

# APPLICATION FORM



## Vehicular Access

(Section 138 Roads Act 1993)

Certificate No.

Date of Lodgement

Complete this form and return to Council:

**EMAIL:** [customerservice@northsydney.nsw.gov.au](mailto:customerservice@northsydney.nsw.gov.au)

**IN PERSON:**

Customer Service Centre  
200 Miller Street  
North Sydney NSW 2060

### PREMISES DETAILS

Address:

Postcode:

Lot + DP/SP:

### APPLICANT'S DETAILS

Name:

Company:

ABN (if applicable):

Address:

Postcode:

Email:

Phone:

Mobile

### REQUIREMENTS

Street access from:

Location of proposed vehicle crossing when  
standing on road facing property:

Width of vehicular crossing: (including wings)

Single domestic crossing – number of dwellings served:

Double domestic or Commercial crossing – Number of cars on site:

Finish:

Pavers ☐

Concrete ☐

Has a DA/CC/CDC been lodged?

Yes ☐

No ☐

DA Number:

CC Number:

CDC Number:

Permanent Crossover

☐ Yes

☐ No

Temporary Crossover

☐ Yes

☐ No

Duration of temporary crossover:

Parking meters affected

☐ Yes

☐ No

No. of bays (spaces) affected:

Meter ID/s and bay/s numbers (spaces) affected:

Number of parking meters affected:

**Note:** Vehicular Crossings must not be constructed without the prior consent of Council. Such Consent will be given in writing following the assessment of your application

I hereby apply to construct a Vehicular Crossing in accordance with Council's Standards and Policies. I have read the information and data sheets and am aware of my obligations in carrying out work within the road reserve.

Signed:

Date:

**CHECKLIST FOR APPLICANT (✓)**

- ☐ Copy of a current Certificate of Currency, with cover for \$20 million or above.
- ☐ Indemnity signed.
- ☐ Civil design plans prepared by Civil Engineer.
- ☐ Guidelines and specifications addressed in application.

**Council reserves the right to withdraw approval if the conditions of approval have not been satisfied**

**FEES FOR 2025/2026**

To view our fees and charges, please select the link below:

<https://portal.lgsolutions.net.au/Fees/Public/North%20Sydney%20Council?Search=vehicle+crossing>

**Bond may apply if footpath and vehicular crossing reinstatement is required.**

**Council Officer will advise if bond is required when application is received.**

**PRIVACY STATEMENT**

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

<b>FOR COUNCIL USE</b>				
<b>Total</b>	<b>Receipt Number</b>	<b>Date</b>	<b>Time</b>	<b>Initials</b>
Vehicular Access Application (164)				

**INSURANCE DETAILS**

Permits will not be issued unless you have public liability insurance for the area you want to use. Complete this section, giving details of your public liability insurance. A Certificate of Currency must be provided to Council by the insurance company before a permit is issued. All Certificates must include the following information: - A limit of liability of at least \$20M. - Amounts to be denominated in Australian dollars (AUD) in the first instance. - Relevant jurisdiction to include the Australian Commonwealth. I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect.

**INDEMNITY**

This indemnity form must be completed and signed before a permit can be issued.

Applicant's Name: \_\_\_\_\_

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Vehicular Access

## INTRODUCTION

This document has been prepared as a guide to applicants of Council's requirements in connection with the provision of vehicular access.

It is not intended that this document should cover all possible situations. The purpose of this document is to provide a practical guide. It is not meant to absolve the owner/applicant of the necessity to plan for the particular requirements of the site being dealt with.

The objective of this document is to provide adequate guidelines, which will result in vehicular accesses being constructed which are cost effective, attractive and provide reasonable access, circulation and manoeuvrability within the framework of Council's policy (Minute 563 dated 30/4/90) – amended 18 April 1997.

**Note: Council reserves the right to withdraw the approval if the conditions of approval have not been satisfied.**

The authority to enforce the requirement of this document is available to Council under the following legislation:

Roads Act 1993

- Part 7 "Protection of public roads and traffic", Section 101, subsection 1, 2(a) and 3(a)(b).
- Part 9 "Regulation of works, structures and activities", Sections 138 subsection 1(a), (b), (c).

## 1. GENERAL

- 1.1 An inspection fee as determined by Council, shall be lodged with the application.
- 1.2 All works shall be in accordance with Council's Infrastructure Specification and Guidelines issued by Council.
- 1.3 Should an inspection show that a special design is required it is up to the applicant to find a suitably qualified person to do the design at the applicant's cost in accordance with AS2890.1 - 1993.
- 1.4 Construction shall be undertaken by either the owner/applicant or by contractors on behalf of the owner/applicant at their own cost.
- 1.5 No construction shall be undertaken until the restoration fee is lodged with Council. Council or suitable contractor will have no obligation in relation to the timeframe of the restoration works.
- 1.6 All crossings shall be constructed in standard concrete finish unless prior approval has been granted by Council for interlocking pavement blocks. Approval for paving blocks shall only be given for developments within the commercial area of the Council. (See standard drawings listed on page 6.)

- 1.7** The applicant and subsequent owners must maintain the crossing in good repair throughout its service life and arrange replacement at the owner/applicant's cost when it is considered by Council to be beyond repair.
- 1.8** Gutter bridges, infilled gutters etc will not be considered. All kerb crossings will be standard laybacks.
- 1.9** In declared heritage areas Council may require construction in sandstone blocks or other approved heritage sympathetic materials. For information on sandstone blocks kerb, consult Council's Development Engineer.
- 1.10** All works and cost associated with the vehicular crossing shall be borne by the applicant or their contractor. This shall include all adjustment to Council's infrastructure to accommodate the crossing.

*Note: It does not mean when the applicant or their contractor has lodged the Vehicular Crossing application that approval has been automatically given by Council to start the works. Council's Development Engineer will issue written approval for the road works under section 138 of the Roads Act 1993. Where works have commenced prior to the approval being given by Council's Development Engineer, appropriate action will be taken under section 138 of the Roads Act 1993.*

## **2. PROCEDURES**

- 2.1** Application is made to Council to construct or reconstruct the vehicular crossing to the property. All fees are paid upon application.
- 2.2** Levels and profiles of the vehicular crossing will only be issued where Council's Engineer does not require a special design.
- 2.3** The applicant accepts Council's quote and pays the necessary restoration fees.
- 2.4** The applicant arranges for construction of the access by a suitable skilled person.
- 2.5** The applicant or their contractor is to arrange the first inspection with Council; 24 hours notice is required. The inspection is to be made once the site is excavated and the formwork and steel are in place. This is to be made prior to the concrete being ordered. The formwork and steel must be in accordance with Council's specifications.
- 2.6** Upon written approval from Council's Development Engineer, the concrete is to be ordered. All remaining works including the restoration of the grass verge and adjacent footpath, stormwater connection and removal of excavation material are to be completed by the applicant or their contractor.
- 2.7** The applicant or their contractor makes written application to Council for final inspection of the works.
- 2.8** Council makes the final inspection of the completed access.

- 2.9** In order to facilitate enquiries and bookings for inspection, the following hours have been established during business days. During these times staff involved in vehicular crossings will be available:

Monday to Friday - 9.30am to 11.00am

- 2.10** Inspection will not be made on weekends or public holidays.

### **3. CONDITIONS**

- 3.1** All works shall comply with the plans and specifications approved by Council, to the issued information concerning levels, and to the satisfaction of Council. Work that does not comply shall be removed at the applicant's cost and made good.
- 3.2** The area of the works shall be kept safe at all times. The applicant shall provide evidence of public risk insurance, to the satisfaction of Council in the amount of minimum \$20 million. Provisions for the safety of pedestrians and vehicular traffic shall be in accordance with AS1742 Part 3 and the applicant shall maintain such barricades, lights and other measures as necessary to ensure safety at all times.
- 3.3** The applicant shall ascertain from all public utility service authorities and the Roads and Maritime Services, the location of existing services affected by the area of construction and whether additional conduit should be provided under the crossing. All damage to services and all relocation and adjustment to services shall be at the applicant's cost.
- 3.4** All stormwater connected affected by the crossing shall be relocated clear of the crossing and re-laid using hot dip galvanized steel hollow section minimum wall thickness 4.0mm and a section height of 100mm, unless otherwise directed by Council. Connection shall be relocated and all adjustment and relocations made to the satisfaction of Council.
- 3.5** Approval to construct a vehicular crossing is conditional upon provision of an off-street parking space within the property complying with Council's DCP 2002, Section 9 and AS2890.1 - 1993. Council may request the lodging of a Development Application for such space in instances where no car parking area exists.
- 3.6** Failure to comply with the information and conditions set out may result in the removal of the crossing and reinstatement of the area at the applicant's expense.

### **4. SPECIFICATIONS**

#### **Formwork**

- 4.1** Formwork shall be built true to line and level and braced in a substantial and unyielding manner. It shall be mortar tight and the interior surface shall be adequately oiled to ensure non-adhesion of the concrete. Formwork is to be provided at all vertical faces (including a board for the 25mm invert "step" shown on the drawing S101).

### **Concrete**

- 4.2** Concrete shall have a minimum of 25 Mpa at 28 days and a recommended slump of 80mm. It is advised that order for ready-mixed concrete shall not be made until Council has approved the formwork and reinforcing.

### **Expansion Joints**

- 4.3** All expansion joints shall be perpendicular and filled with 10mm thick strips of bitumen impregnated pre-formed jointing material. Expansion joints are to be provided:
- (a) At both ends of the layback.
  - (b) At the back of the layback, where a concrete apron is to be provided.
  - (c) At the boundary, where a concrete apron is to be provided.
  - (d) Wherever new work abuts existing concrete.
  - (e) At intervals of not more than 3m for all works.

### **Earthworks**

- 4.4**
- (a) The site must be excavated or filled to the design levels. Where an area is to be filled, only sound material is to be used and thoroughly compacted in layers not greater than 100mm in thickness. Particular care must be taken when refilling the area under the layback.
  - (b) The soil on each side of the crossing must be battered to a minimum slope of 6%.
  - (c) Any excess spoil is to be removed from the road reserve and the area left in a tidy condition.
  - (d) All areas affected by earthworks shall be turfed in either Buffalo or Couch turf as directed by Council.

### **Road Pavement**

- 4.5** The road shoulder restoration where required, shall have an average of 50mm thick layer of 10mm gauge asphaltic concrete. The base material shall generally comply with RMS DGB 20 specification. Council's engineer may require greater than 600mm road shoulder restoration. All cost associated with these works shall be borne by the applicant/owner.

### **Subgrade**

- 4.6** All soft and yielding and other unsuitable materials shall be removed and the existing subgrade material shall be thoroughly compacted and finished to firm, smooth surface of uniform bearing capacity. Where the subgrade material is clay, all concrete shall be poured onto 25mm thick sand bed which shall be spread to an even thickness, thoroughly soaked with water and well compacted prior to the pouring of concrete.

### **Reinforcement**

- 4.7** Concrete apron and layback are to be reinforced with (light residential) ASF 82 Reo Mesh or (heavy-other) ASF 92 Reo Mesh supported by 50mm from the bottom of concrete by bar chairs and plates. Reinforcement shall have a minimum cover of 50mm to the sides of the formwork and shall be free from loose rust, grease, tar, paint, oil, mud, mortar or any other coating. The reinforcement when in position shall be secured against displacement due to the flow and working of the concrete.

### **Description**

- 4.8** All works shall be constructed to comply with Council's standard drawings S101 and shall be aligned in a straight line as shown, or as may be directed. Where a layback is to be constructed, it will be necessary for both the kerb and gutter to be completely removed.

### **Footpath**

- 4.9** Where the levels of an existing concrete, paved or bitumen footpath are altered, the maximum change in grade should not exceed 8%, with a minimum transition of one footpath panel between changes in grade, measured in the direction of pedestrian travel. Council may direct longer transition lengths and grades less than 8% dependent upon site conditions. Existing footpath opposite layback shall be removed and replaced by a vehicular crossing.

### **Difference in levels**

- 4.10** Where there is a difference between the existing level at the boundary line and the design level, suitable adjustment within the owner's property will be necessary. The maximum grade recommended by Council for internal driveways is 20% to prevent vehicles from scraping; changes in grade should not be greater than 12.5% with a minimum transition length of 2m.

## **5. DESIGN REQUIREMENTS**

- (a) Only one vehicular access is allowed to each property (unless specific written approval is obtained from Council).
- (b) Where a new layback is being constructed, any existing redundant layback must be replaced with kerb and gutter, as indicated on drawing S101.
- (c) Footpath crossings that serve corner lots must be located at least 6m from the transition point as described in AS2890.1 - 1993.
- (d) All redundant vehicular crossings are to be removed and reinstated as kerb, gutter, footpath, grass verge or as directed by Council.



**6. WIDTHS**

Laybacks are to be constructed a maximum 3.5m (top of wing to top of wing) width unless **written approval** to construct a wider layback is obtained. Footpath crossings are to be constructed square to the kerbline unless otherwise directed.

**7. TREES**

No tree is to be cut down or removed without written consent of Council. Should a proposal require removal of a tree, liaison with Council's Landscape Development Officer of Planning and Development Services will be required. Council may require the relocation of the vehicle crossing and/or layback in order to prevent the removal of trees.

**8. WARNING SIGNS**

All work in the road reserve is to be carried out with a minimum of obstruction to pedestrian and vehicular traffic. Before commencing work, adequate barricades and warning light and signs shall be provided to ensure the safety of both pedestrians and vehicles for the duration of the works in accordance with AS1742 Part 3. Where pedestrian traffic is diverted onto the roadway, a protective marked path is to be provided. Where work commences and sufficient barricades and warning signs have not been erected, the Council's Engineer may erect, **at the applicant's cost**, such barricades and warning signs as may be required to protect the public. **Inspection of formwork will be failed if inadequate safety measures are in place.**

**9. SEDIMENT CONTROL**

All appropriate sediment control measures shall be in place where required during all stages of construction, or inspection for **formwork shall not be passed until such measures are undertaken.**

**10. CURING**

After completion of concreting in order to prevent rapid drying out of the concrete, the surface should either be covered with Hessian bags and kept moist for a period of three (3) days or, alternatively, the surface may be coated with an approved commercial curing compound. Vehicles, heavy objects or structures shall not be placed on or driven over the vehicular crossing for a minimum of 10 days. Sand shall not be placed in the concrete to absorb excess water or water added to make the concrete more workable.

**10.1 Finish**

After removal of the formwork, any rough or porous holes shall be picked over and dressed up with mortar of two (2) sand to one (1) part cement. The exposed surface shall be rubbed with a wooden float to leave the surface plane, smooth and uniformed in colour, texture and appearance.

**11. STANDARD DRAWINGS**

The following Standard drawings are available on Council's website:

S101A - Standard vehicular crossing, kerb and guttering detail.

- S101B - Standard vehicular crossing, kerb and guttering detail.
- S102 - Vehicular crossing profiles for a 3.7m wide footpath - maximum grades.
- S103 - Concrete dish crossing.
- S104 - Standard footpath detail.
- S105 - Standard kerb ramp.
- S106 - Kerb ramp configurations.
- S401 - Footpath paving pattern plan and cross section.
- S402 - Standard driveway for interlocking pavers.
- S403 - Road pavers interlocking including concrete base.
- S404 - Tree site formation.
- S405 - Concrete block paving edge restraint.
- T510 - Temporary sediment trap.