

## APPLICATION FOR – DRIVEWAY WORKS ON COUNCIL LAND

**Important Note:** *No changes to the existing footpath levels are acceptable as a result of the proposed driveway works. Consistent longitudinal grade must be maintained across the full frontage (no local deviations in front of the development), with 2% crossfall towards the road. If you have concerns in achieving this with your internal DA approved levels, or would like to discuss, please contact us so that we can arrange to meet you onsite.*

1. A driveway application is required for new, driveways or the reconstruction of existing driveways between a property and the road.
2. Complete this application form and submit it with the below details & attachments for review to: [drivewayapprovals@waverley.nsw.gov.au](mailto:drivewayapprovals@waverley.nsw.gov.au) (allow 5-10 working days for processing):
  - Summary of any specific site issues/constraints/requests,
  - A copy of the Contractor's name, contact details and Public Liability Insurance (incl. the Certificate of Currency),
  - Excerpt of any driveway related DA conditions,
  - Excerpt of the approved DA drawings showing the approved internal driveway/garage,
3. When the above has been submitted an officer will raise an invoice for you and organise an inspection with you (and/or your contractor) to discuss the site and any constraints prior to preparing the scope document and approval,
4. Following this site inspection and payment of the relevant fees we will prepare and send you the scope of works inclusive of:
  - Waverley Council's typical driveway drawings,
  - Construction conditions,
  - Request for the Contractors insurances if not already provided,
5. When you are ready to construct the driveway following receipt and completion of the above, **please contact us at the above email address to request a formwork inspection by 5:00pm on the Friday prior. Formwork inspections are conducted Wednesdays and Thursdays between 9:00am and 4:00pm.** We will confirm the time and date of the formwork inspection (by phone and/or email).
6. Your contractor must contact Council for a formwork inspection before pouring any concrete. The contractor provide notice as outlined. This inspection ensures the formwork has been prepared in line with Council's standards. Verbal approval or rectification advice may be provided onsite or in writing following inspection. In addition Council must receive the contractor's name and a copy of the contractor's Public Liability Insurance incl. Certificate of Currency before work starts.
7. Following approval of the formwork, the driveway can be poured and any additional works completed (such as the asphalt readjustment with crack sealing, additional kerb and gutter, footpath panels, and/or turf replacement where required). Please send notification when all works are complete.
8. A final inspection will be conducted following the works to confirm they've been finished to the satisfaction of Council. If there are any issues, we will contact you to rectify these prior to sign off.

Council's contact details are:

Formwork Inspection:  
Infrastructure Engineer  
Infrastructure Services  
Email:  
[drivewayapprovals@waverley.nsw.gov.au](mailto:drivewayapprovals@waverley.nsw.gov.au)

Contractor's Name and Insurance Details  
with property address to:  
Infrastructure Engineer  
Infrastructure Services  
Email: [drivewayapprovals@waverley.nsw.gov.au](mailto:drivewayapprovals@waverley.nsw.gov.au)

**Fees**

<b>Activity</b>	<b>Fee</b>
Application Fee (Non-Refundable)	\$ 369.00
3x Inspections / site visits – initial inspection, formwork inspection and final inspection (\$190 per site visit)	\$ 570.00
<b>Total fee</b>	<b>\$ 939.00</b>

## Notes:

1. Additional inspections are charged at a rate of \$190 per site visit. These would typically arise when a site inspection identifies defects which need to be rectified prior to the concrete being poured.
2. 48 hours notice is required for all site inspections. A \$391 fee applies for inspections with <48 hours notice.
3. A design fee may be charged if the crossing is not a standard crossing and needs additional survey and design work by Council.

*January 2025*

**APPLICATION FOR – DRIVEWAY WORKS ON COUNCIL LAND**

Please e-mail your application to [Drivewayapprovals@waverley.nsw.gov.au](mailto:Drivewayapprovals@waverley.nsw.gov.au) and you will be contacted in regard to payment once the application has been lodged.

or return the application by Post to Waverley Council PO Box 9, Bondi Junction NSW 1355 with payment of \$939 (GST Exempt)

or visit our Customer Services Centre at 55 Spring ST, Bondi Junction NSW 2022.

This application is for permission to construct a vehicle crossing and associated works by private contractors on Council land.

This is NOT an application to build a garage, carport or hardstand parking space.

THE APPLICATION FEE IS PAYABLE ON SUBMISSION OF THIS FORM

<p><b>DEVELOPMENT APPLICATION REFERENCE</b></p> <p>DA- ...../20.....</p> <p><b>SITE ADDRESS</b></p> <p>.....</p> <p>.....</p> <p><b>APPLICANT</b></p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p><b>CONTACT</b></p> <p>Name.....</p> <p>Phone.....</p> <p>E-mail.....</p>
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**PLEASE NOTE:**  
 This is an application only. You are NOT to start work on Council land until you receive written approval.

This application will only be processed when the internal levels within your property are confirmed and align with Council requirements outlined above.

If the crossing is not a standard crossing and needs addition survey and design work by Council, a design fee may be charged

<p>I declare the above information is true and correct in every detail and accept all conditions if approval is granted.</p> <p>Signature.....</p> <p>Date.....</p>
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<p><b>OFFICEUSEONLY:</b> Amount Paid:..... A/C Ref: <b>GUTX</b> Receipt No: ..... Date: ...../...../.....</p>
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**Privacy of Personal Information.** The personal information supplied on this form, such as your name, address and contact details, is required in order to properly deal with your application. It will be used by Council staff only for the purpose for which it was provided. The information will be stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.