



## Application for driveway invert and crossover works on a public road

Permit to undertake works that impact on council infrastructure or council roads (including the road, footpath and verge) pursuant to Section 221 (Alteration of road) of the Local Government Act 1999.

A driveway is the roadway extending from the frontage of a private property to a public road and comprises the following sections:

- Invert representing the kerb and water table.
- Crossover is the area between the property boundary and the kerb.

**Written approval is to be given from Council, prior to the commencement of works on site.  
Please allow at least 10 working days to assess applications.**

### Applicant (Owner) details

Are you the property owner?

Yes     No

No – but I have attached formal permission from the property owner to submit the application.

If no, are you part of a Community Title?

Yes – and I have attached formal permission from the property owners to submit the application

No

Full name:	
Phone number:	
Email address:	
Residential address:	
Postal address (if different to above):	

### Contractor details

Full name:	
Mobile number (Site contact number):	
Email address:	
ABN:	
Office address:	

## Work Site details

Site address:		
Proposed timings of works:	Start date:	Completion date:
Does this application relate to a Development Application? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide Development Application Number:		

## Details of Invert and Crossover

### Details of driveway

Width of proposed driveway invert (metres):	
Width of property frontage (metres):	
Please note that for residential properties the maximum permitted invert width is <b>3.0 metres for a single driveway</b> and the maximum permitted invert width is <b>5.0 metres for a double driveway</b> .	

### Details of crossover

Please tick whether residential or non-residential and the following material type

<b>Residential</b> <input type="checkbox"/>
Concrete (minimum 100mm thick) <input type="checkbox"/>
Interlocking paving bricks or blocks (minimum 60mm thick) <input type="checkbox"/>
Asphalt (minimum 30mm thick) <input type="checkbox"/>
<b>Non-Residential</b> <input type="checkbox"/>
Concrete (minimum 150mm thick) <input type="checkbox"/>
Interlocking paving bricks or blocks (minimum 80mm thick) <input type="checkbox"/>
Asphalt (minimum 40mm thick) <input type="checkbox"/>
<b>Crossover Colouring (specify):</b>

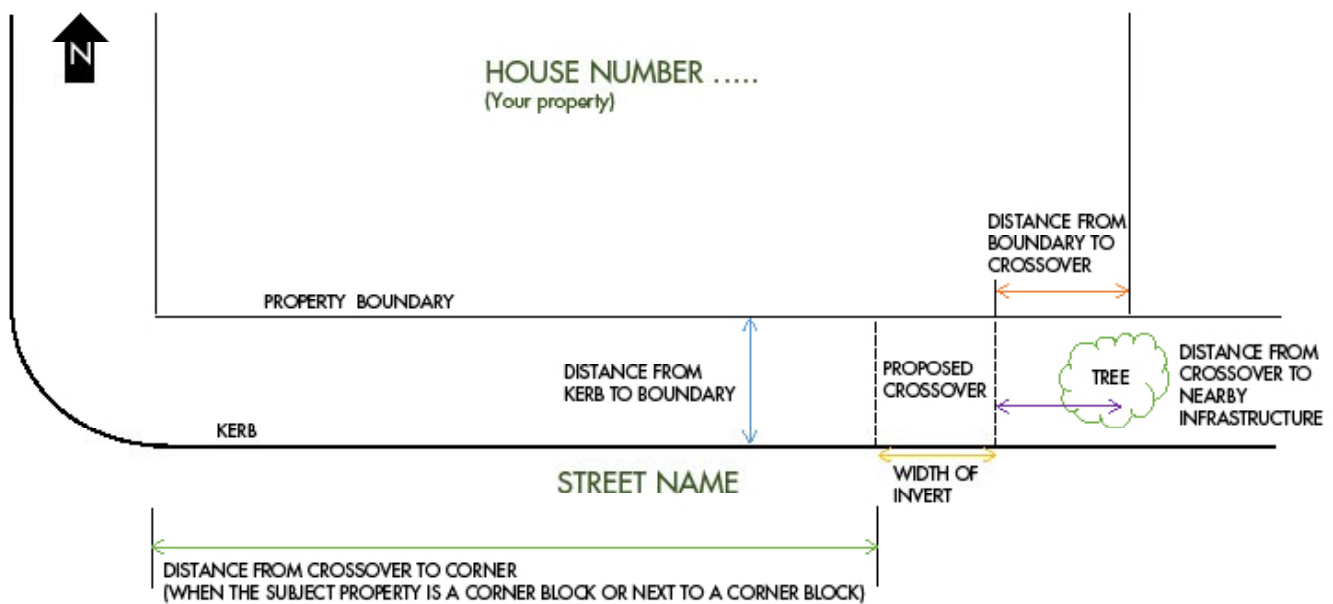
### Details of crossover

<b>Existing Footpath Surface:</b>
Concrete <input type="checkbox"/>
Pavers <input type="checkbox"/>
Hot mix asphalt <input type="checkbox"/>
Unmade <input type="checkbox"/>
Other information:

Please provide further details and a sketch of the proposed works that includes dimensions, boundaries, proposed works, materials, north arrow, property numbers, street names, kerb, trees, stobie poles, parking controls, driveways and stormwater infrastructure.



### Sketch plan example



## INVERT & CROSSOVER PLAN

## Applicant's declaration

- I, the Applicant, request approval for works in accordance with the details above, the diagram/s attached and Council's conditions as contained therein.
- I, the Applicant, understand that in accordance with Local Government Act 1999 Section 218, if the works are not constructed in accordance with the approved permit issued by Council; and, rectification work specified by Council is not carried out by the property owner within a reasonable amount of time, Council is able to engage a contractor to carry out the work specified by Council and recover the cost of the work from the property owner.
- I, the Applicant have submitted the contractor's public liability insurance Certificate of Currency in the sum of not less than TWENTY MILLION DOLLARS (\$20,000,000) with this application.

**Applicant's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT TO RETAIN THE  
FOLLOWING PAGES**

### Driveway dimensions

1. Vehicle inverts are 3 metres wide for a single driveway or up to 5 metres wide of a double driveway. Requests for inverts greater in length may be considered but will require separate approval from the Council's City Assets & Delivery Department.
2. Invert width should not exceed 30 per cent of the frontage of the site.
3. If the property is below the road level, the crossover must have a crest that is at least 100mm above the top of kerb before reaching the property boundary. Otherwise, the finished level of the crossover at boundary must be a minimum of 100mm above the top of kerb level.
4. The maximum gradient of a driveway shall be 5% between a footpath and invert, 2.5% across the footpath and 20% within the property. In accordance with AS 2890.1, changes in grade shall not exceed 12.5% (1 in 8).

### Driveway location

5. Inverts & crossovers may not be constructed within 10 metres of an intersection and within two metres of a kerb ramp.
6. Inverts & crossovers must be wholly situated within the property frontage boundary.
7. Inverts & crossovers must be built at least one metre from stobie poles & stormwater pits.
8. Inverts & crossovers must be located a minimum of two metres or sufficiently away from street trees as determined by Council's Senior Urban Forrest Officer. This distance may be increased depending on the tree's size, age, condition, structure, canopy and health. For any new driveways constructed under existing tree canopies, applicants are advised that trees will not be pruned to the detriment of the tree's health and longevity.
9. Approval for the street tree to be removed, replaced, or relocated will be at the discretion of the Senior Urban Forrest Officer and all costs associated (including tree removal, planting and establishment of a suitable replacement) will be charged back to the Applicant as per the Tree Management Policy.
10. No street furniture (e.g. street signs, traffic signs, Telstra infrastructure, etc.) may be removed for the purpose of providing an invert & crossover except with the express approval by the Council's Assets & Delivery Department and any other relevant authority.

### Driveway construction

11. The driveway crossover is to be non-slip with a brushed finish, concrete aggregate, paver or asphalt. The crossover may extend from within the property, over the property line, to the invert at the road.
12. Any disused inverts & crossovers must be reinstated to kerbing, footpath & verge at the time the new invert and crossover are constructed.
13. Concrete kerbing must be saw cut for the installation of a new invert. It is not acceptable to break out the kerbing without cutting first and the entire kerb and water table must be excavated prior to construction.
14. Invert profile must conform to AS2876 and be poured integrally with the water table. All inverts require F72 reinforcing mesh placed centrally in the concrete.

## DRIVEWAY MATERIAL SPECIFICATION

Material	Conditions
Concrete	<ul style="list-style-type: none"><li>• Minimum thickness of the concrete must be 100mm, except for non-residential property which requires a minimum thickness of 150mm.</li><li>• Base must be of compacted quarry rubble minimum 100mm thick.</li><li>• Ready mix must comply with AS1379 and have a minimum compressive strength of 25 MPa and a maximum water/cement ratio of 0.5 or slump of 100mm, except for non-residential property which requires a minimum compressive strength of 32 MPa. Hand-mixed may not be used unless it complies with AS1480.</li><li>• Non-residential properties require F72 reinforcing mesh placed centrally in the concrete slab.</li><li>• Surface finish: inverts – smooth steel trowel. Crossovers – broom finish or wood float. Note: a smooth steel trowel finish is not acceptable on crossovers.</li></ul>
Paving bricks or blocks	<ul style="list-style-type: none"><li>• Interlocking type bricks or blocks minimum 60mm thick to be used for residential properties. Non-residential properties require minimum 80mm thick interlocking type bricks or blocks.</li><li>• Bricks or blocks must be bedded in sand bedding a minimum 20mm thick spread on a base of compacted quarry rubble a minimum 75mm thick for residential properties. Base of compacted quarry rubble for non-residential properties must be a minimum 150mm thick.</li><li>• Edges must be restrained by a concrete retainer in accordance with established good practice.</li></ul>
Asphalt	<ul style="list-style-type: none"><li>• Minimum thickness for residential properties is 30mm asphalt compacted. Non-residential properties minimum asphalt thickness is 40mm.</li><li>• Residential properties require a 100mm minimum thick base of compacted quarry rubble. Non-residential properties require a 150mm thick base of compacted quarry rubble.</li><li>• Hot mix asphalt must be laid at temperature within 4 °C of supply temperature and in accordance with good practice.</li><li>• An approved bonding agent must be applied to the base material and allowed to cure in accordance with suppliers' recommendations, prior to laying asphalt.</li></ul>

**The following conditions are applicable when seeking authorisation in accordance with Section 221 of the Local Government Act 1999 and shall apply in all circumstances.**

1. The issuing of this Authorisation is subject to:
  - a. The Applicant agreeing to the General Conditions of Authorisation as contained herein.
  - b. The Applicant agreeing to any/all Special Conditions and Specifications that the Council may determine and attach to this Authorisation.
  - c. The Applicant advising Council on commencement and completion of any works.

### **Standards of care**

2. For the term of the Authorisation, to comply with all applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable Code of Practice.
3. To ensure that all works carried out are undertaken to the highest standard and are carried out promptly and with all due care, skill, and diligence.
4. To ensure that any alteration to the road does not interfere with or cause damage to or in any way affect the property of any other person (including Council property).
5. To comply with any direction given by any authority, statutory authority, or Council to remove, maintain or otherwise modify the alteration to the road under this Authorisation.

### **Site control**

6. Underground services must be located prior to commencing excavations. The essential first step is contacting **Before You Dig Australia** at [www.byda.com.au](http://www.byda.com.au). Damage to public utilities and infrastructure shall be reported to the relevant service authority and will be the responsibility of the property owner.
7. When street trees are present, the contractor shall at all times ensure that any damage to the tree and root system is minimised and seek Council advice prior to undertaking excavation works around any street trees. Existing street trees shall not have their branches cut, damaged or removed without seeking permission from Council.
8. No street furniture (e.g. street signs, signs, power poles, Telstra services, stormwater pits etc.) may be removed or adjusted for any works except within the approval of a Council delegated officer or relevant authority.
9. No material may be stockpiled on the road or footpath at any time. The adjoining road and footpath must be cleared of all rubbish, spillage, excess fill or material and framework as it accumulates.
10. If a trench is left open overnight, at least one flashing amber safety light must be provided.
11. During the work, the site must be kept safe at all times, this may require protected by appropriate safety barriers in accordance with AS1742.3. The work site area shall be kept safe for pedestrians and road users at all times and minimise the restriction of pedestrian and vehicular traffic.
12. A Traffic Management Plan must accompany this application if traffic flow or pedestrian movements will be interrupted.
13. Any on road traffic management must be conducted in accordance with AS1742.3 (Australian Standard Manual of Uniform Traffic Control Devices, Part 3: Traffic Control Devices for Works on Roads).
14. The works must not restrict access to parked vehicles. Parked vehicles must have access to be able to open passenger side doors.
15. If the condition of a Council asset is altered in any other way than what is outlined on this form, Council need to be notified.
16. Any residents or businesses impacted by works must be advised in writing as soon as possible prior to the commencement of works.

### **Reinstatement**

17. All reinstatement and infrastructure work will remain the responsibility of the property owner and must be completed in a tradesman like manner. The adjoining footpath, road and all other council infrastructure must be reinstated to its original state following the works and be free of obstructions and trip hazards.
18. Every attempt must be made to complete the work as quickly as possible; and, any trenching must be fully reinstated within 7 days of construction.
19. Any trenched area needs to be backfilled with quarry sand or quarry rubble and properly compacted prior to replacement with the same material. Verge must be backfilled with soil or dolomite; not rock, mud or rubble.
20. Any damage to the footpath, verge, kerb or road during works or temporary storage is the responsibility of the owner and must be made good at their cost.

## APPENDIX B – GENERAL CONDITIONS

### Fixtures

21. All fixtures and equipment erected or installed in, on, across, under or over the road under the Authorisation remain the property of the Applicant pursuant to section 209 of the Local Government Act, 1999.
22. For the term of the Authorisation, to maintain all fixtures and equipment erected or installed, or vegetation planted, in good and safe condition and to recognised standards. Surrounding infrastructure such as footpath, verge, kerbing that may get damaged when completing the work or as a result from the private works must be maintained and repaired.

### Indemnities

23. To indemnify the Council, its employees and/or agents against all actions, costs, claims, and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to any activities under the Authorisation or arising out of breach of any condition attaching to the Authorisation.
24. The Applicant acknowledges that the Council is not liable for any injury, damage or loss resulting from the granting of this permit; and, the Applicant indemnifies and holds harmless the Council in respect of any claim that may arise from such injury, damage or loss.
25. The Applicant accepts responsibility for any damage caused to the road or footpath surface, or any other damage of public property, as the result of these works on a public road; and, understands that Council may complete any repairs necessary and recover the costs from the Applicant, in accordance with the provisions of the Local Government Act 1999 Section 233.

### Termination

26. Subject to section 225 of the Act, the Council may cancel the Authorisation for breach of a condition.
27. At the expiration or earlier termination of this Authorisation to remove, if so, directed by the Council, any structure or object erected or installed on the road under the Authorisation and to reinstate the road to the satisfaction of the Council.

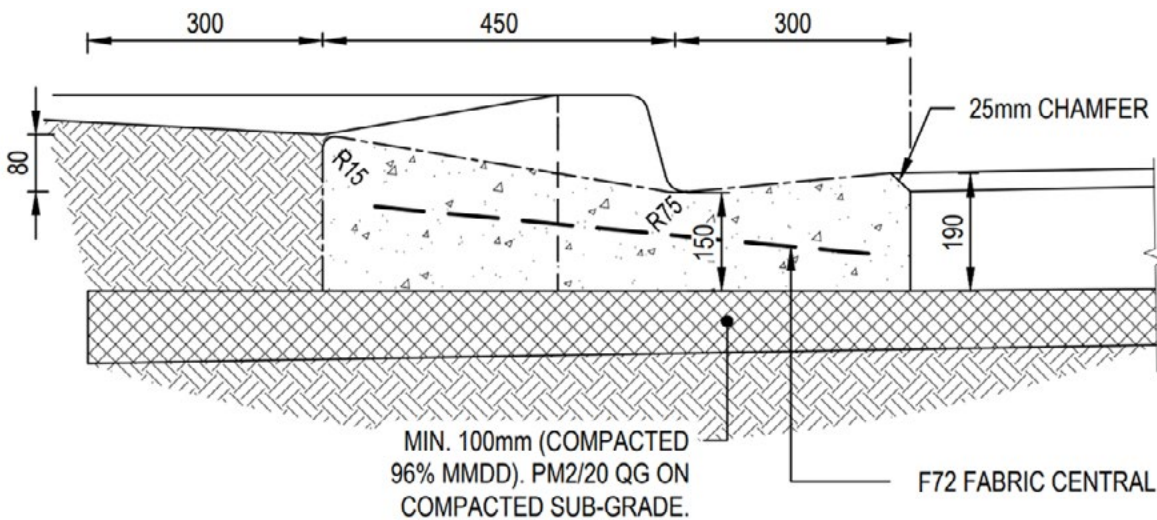
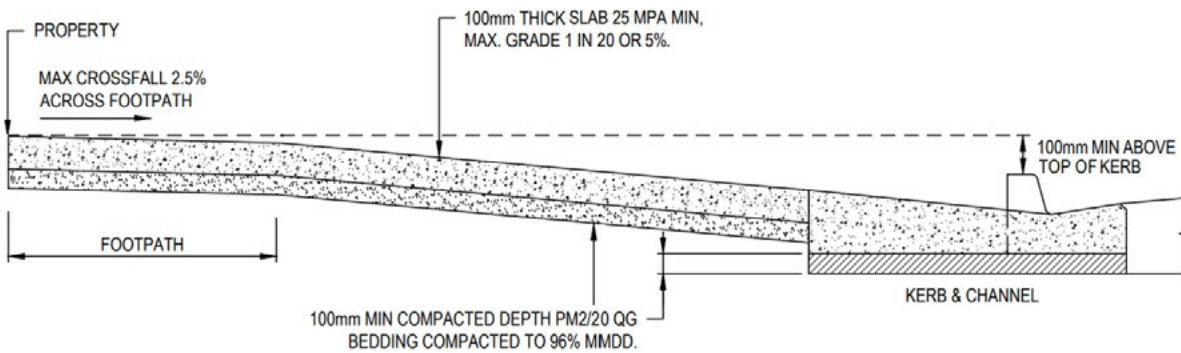
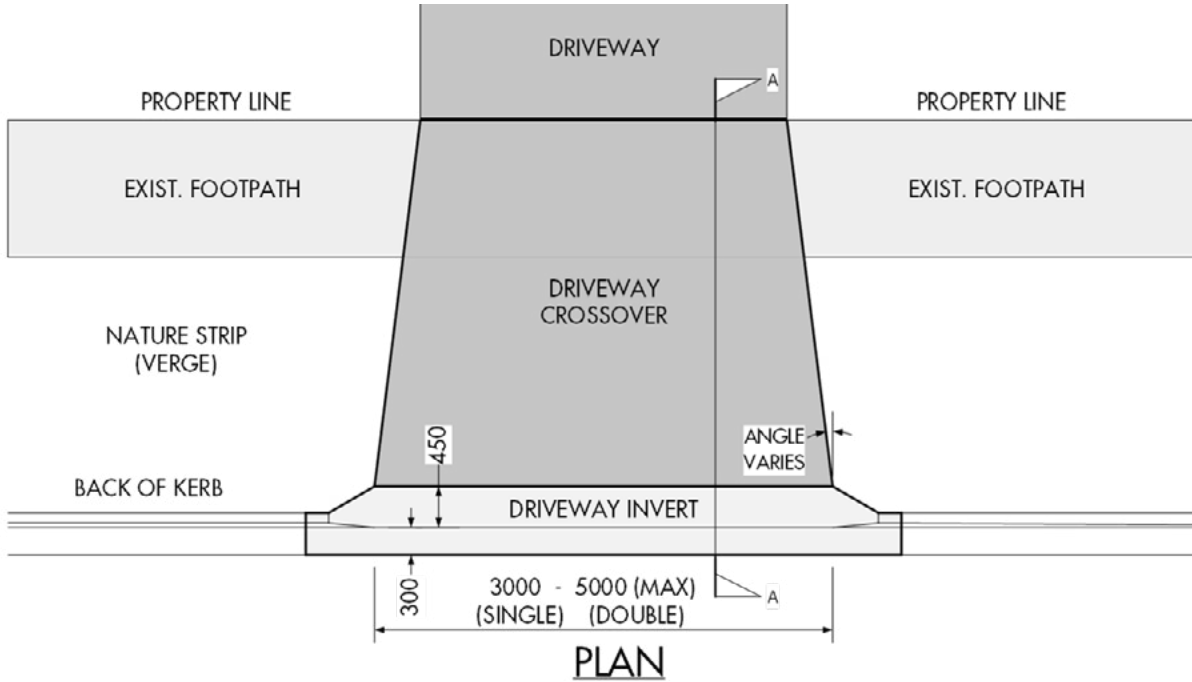
### About the authorisation

28. For the term of the Authorisation, to take out and keep current a public liability policy of insurance to an appropriate level of cover per claim in respect of any negligent act or omission of the Applicant in relation to any activities under the Authorisation.
29. Must not assign or otherwise transfer this Authorisation without first obtaining the consent of the Council in writing.
30. Undertaking work without a permit under Local Government Act 1999 and the Development Act 1993 may result in the imposition of a fine.
31. The Applicant must submit a copy of their contractor's current public liability insurance policy with this application. The Certificate of Currency must be for not less than TWENTY MILLION DOLLARS (\$20,000,000).
32. This Authorisation does not confer on the Applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the Local Government Act 1999.

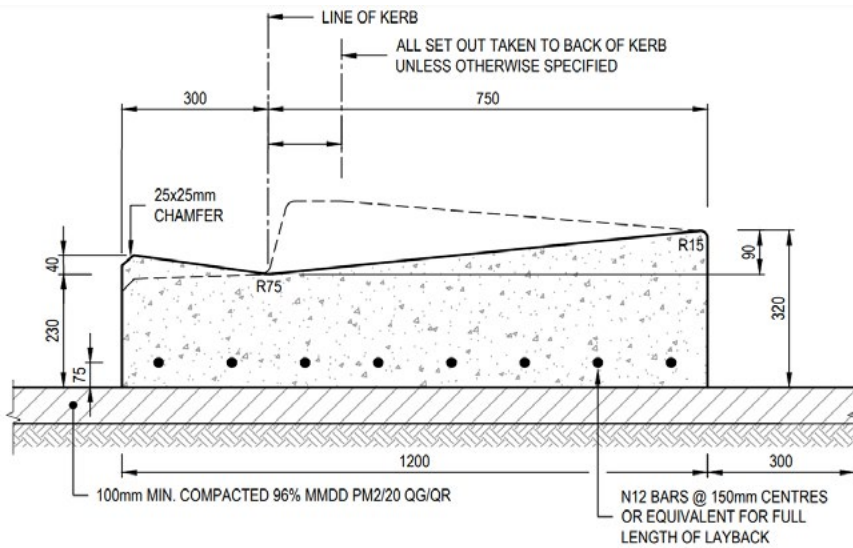
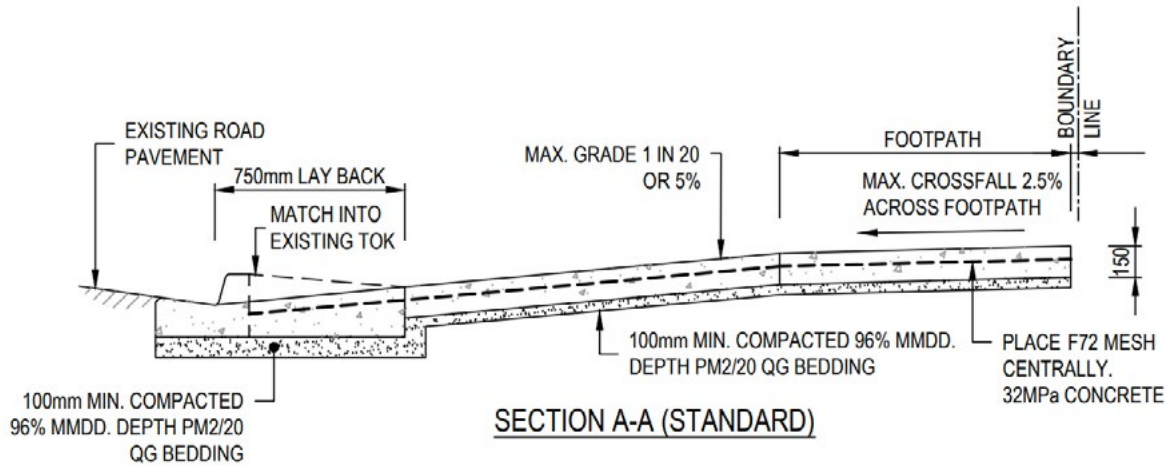
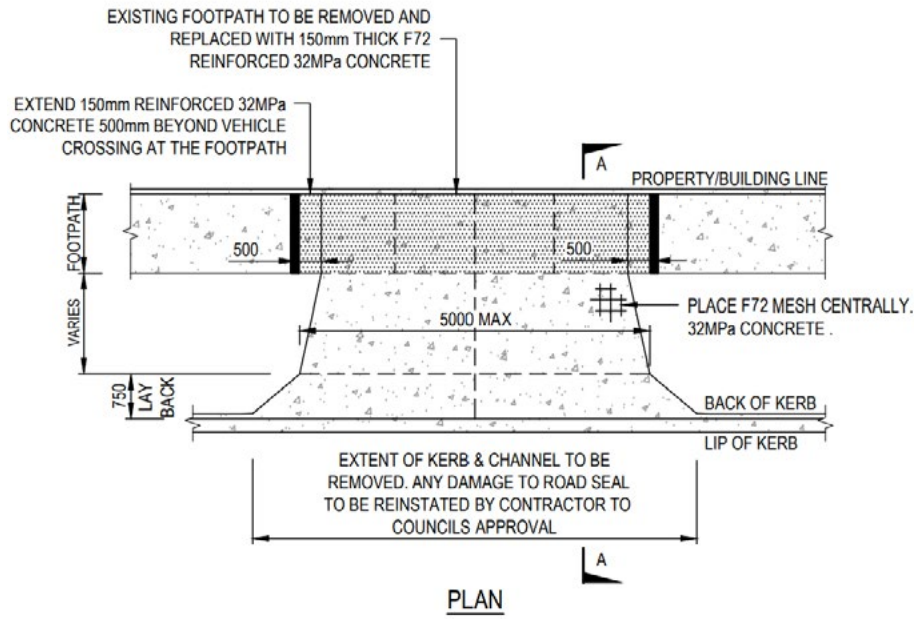
**It is an offence to alter a public road without approval from the Council.  
Maximum Penalty \$5,000 applies in addition to cost of rectification and administrative fees.**



# RESIDENTIAL DRIVEWAYS



# NON-RESIDENTIAL DRIVEWAYS



SECTIONAL VIEW OF INDUSTRIAL KERB LAYBACK