

Application for Roadworks Step 1 – Design Review under Section 138 of the Roads Act 1993

**(For Driveway Vehicle Crossing, Stormwater Connection, Alignment Levels and/or Public Domain Works
within the Road Reserve)**

About this form:	<p>If you are seeking approval to construct / reconstruct a vehicle crossing, stormwater connection and/or public domain works, you will need to make the following two applications: Step 1 – Design Review, including the issue of Alignment Levels, Levels Certificate, or Roadworks Permit Step 2 – Permit to Construct</p> <p>Note that Step 1 (Design Review) is not required under the following circumstances:</p> <ul style="list-style-type: none"> • There are <u>no</u> development consent conditions requiring Alignment Levels, or a Roadworks Permit to be obtained for works within the Road Reserve; <u>and</u> • There are <u>no</u> development consent conditions requiring the submission of a design of the works within the Road Reserve. <p>Public domain works include vehicle crossings, kerb and gutter, footpath, drainage, landscaping, etc. to be constructed within the public road or Council controlled lands.</p> <p>If Council determines that the crossing needs to be re/designed to address a potential scraping issue, the applicant will be required to submit a design by a suitably qualified Engineer. Council will contact the applicant to discuss any such requirements after initial assessment of the application.</p> <p>This form does not necessarily include a comprehensive list of the fees that may be applicable, should the application be approved. Council will advise you of any additional fees after assessment of the application and payment will be required prior to issuing the Step 1 Permit. Please refer to Council's adopted Fees and Charges.</p>
How to complete	<ol style="list-style-type: none"> 1. Complete Sections 1-6, 11 and 15 for all applications. Choose between Sections 7,8,9 and 10 for the appropriate application type. Complete Appendix A1 or B1 where applicable, as below. <ul style="list-style-type: none"> • Complete Section 7 where the proposed works relate to a Development Consent • Complete Section 8 where you are seeking to reconstruct an existing vehicle crossing, unrelated to a development approval • Complete Section 9 and Appendix A1 where you are seeking approval to construct a vehicle crossing in association with Exempt development under the State Environment Planning Policy (Exempt and Complying Codes) 2008 (SEPP) • Complete Section 10 and Appendix B1 where you are seeking approval to construct a vehicle crossing in association with Complying Development under the SEPP 2. Ensure that all fields have been filled out correctly. 3. Please print clearly 4. Once completed, please refer to the <i>How to Lodge</i> section for further information.

Section 1: Associated Property Address

Unit No	House No
Street Name	Cross Street(s)
Suburb	Postcode

Section 2: Associated DA or Complying Development information

Is there an associated DA or Complying Development Application with these works?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
DA Consent No.	Approval Date
Complying Development Application No. and Certifying Authority	
<p>Note: Before a complying development certificate is issued, written consent is required under section 138 of the Roads Act 1993 from the relevant roads authority for the construction of any vehicular crossing, kerb, and stormwater connection.</p> <p>Where the driveway forms part of a Complying Development, the issuing of a Complying Development Certificate by a Certifying Authority does not imply approval of the proposed Driveway within the Road Reserve.</p>	

Section 3: Activity Details	
Activity Location – Describe the location incl. Street name(s) and proximity to a cross street and/or property	
Associated Activity – Provide a summary of the proposed works or activities	

Section 4: Development type associated with this application		Refer to section	
<input type="checkbox"/>	Residential (up to 2 dwellings) – related to DA	Section 7	
<input type="checkbox"/>	Reconstruct vehicle crossing only – not related DA or Complying Development Application	Section 8	
<input type="checkbox"/>	Residential (up to 2 dwellings – related to Exempt Development)	Section 9, Appendix A1	
<input type="checkbox"/>	Residential (up to 2 dwellings – Complying Development)	Section 10, Appendix B1	
<input type="checkbox"/>	Other	Section 7	
	Value of the development		\$
	Number of vehicle crossings		

Section 5: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names	
<input type="checkbox"/>	Application form – a signed copy of the application form, including completed checklist in Appendix C1 . All requirements listed in Appendix C1 for new and re-design vehicular crossing(s) are to be provided in full to ensure a conforming application. Otherwise, the application will result in a refusal.
	Design Plans – see below for requirements, depending on application type (Section 7 to 10)
<input type="checkbox"/>	Section 7 – Design plans, including long sections for driveways/vehicle crossings, and/or as specified by any relevant conditions of consent.
<input type="checkbox"/>	Section 8 – Site plan showing the location of the vehicle crossing including dimensions. If the crossing currently causes scraping to vehicles, the applicant may be required to provide an engineering design,
<input type="checkbox"/>	Section 9 – See Appendix A1 Part B for document requirements.
<input type="checkbox"/>	Section 10 – See Appendix B1 Part B for document requirements.
	The Applicant must submit engineering design plans when required by conditions of Development Consent.
<input type="checkbox"/>	Engineering design plans for review (as required by condition of Development Consent)

Section 6: Applicant's Details or Company and Representatives (Required)	
If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.	
Salutation (✓)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name	Surname
Company name	ABN
Postal Address (If different to street address)	
Suburb	Post Code
Email	
Phone number	Other
Section 6.1: Primary Contact (if different to above) – for site inspections/ meetings, Council officer contact	
Contact Name	
Contact Phone Number	
Contact email address	

Section 7: Design review for vehicle crossing(s), stormwater connection and/or Public Domain works	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
This section is used when you have a development consent condition which requires a design to be submitted to Council, usually relating to a vehicle crossing design, stormwater connection or public domain works associated with the development. This section is also applicable to obtaining Alignment Levels and/or Roadworks Permit as a condition(s) of a development consent.	
Development Consent No.:	
Are Engineering Plans being submitted for assessment to meet the requirements of a condition of consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is a Roadworks Permit required by the development consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are Alignment Levels required by the development consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 8: Reconstruct existing (previously approved) crossing – not related to a current DA or Complying Development Application		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
Is the existing crossing subject to a valid previous approval?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not sure
Does the existing crossing cause scaping to the underside of vehicles?		<input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Not sure

Section 9: Construct a vehicle crossing in association with Exempt development under SEPP		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
You must complete the checklist on Appendix A1. You must supply all information specified on that checklist with this application.			
Have you completed the checklist (Appendix A1)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided all required documentation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 10: Construct a vehicle crossing in association with Complying development under SEPP		<input type="checkbox"/> Yes	<input type="checkbox"/> N/A
You must complete the checklist on Appendix B1. You must supply all information specified on that checklist with this application.			
Have you completed the checklist (Appendix B1)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you provided all required documentation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Complying Development Application	
Complying Development Application No. and Certifying Authority	

Section 11: TfNSW / State Classified Road	
Are the works to be carried out on or near a TfNSW State classified road or Traffic light?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has consent been obtained from TfNSW?	<input type="checkbox"/> Yes <input type="checkbox"/> No
See below for a list of TfNSW State classified roads or visit TfNSW website.	

Section 12 Fees & Charges (All prices are GST inclusive) Fill in for all applications.			
The below fees are payable at lodgment. Council will advise you of any additional fees after assessment of the application and payment will be required prior to the permit being approved.			
Description	Fee \$	Quantity	Charge \$
Application Fee for Design Approval	\$138.80	1	\$138.80
Assessment Fee for reconstruction of vehicle crossing for residential dwelling – not related to a current DA or Complying Development Application	\$138.80		
Assessment Fee for residential (up to two dwellings) –related to DA or Exempt Dev	\$277.60		
Assessment Fee for residential (up to two dwellings) –related to a Complying Development Application	\$555.20		
Assessment Fee - Other development	0.05% of value of the development ¹ (Minimum fee \$1,000)		
Assessment Fee for additional vehicle crossing (more than 1) – per crossing	\$138.80		
Lodgement Total			
<i>Note 1: The value of the development is the stated value on the Complying Development Application or DA consent.</i>			

Section 13: List of State Roads in the Council area

Balmain Road, Matilda Street to Wharf Road	Livingstone Road, Sydenham Road to New Canterbury Road
Barker Street, Brown Street to Old Canterbury Road	Marrickville Road, Railway Parade to Buckley Street
Brown Street, Hathern Street to Barker Street	Mary Street, Perry Street to Lilyfield Road
Buckley Street, Marrickville Road to Sydenham Road	Milton Street, Liverpool Road to Georges River Road
Canal Road, Princess Highway to Alexandra Canal	New Canterbury Road, Old Canterbury Road to Crystal Street
Canterbury Road, Princess Street to New Canterbury Road	Old Canterbury Road, New Canterbury Road to Parramatta Road
City West Link Road, Crane Avenue to The Crescent	Parramatta Road, Mallett Street to Lang Street
Cook Street, Old Canterbury Road to Brown Street	Perry Street, Wharf Road to Mary Street
Darley Road, James Street to Allen Street	Princess Highway, Sydney Park Road to Cooks River Bridge
Darling Street, Victoria Road to Matilda Street	Pymont Bridge Road, Parramatta Road to Booth Street
Enmore Road, Stanmore Road to King Street	Railway Parade, Sydenham Road to Marrickville Road
Foster Street, Allen Street to Lords Road	Railway Road, Unwins Bridge Road to Princess Highway
Frederic Street, Parramatta Road to Liverpool Road	Railway Terrace, Gordon Street to Old Canterbury Road
Georges River Road, Milton Street to Greenhills Street	Ramsay Street, Wattle Street to Dobroyd Canal Bridge
Gleeson Avenue, Railway Parade to Unwins Bridge Road	Stanmore Road, Crystal Street to Enmore Road
Gordon Street, New Canterbury Road to Railway Terrace	Sydenham Road, Livingstone Road to Railway Parade
Hathern Street, Tebbutt Street to Brown Street	Tebbutt Street, Lords Road to Parramatta Road
James Street, Lilyfield Road to Darley Road	The Crescent, Johnston Street to Johnston Street
Johnston Street, Parramatta Road to The Crescent	The Crescent, Victoria Road to The Crescent
King Street, Church Street to Sydney Park Road	Victoria Road, Iron Cove Bridge to Anzac Bridge
Liverpool Road, Parramatta Road to Dickinson Avenue	Wattle Street, Parramatta Road to Crane Avenue

Section 14: Next step

The issuing of the Step 1 Design Review does not constitute an approval to construct the works.

Before commencement of any works relating to this application, the applicant must lodge an "Roadworks Step 2 - Permit to Construct Application" which will include the contractor's details, traffic control plan and evidence of the required public liability insurance.

Failure to obtain this Permit may incur an additional charge for unauthorised works as noted in Council's adopted Fees and Charges.

Section 15: Applicant's Declaration (Required)

- I declare that all the information in the application is to the best of my knowledge true and correct
- I understand that if the information is incomplete, the application may be delayed / rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted may be void
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit
- I certify that our Traffic Control Plan complies with WorkCover's and TfNSW's requirements and that I will ensure safety at the site is controlled as described in the plan and this application.
- I have read and accepted the conditions/notes outlined in this application form.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant's signature		Date	____/____/____
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Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

Applications can be lodged online on Council's website at:
www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

Opening hours: Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

Cashiering: 8:30am-4:30pm.

Fees and charges: This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Cheques are to be made payable to: Inner West Council

Appendix A1 – Exempt Development Checklist

About this checklist:	<ul style="list-style-type: none"> To be filled out when applying for approval to construct a vehicle crossing in association with Exempt Development. Note that the associated development must comply with the relevant requirements of Part 2 Exempt Development Codes of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. The below tables are summarised versions of the Code for the purposes of the Checklist, limited to the regulations that are often associated with off street parking, vehicle access and stormwater drainage. The person completing this checklist must read and understand all regulations, including those not listed above, but applicable to the entire proposal. Where there is any inconsistency, the regulations will prevail. Council's assessment of the application will take into consideration factors including but not limited to; loss of on street parking, impact on street trees, safety of pedestrians, traffic volumes, proximity to intersections, vehicle manoeuvrability. In some cases, these factors may result in refusal of the application, regardless of whether the proposal qualifies as Exempt development.
How to complete:	<ul style="list-style-type: none"> Please fill in all sections and use tick (✓) Complete Part A and Sections 1, 2, and/or 3 depending on development type Complete Part B and Part C for all applications Please complete all relevant sections in full. Failure to provide all requested information may render the application invalid and result in delays to the assessment time.

PART A – Is the proposal Exempt Development under the SEPP?		If you tick NO go to Checklist B1	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 1: Subdivision 10 - Carports		If you tick N/A go to section 2	<input type="checkbox"/> N/A
Subclause	Requirement of code	Compliance?	
2.19	The carport must not be located on a heritage item or draft heritage item or foreshore area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(a)	The development must not result in a building classified under the BCA as Class 7a	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(b)(ii)	For a lot larger than 300m ² , the floor area of the carport must not exceed 25m ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(b)(iii)	For a lot of 300m ² or less, the floor area of the carport must not exceed 20m ²	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(c)	The carport must not be higher than 3m above ground level (existing) or, if attached to an existing single storey dwelling, not be higher than the roof gutter line.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(d)	The carport must be located at least 1m behind the building line of any road frontage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(e)(ii)	The carport must be located at least 900mm from each lot boundary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(g)	The carport must have any metal components of low reflective, factory pre-coloured materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(i)	Roofwater must be disposed of into the existing stormwater drainage system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(m)	If the carport is located in a heritage conservation area or a draft heritage conservation area, it must be located in the rear yard,	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(1)(n)	The carport must be located so that it does not reduce vehicular access to, or parking or loading or unloading on, or from, the lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(2)	The roof must be located at least 500mm from each lot boundary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(3)(a)	There must not be more than 1 carport per lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.20(3)(b)	There must not be more than 1 carport per lot or per each occupation of premises on the lot	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Division 1 Preliminary Subclause 1.5	Carport means a roofed structure for the shelter of motor vehicles that has 2 or more sides open and not less than one-third of its perimeter open	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Section 2: Subdivision 14 - Driveways and hard stand spaces		If you tick N/A go to section 3	<input type="checkbox"/> N/A
Clause	Requirement of code	Compliance?	
2.27	The driveway or hard stand space must not be located on a heritage item, draft heritage item, in a heritage conservation area, draft heritage conservation area, foreshore area or environmentally sensitive area	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.27(a)	If a driveway, it must be associated with access to an open hard stand space, a carport, a loading bay or a garage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.27(b)	If a hard stand space, it must be associated with a driveway, whether open or part of a carport	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(a)	It must have its drainage connected to existing stormwater drainage system	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(b)	It must be in accordance with AS/NZS 2890.1:2004 or AS: 2890.2—2018	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(c)	If ancillary to a dwelling, it must not require greater than 600mm of cut or fill	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(d)	If not ancillary to a dwelling, it must not require greater than 1m of cut or fill	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(e)(i)	If a driveway, it must be no wider than the associated open hard stand space, carport or garage	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.28(e)(ii)	If a driveway, it must be in accordance with Council's vehicle and driveway crossing specifications	<input type="checkbox"/> Yes	<input type="checkbox"/> No

2.28(f)(i)	If a hard stand space, it must measure at least 2.6m wide by 5.4m long If either side boundary of the hard stand space is a wall or fence, or if there are obstructions such as columns placed so as to restrict door opening, additional width must be provided. The design envelope around each parking space, to be kept clear of obstructions, is shown in Figure 5.2 of AS/NZS 2890.1:2004.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(f)(ii)	If a hard stand space, it must have an area of not more than 20m ²	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(f)(iii)	If a hard stand space, and ancillary to a dwelling, it must be at least 1m behind the building line of any road frontage (except a lane) and at least 900mm from side or rear boundaries	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(f)(iv)	If a hard stand space, it must be located clear of any required landscaped area	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(g)	If in a residential zone, it must not result in total area of all driveways or hard stand spaces, pathways and paved areas on the lot exceeding 15% of the lot or 150m ² , whichever is the lesser	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(h)(i)	If in a residential zone, it must have at least 25% of the area forward of the building line as landscaped area (where the lot width is not more than 18 metres at the front building line)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.28(h)(ii)	If in a residential zone, it must have at least 50% of the area forward of the building line as landscaped area (where the lot width is more than 18 metres at the front building line)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Section 3: Subdivision 33A - Roller shutter doors adjoining lanes		<input type="checkbox"/> N/A
Clause	Requirement of code	Compliance?
2.66B(a)	The roller shutter door must be associated with a hard stand, garage or carport	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.66B(b)	The roller shutter door must be no wider than 4.5 metres	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.66B(c)	The roller shutter door must be no higher than 3 metres above ground level (existing)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.66B(d)	The roller shutter door must not encroach on the lane	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.66B(e)	The roller shutter door must comply with AS/NZS 2890.1:2004 Parking facilities, Part 1: Off-street parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If there is a "No" in the Compliance column, the proposal is not Exempt development and the application should not be lodged.</i>		

PART B – Required Documentation	Provided?
1. The application must be supported by a fully dimensioned plan and sections which collectively define the Exempt Development proposal. The documentation must clearly demonstrate that the Code requirements have been met. The plans must also show any trees within 3 metres of the off-street parking space or carport and the vehicle crossing.	<input type="checkbox"/> Yes
2. Where there is a likelihood that vehicle scraping will occur, Council may request that you provide: Longitudinal sections at 1:20 natural scale along both sides of the driveway/vehicle access, extending from inside the parking space to the road centreline, matching existing boundary levels. The driveway is to be designed using the B85 template from AS/NZS 2890.1 and address any required transitions within the road or footpath. Consult a Council Road Access Officer if assistance is needed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Where a vehicle crossing is proposed along a State Road, TfNSW concurrence will be required in addition to Council's approval. Written evidence of TfNSW concurrence must be provided with the application.	<input type="checkbox"/> Yes <input type="checkbox"/> No

PART C – Checklist Completed by:			
Name		Date	____/____/____
Signature			

Appendix B1 – Complying Development Checklist

About this checklist:	<ul style="list-style-type: none"> This checklist is to be filled out when applying for <u>approval to construct a vehicle crossing or other public domain works in association with Complying Development</u>. The checklist is to be completed and signed by the Certifying Authority who is assessing the Complying Development application. The associated development must comply with the relevant requirements of the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (SEPP). Council will only approve new or relocated vehicle crossings when satisfied that it will comply with Council's specifications, relevant Australian Standards and is servicing a Complying Development that complies with the SEPP. Council's assessment of the application will take into consideration factors including but not limited to; loss of on street parking, impact on street trees, safety of pedestrians, traffic volumes, proximity to intersections, vehicle manoeuvrability and stormwater and flooding impacts. In some cases, these factors may result in refusal of the application, regardless of whether the proposal is otherwise permissible under the SEPP.
How to complete:	<ul style="list-style-type: none"> Complete Parts A to D for all applications and use (✓) for tick boxes Please complete all relevant sections in full. Failure to provide all requested information may render the application invalid or result in delays to the assessment time.

PART A – Details of the Certifying Authority

Company Name of Certifying Authority:

Complying Development Application No.

PART B – Details of the Complying Development

This section is to confirm the type of development proposed and the part under which the SEPP is being assessed.

SEPP Part No

Complying development code

Description of the development

Property address

PART C – Details of compliance with the SEPP

This section is to confirm compliance with the relevant sections of the SEPP relating to carparking and access, loading facilities and driveways, garbage and waste storage, stormwater drainage and flooding

Compliance?

Section 1: Access and parking for residential developments

Yes N/A

List the clauses/subclauses of the SEPP that are applicable and/or relied upon for compliance

Provide an explanation for any clause/subclause or exception relied upon that is not clear on the submitted plans

Section 2: Carparking and vehicle access, loading and garbage facilities for commercial or industrial developments

Yes N/A

List the clauses/subclauses of the SEPP that are applicable and/or relied upon for compliance

Provide an explanation for any clause/subclause or exception relied upon that is not clear on the submitted plans or reports

Section 3: Stormwater drainage for all developments

If you tick N/A go to Section 5

N/A

Subclause **Requirement of code**

Compliance?

List the clauses/subclauses of the SEPP that are applicable and/or relied upon for compliance

Compliance with Council's Development Control Plan	
Is On Site Detention (OSD) provided?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Is On Site Retention (OSR) provided?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Is a new stormwater connection to the kerb required?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Is a new stormwater connection to a Council pit or pipeline required?	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Provide an explanation for any controls in Council's Development Control Plan that are not shown on the submitted plans	
Section 4: All developments of flood control lots	<input type="checkbox"/> N/A
List the clauses/subclauses of the SEPP that are applicable and/or relied upon for compliance	
Provide an explanation for any clause/subclause or exception relied upon that is not clear on the submitted plans or reports	

PART D – Required Documentation	Provided?
1. A detail survey (to AHD) prepared by a Registered Surveyor, showing levels, trees and features in the road reserve across the property frontage within which any works are proposed, extending at a minimum to the kerb and gutter on the opposite side of the road.	<input type="checkbox"/> Yes
2. Fully dimensioned plans, elevations, sections which collectively define the off-street parking and associated access for the Complying Development proposal. The documentation must clearly demonstrate that the SEPP requirements have been met.	<input type="checkbox"/> Yes
3. Driveway long sections at 1:20 natural scale must be provided along both sides of the driveway/vehicle access, extending from inside the parking space to the road centreline, matching existing boundary levels. The long sections must show the clearance to any structures above the driveway and parking space(s). The driveway is to be designed using the B85 template from AS/NZS 2890.1 and address any required transitions within the road or footpath. The plans must be prepared by a suitably qualified practicing Civil Engineer.	<input type="checkbox"/> Yes
4. Traffic and Parking Report for residential developments with basement carparking and commercial/industrial developments, including a parking assessment and demonstration of compliance with AS/NZS 2890.1 and AS 2890.2 when applicable. The report must be prepared by a suitably qualified Traffic Engineer and/or Transport Planner.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
5. If the access and/or parking is servicing vehicles larger than a B85 (from AS/NZS 2890.1), the plans must demonstrate compliance with AS 2890.2 for the relevant vehicles, including swept paths to demonstrate forward entry and exit. The plans must be prepared by a suitably qualified practicing Civil Engineer or can be addressed in a Traffic and Parking Report.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
6. Stormwater drainage design plans prepared in accordance with Council's relevant Development Control Plan, including on site detention and/or on-site retention as applicable and showing the proposed connection to the public drainage system. The design plans must be prepared by a suitably qualified practicing Civil Engineer. The plans must be prepared by a suitably qualified practicing Civil Engineer.	<input type="checkbox"/> Yes
7. Where a vehicle crossing is proposed along a State Road, TfNSW concurrence will be required in addition to Council's approval. Written evidence of TfNSW concurrence must be provided with the application.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
8. If the development is located on a flood control lot, a Flood Risk Management Report must be submitted, detailing the flood affectation of the property and demonstrating how the development is permissible under the SEPP and how the flood risk has been addressed.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Please consult a Council Road Access Officer if assistance is needed.	
Please note that Council will only assess and approve the location and design of the vehicle crossing and any stormwater connections to the public drainage system. All other documents are used for reference and are not assessed or approved.	

PART C – Checklist Completed by:			
This checklist must be signed by the person acting as Certifying Authority for issue of the Complying Development Certificate			
Name		Date	____/____/____
Signature			

Appendix C1 - Design Requirements Checklist for information to be submitted with application for vehicular crossing.

Note: All requirements listed below for new and re-design vehicular crossing(s) are to be provided in full to ensure a conforming application. Otherwise, the application will result in a refusal.

Item	Description
1 <input type="checkbox"/>	<p>Detailed vehicular crossing plans showing the site of the proposed vehicular crossing(s) including all dimensions and levels at all relevant locations. The plans must also incorporate and show the following:</p> <ol style="list-style-type: none"> 1. Full dimensions of the vehicular crossing(s) in accordance with Council's Standard Drawings 'R3' and 'R4' (whichever applicable to the relevant area). 2. Site of the proposed works in relation to relevant nearby features. Dimensions are to be provided for affected footpath areas, including the distances to existing joints, trees within 5 metres, telegraph pole, vehicle crossings, kerb and gutter, stormwater pits, etc. 3. Location of all existing utility infrastructure in the vicinity of the proposed work. 4. Removal of all redundant vehicular crossings to the site and replacement by kerb and gutter, footpath paving and nature strip in accordance with relevant Council's Standard drawings. 5. Include pavement adjustment/reinstatement in accordance with Council's Standard Drawings 'R3' and 'R4' (whichever applicable to the relevant area).
2 <input type="checkbox"/>	<p>Survey levels to cover existing surface levels required in the preparation of the following:</p> <ol style="list-style-type: none"> 1. Longitudinal sections along the property boundary and gutter invert. 2. Longitudinal sections along both edges of the vehicular crossing(s). <p>Note 1: Pavement surface profile at the lip of gutter line and at maximum 1.0m intervals up to the road centreline shall be included and ensure the road profile is accurately represented. Note 2: Pavement surface profile shall be at 0.5m intervals for a total length of 1.5m to ensure pavement rollover surface levels along the road profile are accurately represented. Note 3: Generally, the lip of gutter levels should match the existing asphalt surface levels of the road pavement.</p>
3 <input type="checkbox"/>	<p>Long sections along the property alignment and gutter invert for the full frontage of the property and extending minimum 3m beyond the property boundaries and are to include existing and design levels including chainages.</p> <p>The long sections along the property alignment and gutter invert are to identify and include the specific RL's in the driveway long sections, must be provided.</p> <p>Chainages are to be provided at all relevant locations, at the property boundaries, at both edges of the vehicular crossing(s) as follows:</p> <ol style="list-style-type: none"> 1. If the longitudinal grade is less than 3%, chainages are to be provided at no greater than 1.3m intervals. 2. If the longitudinal grade is greater than 3%, chainages are to be provided at no greater than 3m intervals. <p>Note 1: Any existing non-standard gutter adjacent to the site is to be clearly noted on the plans. Note 2: Additional information may be required for specific circumstances including Swept paths. Note 3: All design plans are to be prepared and certified by a qualified and experienced Civil Engineer.</p> <p>Refer to Appendix D2 for a sample of Longitudinal Sections along the property alignment and gutter invert.</p>
4 <input type="checkbox"/>	<p>Longitudinal sections along both edges of the vehicular crossing(s) and Access are to include the following:</p> <ol style="list-style-type: none"> 1. Existing and design levels including chainages. 2. Extend from the road centreline (minimum 3 metres) to the rear of the off-street parking space(s). 3. Road surface levels, surveyed at minimum 0.5 metre intervals between the road centreline and gutter lip and where there is change in grade to ensure the road profile is correctly represented. <p>Note 1: Pavement surface profile at the lip of gutter line and at maximum 1.0m intervals up to the road centreline shall be included and ensure the road profile is accurately represented. Note 2: Pavement surface profile shall be at 0.5m intervals for a total length of 1.5m to ensure pavement rollover surface levels along the road profile are accurately represented.</p>

	<ol style="list-style-type: none"> 4. Design levels, existing levels, the level difference (cut and fill) between the existing and design levels. 5. The vehicular crossing layback is to consist of a 40mm bullnose (above the gutter invert). 6. Include pavement adjustment/reinstatement in accordance with Council's Standard Drawings 'R3' and 'R4' (whichever applicable to the relevant area). 7. Ground clearance template checks for the B85 vehicle for domestic driveways (B99 and other vehicles for larger developments) in accordance with AS/NZS 2890.1-2004 shall be conducted for both entry and exit movements. 8. Ground clearance tests shall be conducted using dynamic applications e.g AUTOCAD, CIVIL3D. Minimum ground clearance is to be specified, and location identified. 9. Engineer's certification of compliance with the ground clearance requirements of AS/NZS 2890.1-2004 for a B85 design vehicle (for single dwelling) or B99 design vehicle (for other driveways). Refer to sample Engineering Design Certificate within Appendix C. <p>Refer to Appendix D3 for a sample of Longitudinal Sections along both edges of the vehicular crossing(s) and access.</p>
5 <input type="checkbox"/>	<p>Engineer's Design Certificate is to be submitted by the Design Engineer. Please refer to the sample Design Certificate in Appendix D1.</p>

Design Engineer's Name:			
Position:			
Company Name:			
Qualifications:			
Declaration:			
Engineer's signature		Date	____/____/____

Appendix D1 – Sample Engineer’s Design Certificate

Company’s letterhead

Engineer’s Design Certificate

Date xx

Address xx

Project Description xx

Site Location xx

Dear Sir/Madame,

RE: Engineering Certification xxxx

I, xxxxx, being suitably qualified and experienced Civil Engineer, hereby certify that the design of the vehicular crossing(s), Public Domain, stormwater connection etc required under Section 138 of the Roads Act 1993, shown on the Engineering Drawings was carried in accordance with sound engineering practice and principles and with the following:

1. Council Design Requirements Checklist (attached)
2. The relevant Australian Standards AS/NZS 2890.1: 2004 Off-street car parking
3. All relevant Conditions of the Development Consent as stated below:

Conditions xx, xx, and xx.

4. Engineering Drawings:

Drawing No.	Description	Revision	Date
XXXX			

This certificate confirms that the proposed vehicular crossing(s) specified above has been designed is compliant with the above standards and requirements for the B85/B99 vehicle. Furthermore, we confirm the design has been checked using a Dynamic simulation and shows adequate clearance at the design surface level with no scraping for ingress and egress manoeuvres.

Yours faithfully,

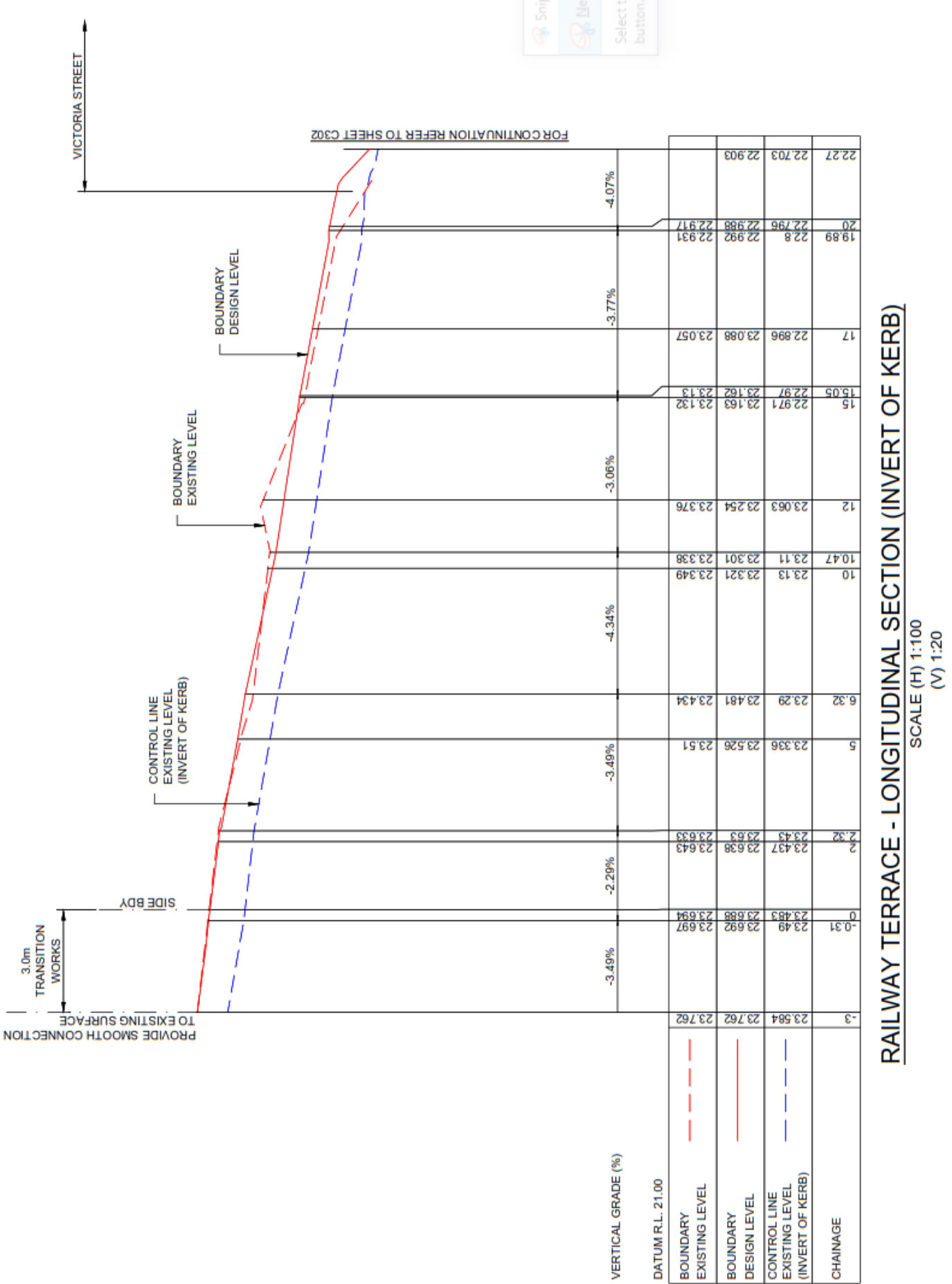
Name xxx

Signature xxx

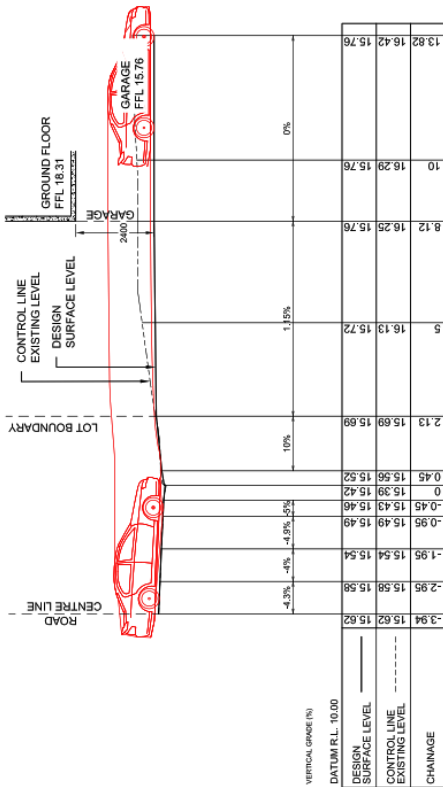
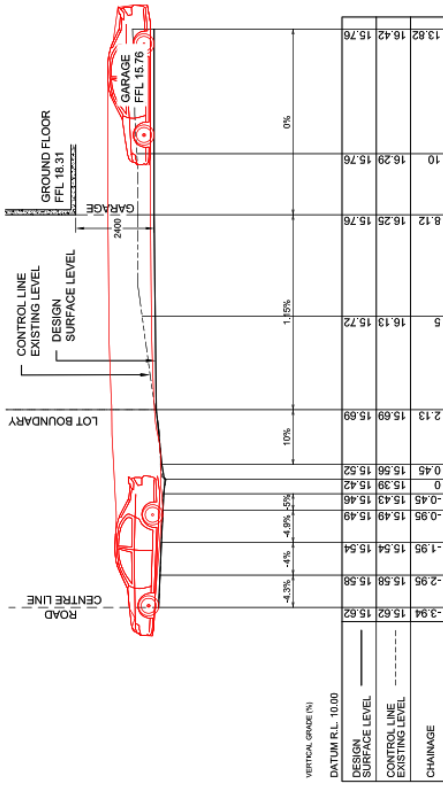
Position xxx

Qualifications xxx

Appendix D2 – Sample Longitudinal Sections along the property alignment and gutter invert

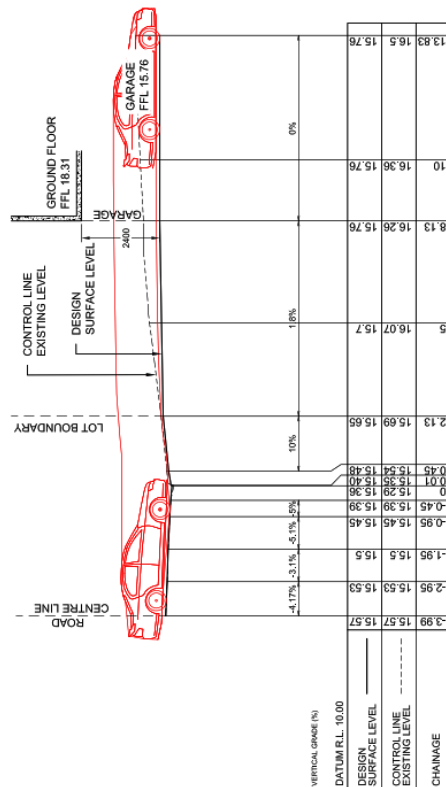
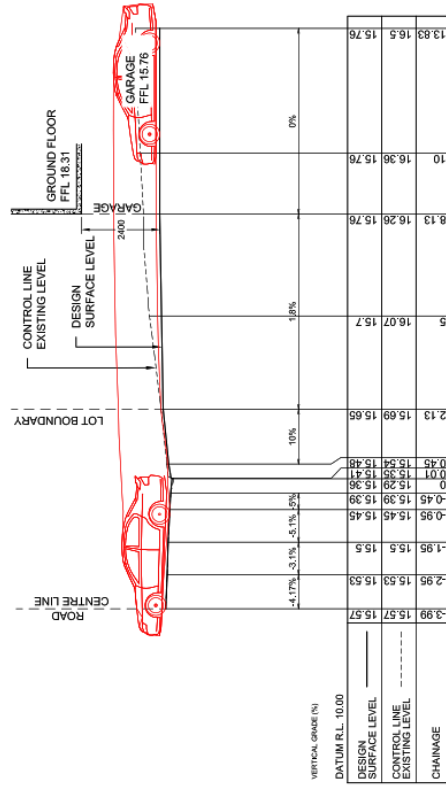


Appendix D3 – Sample Longitudinal Sections along both edges of the vehicular crossing(s) and access



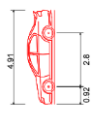
DRIVEWAY LONG SECTION A - A (EXIT)
1:100

DRIVEWAY LONG SECTION A - A (ENTRY)
1:100



DRIVEWAY LONG SECTION B - B (EXIT)
1:100

DRIVEWAY LONG SECTION B - B (ENTRY)
1:100



- B85 Ground Clearance (2004)
- Overall Height 4.910m
- Overall Width 1.870m
- Overall Length 4.420m
- Overall Body Height 1.421m
- Min Body Ground Clearance 0.120m
- Min Wheel Ground Clearance 0.100m
- Lock-to-lock time 4.00s
- Curb to Curb Turning Radius 8.000m