

# WORKS ON PUBLIC ROAD RESERVE

## Layback Installation & Driveway Access

Application for approval of layback installations and driveway access to private property or any construction or modification works within a public road made under *Section 138 of the Roads Act 1993*.

### 1. APPROVAL TYPE

Application is hereby made for: *(please tick)*

- Construct or structurally modify a private driveway on a public road. This includes construction of private property access over a public footpath, nature strip or roadside verge.
- Construct or modify kerb and gutter or footpath paving on a public road (or road reserve)
- Or other works within the road reserve (i.e. Stormwater, sewer, power, hording, etc)

### 2. THE APPLICANT (All correspondence will be forwarded to this name and address)

Applicant Name:			
Company Name:			
Address:			
Email:			
Phone (Home)		(Work)	
Mobile:		Fax:	

### 3. OWNER'S CONSENT (As the owner/s of the subject land, I/we give consent to the lodgment of this application and to an authorised officer of Council to enter the premises for the purposes of inspecting work relevant to this application)

Owner's Name:			
Company Name:			
Signature/s:			

### 4. LAND DESCRIPTION

Lot:		Section:		DP/SP:	
No:		Street:		Town:	

### 5. CURRENT DEVELOPMENT CONSENT

If you have previously lodged a development application for works on this land please indicate the Development Consent Number.

DA Number:	
------------	--

#### Privacy Statement

The information and personal details provided by you on this Form are managed in accordance with the *Privacy and Personal Information Protection Act 1998* and Cootamundra-Gundagai Regional Council's policies and procedures as outlined in Council's *Privacy Management Plan*. Should you choose not to provide this information (wholly or in part) this may impact upon consideration of the matter by Council. The information will ultimately be stored in Council's records system.

**6. PRE-REQUISITE TO COMPLYING DEVELOPMENT**

Is this application a pre-requisite to complying development?  Yes  No

**7. REQUIRED ATTACHMENTS**

Three (3) separate copies

- A site plan to the property and adjacent section of public road, drawn to scale showing:
  - a) The location and widths of the proposed driveway or modifications from the garage/carpark to the kerb and gutter/edge of bitumen.
  - b) Proposed restoration of existing surfaces or services that are likely to be damaged.
  - c) Proposed construction or modification including levels of kerb and gutter or footpath paving on a public road.
- A longitudinal section from the garage/carpark/parking area to the kerb and gutter (or edge of bitumen showing the natural surface levels and proposed finished driveway levels drawn to a scale.
- On steeper slopes, a cross section showing natural surface and finished levels plus any proposed retaining walls to a scale.
- Work Safety Plan.

**8. ADDITIONAL NOTES**

1. Accesses to properties must be designed and constructed in accordance with Cootamundra-Gundagai Regional Council’s specifications attached to this form. A failure to install accesses in accordance with these specifications may result in Council undertaking all necessary repair works at the fee cost to the applicant.
2. Any damage caused to public infrastructure (roads, footpaths, water and sewer mains, power, gas, telephone services etc.) during the activity shall be repaired to the satisfaction of the service provider. Council must be notified in writing, prior to commencement of the activity, of any existing damage to roads, stormwater drainage, kerb and gutter or footpaths. Absence of written notification signifies that no damage exists and the applicant is, therefore, liable for the cost of reinstatement of any damage found at the completion of works.
3. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications (allow 3-5 working days for Council roads; if RMS concurrence is required allow 3 weeks).
4. The applicant is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and consent conditions and is likewise responsible for compliance in respect of all agents, sub-contractors and anyone else carrying out part or all of the activity authorised under the consent as if they were the applicant.

**9. APPLICANT’S DECLARATION**

I declare that all the information in this application and attachments are true and correct. I will conform with all the requirements of this agreement; that I carry current public liability insurance at least to the value of \$20 million and will arrange endorsement on the policy indemnifying Council in the event of any injury to any person or property consequential to the carrying out of the activity on the road; that I carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.

Signature:

Date:

**OFFICE USE ONLY**

**10. PAYMENT DETAILS**

**Fees** – See Council’s website for relevant fees and charges.

Receipt No: ..... Date received: .....

Received by: ..... All required documentation submitted: .....