

## APPLICATION FOR – DRIVEWAY WORKS ON COUNCIL LAND

1. A driveway application is required for new, modified or the reconstruction of driveways between a property and the road.
2. For new developments, the application can only be processed when the driveway work inside the property has been built to the approved levels at the property boundary.
3. If the driveway work inside the property has not been completed, please inform Council when it has been done so the application can then proceed. See Council’s contact details below.
4. Complete the attached application form and submit it to Waverley Council [Assets@waverley.nsw.gov.au](mailto:Assets@waverley.nsw.gov.au) to arrange collection of the application fee (allow 5-7 working days for processing).
5. Following receipt of your application and the application fee, Council will send the following information to the applicant:
  - Scope of works (work required on Council land).
  - Typical driveway drawing.
  - Conditions for the construction of driveways and associated works.
  - Request for your contractor’s Insurances
6. When you receive this information, you are to make arrangements with your preferred contractor to carry out required work. 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. Your contractor must contact Council for a formwork inspection before pouring any concrete. The contractor must give 48 hours notice before the inspection is needed.

Council’s contact is:

Formwork Inspection:  
 Infrastructure Assessment Engineer -  
 Infrastructure Services  
 Phone: (02) 9083 8677

Contractor’s Name and Insurance Details  
 with property address to:  
 Infrastructure Assessment Engineer -  
 Infrastructure Services  
 E-mail: [Assets@waverley.nsw.gov.au](mailto:Assets@waverley.nsw.gov.au)

Council will make a final inspection and check the finish of the concrete. If the finish is not satisfactory, the work must be redone at no cost to Council.

### Fees

Activity	Fee
Application Fee (Non-Refundable)	\$ 344.00
Inspections / site visit – one before and one after the concrete has been poured (\$177.5 per site visit)	\$ 355.00
<b>Total fee</b>	<b>\$ 699.00</b>

### Notes:

1. Additional inspections are charged at a rate of \$177.50 per site visit. These would typically arise when the first 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 \$365 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.

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

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

**or** return the application by Post to Waverley Council P O Box 9, Bondi Junction NSW 1355 with payment of \$699 (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 parking space on private property.

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>
--

**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 driveway work inside your property has been built to the approved levels at the property boundary.

If the driveway work inside your property has not been done, please inform Council when it has been done, so the application can proceed.

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>
---

<p><b>OFFICEUSEONLY:</b> Amount Paid:..... A/C Ref: <b>GUTX</b> Receipt No: ..... Date: ...../...../.....</p>
---

**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.