1

SURV | DRWN ST | DES MW | CHKD MW

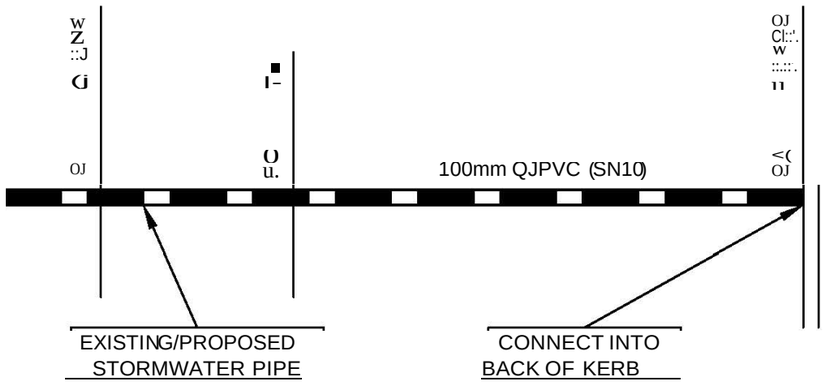
AS SHEET SIZE: A3

DRAWING No: 030-070

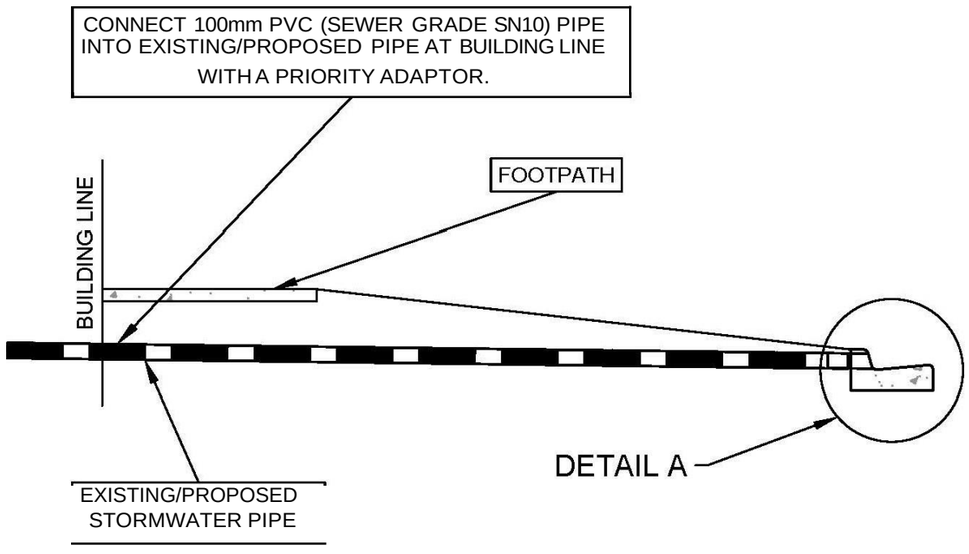
AMDT No:

CADFILE: 030-070.dwg

DATE: 10112016



PLAN

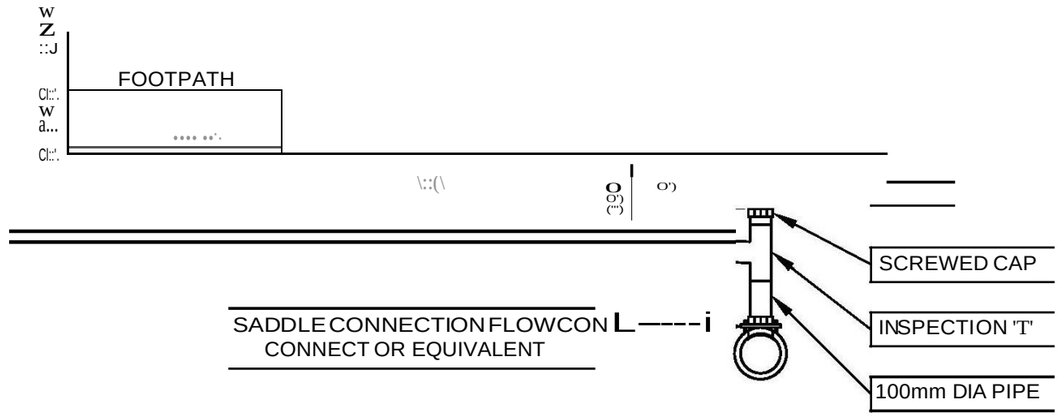


SECTION

KERB INSTALLATION

NOTES: KERB INSTALLATION

1. FOR SINGLE PIPE INSTALLATION CONNECT PIPE TO KERB VIA APPROVED KERB ADAPTOR. CURRENTLY RECYCLE RUBBER OR CAST ALUMINIUM.
2. FOR DUAL PIPE INSTALLATIONS SEPARATE PIPES BY A MINIMUM 300mm AND CONNECT TO KERB VIA KERB ADAPTORS.
3. FOR MORE THAN TWO PIPES A PURPOSE BUiT GALVANISED STEEL KERB ADAPTOR IS REQUIRED. DESIGN THE OPENING SPAN TO ACCOMMODATE A WHEEL LOAD. MATCH PROFILE OF KERB. ROUND ALL EDGES, NO SHARP EDGES OR CORNERS PERMITTED.
4. FOR ALL OPTIONS SAW CUT KERB MINIMUM 25mm WIDER EITHER SIDE OF ADAPTOR. REINSTATE KERB WITH HIGH STRENGTH CEMENT MORTAR/CONCRETE.

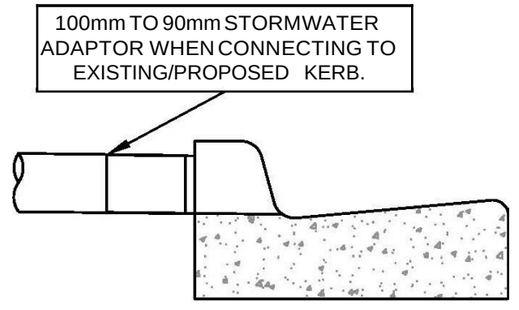


SECTION VIEW

DIRECT CONNECTION TO PIPE INSTALLATION

NOTES: PIPE CONNECTION INSTALLATION

1. ALL PIPES AND FITTINGS ARE TO BE PVC SN10.
2. ALL SOLVENT ADHERED JOINTS MUST BE COMPLETED AS PER THE MANUFACTURERS RECOMMENDED INSTRUCTIONS.
3. RCP STORM WATER PIPE TO BE CORED OR DRILLED TO CREATE OPENING. CUT SURFACES TO BE EXPOXY SEALED TO PREVENT CORROSION OF STEEL REINFORCEMENT.
4. THE PROPERTY STORMWATER DRAIN IS TO EXTEND 500mm INTO THE PROPERTY.
5. THE FOOTPATH AND BACK OF KERB ARE TO BE STAMPED WITH 'SW TO INDICATE THE LINE OF THE PROPERTY STORM WATER DRAIN .



DETAIL A

Armidale Regional Council *Dept of Public Infrastructure*

NTS

APPROVED D. MAUNDER 31/08/2016
ENGINEERING AND STANDARDS SUPPORT

SHEET 1 OF 1

SURV
DRWN ST
DES MW
CHKD MW

AS SHEET SIZE **A3**

DRAWING No **080-027**

ALIDT No

PROPERTY STORMWATER CONNECTION TO KERB AND PIPE

CADFILE 080-027.dwg DATE: 31/08/2016