

NORTH SYDNEY COUNCIL



PERFORMANCE GUIDE **For Engineering Design & Construction**

Topics covered include:

- **STORMWATER DRAINAGE (COUNCIL AND PRIVATELY OWNED)**
- **DESIGN AND CONSTRUCTION OF ROADS**
- **VEHICULAR CROSSINGS AND DRIVEWAYS**
- **PERMITS:**
 - STAND PLANT**
 - BUILDING MATERIALS**
 - WORK ZONES**
 - OUT OF HOURS WORKS**
 - STREET OPENING**
- **WORK IN HERITAGE/CONSERVATION ZONES**
- **FOOTPATHS**
- **TRAFFIC GUIDELINES FOR DEVELOPMENTS**

JULY 2005

Preliminary

This “Performance Guide” is an initiative aimed at providing essential information about Council’s performance expectations for applicants intending to carry out engineering design and construction work, within the Local Government Area of North Sydney.

It draws together Council’s requirements in regard to the planning, environment, engineering design and construction activities, and presents the information into an all-in-one Guide for the use of Council’s customers and staff.

It aims to provide customers with knowledge of what information Council considers important in assessing applications for engineering development works.

It acknowledges the importance of Council’s Customer Service staff as a “first-stop” information resource between Council’s technical staff and it’s customers.

As with all new initiatives, its success will be measured by its ability to make communication with Council easier rather than harder. This will happen by continually improving the Performance Guide, based on the feedback received from Council’s customers and from Council’s Officers.

When using the Guide, the user can use the *key word reference* located at the right hand side of each page to assist in finding information.

Flow-charts are enclosed within most sections, indicating the process to be followed.

Drawings are also enclosed, detailing the issues to be covered when presenting a design to Council for assessment.

The Guide is not intended to be used as a detailed specification. Other references are highlighted for that purpose.

Prepared by Edward Mieluk
(Zero + Pty Ltd) for North Sydney Council

Users of the Performance Guide are reminded that Copyright © laws apply. This Guide may be reproduced by North Sydney Council provided the Source is fully acknowledged. Reproduction of this Guide in whole or in part by other than North Sydney Council is not permitted except with the approval of Zero + Pty Ltd.

CONTENTS

Page

PART A	STORMWATER DRAINAGE (COUNCIL OWNED)	1-8
	Performance requirements	2-3
	Flowchart A	7
	Typical Stormwater Drainage Details (part A drawing 1)	8
PART B	STORMWATER DRAINAGE (PRIVATE DEVELOPMENT)	9-16
	Performance requirements	10
	Flowchart B	14
	Typical Stormwater Drainage Details (part B drawing 1)	15
	Typical Overland Flow Path Design Detail (part B drawing 2)	16
PART C	DESIGN AND CONSTRUCTION OF ROADS	17-24
	Performance requirements	18
	Flowchart C	24
PART D	VEHICULAR CROSSINGS and DRIVEWAYS	25-30
	Performance requirements	25-26
	Drawing showing profile of driveway from kerb to boundary (dwg part D)	28
	Flowchart D	29
	This page is reserved for future drawings	30
PART E	PERMITS	
	Part E-1 Hoardings	32-35
	Performance requirements	32-33
	Hoardings - Triggers for an Application (Flowchart E1 drawing 1)	34
	Hoardings - Processing the Application (Flowchart E1 drawing 2)	35
	Part E-2 Stand Plant	36-37
	Performance requirements	36
	Permits to Stand Plant - Application Process (Flowchart E2)	37
	Part E-3 Building Materials	38
	Part E-4 Containers for Building Waste (Skips)	39-40
	Part E-5 Work Zone	41-44
	Performance requirements	41-42
	Work Zones - Triggers for an Application (Flowchart E5-T)	43
	Work Zones - Processing the Application (Flowchart E5-P)	44
	Part E-6 Out-Of-Hours Permit	45-46
	Performance requirements	45
	Out-of-Hours Permits - Processing the Application (Flowchart E-6)	46
	Part E-7 Street Opening	47-48
	Performance requirements	47
	Street Opening Permits - Processing the Application (Flowchart E-7)	48
PART F	WORK IN HERITAGE & CONSERVATION AREAS	49-50
PART G	FOOTPATHS	51-52
	Performance requirements	51-52
Appendix 1	TRAFFIC GUIDELINES FOR DEVELOPMENTS	53-67

Part A - STORMWATER DRAINAGE

(COUNCIL OWNED)

This Part applies to:

- ✓ **Stormwater drainage system that is proposed to revert to Council ownership.**
- ✓ **Stormwater drainage system that drains a public road or public property.**

For information about design and construction requirements of stormwater drainage systems that will remain in private ownership, go to Part B of this “Performance Guide”.

***Flowchart A** is enclosed to demonstrate the decision process to be followed when lodging an application for stormwater drainage construction work.*

***Typical drawings** are also attached indicating the level of design information required to be lodged with Council for assessment of the design.*

***Contour Maps** at 1:1000 scale are available from Council for most catchments.*

Applications, Approvals, Fees and Conditions

This applies to the design and construction of stormwater drainage systems that are to revert to Council’s ownership. The test is whether some part of the system will drain Council owned property. If it is located within Council property, but is not intended to drain any part of the Council property, then the responsibility for maintaining that drain remains with the owner of the private property that benefits by the drain.

The Test

Before any construction may commence, an application for approval will be required under Section 68 of Local Government Act & Section 138 of Roads Act (if applicable). Section 138 of the Roads Act must be lodged and approval granted by Council. Other applications and approvals may also be required depending on the nature and time proposed to carry out the work. Applications are available from Council’s Customer Service Centre. Payment of the application lodgement fee must also be made before approval can be granted.

***Section 68
Approval***

Pay Fees

If the drainage proposal relates to the re-development of private property, it will be assessed as part of the Development Application approval process in accordance with the provisions of the Environmental Planning and Assessment Act, the Local Government Act and the Roads Act.

***Work
Involving a DA***

Drainage construction not involving a Development Application will be assessed in accordance with the provisions of the Local Government Act and the Roads Act.

***Work not
Involving a DA***

If major adjustments are required to Council’s road infrastructure or public utility services as a consequence of the proposed drainage work, the applicant may be required to undertake a “Review of Environmental Factors” (REF), which must be submitted to Council for assessment.

***Adjusting
Road
Infrastructure***

Construction involving a Development Consent

This is a general summary. You should refer to *Flowchart A* for more details.

- Conceptual designs are prepared with an REF and lodged with Council for DA.
- Applicant lodges applications for Development Consent, Section 68 Approval, Section 138 Approval and Street Opening Permit (if applicable) and pays the fees.
- Development Engineer inspects the site, determines any additional fees and bonds.
- Applicant pays all remaining fees and bonds
- Council issues Development Consent, Section 68, Section 138 Approval (if applicable).
- Detailed designs are undertaken and certified by an NPER accredited civil engineer
- Before starting construction, a Construction Certificate is obtained from a PCA.
- Construction work is commenced
- The completed work is certified by an NPER accredited civil engineer
- Compliance Certificate is issued by a PCA
- Council checks the work and if satisfactory, returns any bonds or securities.

*The Process –
with DA*

Construction not involving a Development Consent

- Applicant lodges application for Section 68 and Section 138 Approval (if applicable).
- Applicant lodges a detailed design with an REF (if required).
- Development Engineer inspects the site, determines fees and bonds
- Applicant pays the remaining fees and bonds after being advised by Council.
- Applicant obtains Section 68 and Section 138 Approvals (if applicable) and approval of the detailed design.
- Applicant constructs the drain and on completion requests approval of the work from Council.
- Council approves the work and returns any bonds.

*The Process –
without DA*

Performance Requirements

- Compliance with the prescribed references. These are indicated elsewhere in this guide.
- Compliance with the levels of the existing road infrastructure and public utility services. Since stormwater drainage design is restricted by gravity flow conditions, any adjustments proposed to public utility infrastructure must first be approved by the relevant authority.
- Take into consideration inadequate capacity of existing drainage systems including the safe disposal of overland flow. Information from various Catchment Studies may be available from Council, which may identify the capacity of existing drainage systems that are under Council's control.
- Ensure that the drainage system drains water in the intended manner without causing nuisance flooding or the risk of damage to private or public property. Where impact on adjoining property cannot be adequately mitigated, evidence of a drainage easement acquisition shall be provided to Council prior to the issue of a Construction Certificate by the PCA (in the case of a Development Consent)
- Mitigate the risk of damage to the environment (nuisance flooding, erosion and pollution of waterways)

*Existing
Capacity*

*No Negative
Impact*

Mitigate Risk

pollution of waterways).

- The applicant is to submit to Council a design and supporting calculations to demonstrate that the system meets these performance requirements.
- Where it is proposed to direct the stormwater drain across Public Reserves or Crown Land, the applicant must first consult Council to obtain approval. This may require consent from other Statutory Authorities.

Submit Design

*Public Reserve
Crown Land*

Drainage Design

Council can provide contour maps at various scales for the subject catchment and schematic details of the location of the existing drainage network.

Contour Maps

The applicant shall determine all design flows in accordance with Council's current "Stormwater Drainage Design Guidelines". Data shall be presented in tabular form where required by Council with an appropriately marked catchment plan. If computer models are used to determine flows, then the data is to be provided in electronic format as well as hard copy, where required by Council. This data will then be digitized into Council's corporate mapping system.

*Presentation of
Data*

Any assumptions made in the design that are critical to the design performance of the system must be confirmed with Council's Development Engineer.

*Assumptions
Made*

Services information shall be obtained by the applicant from the relevant authorities. The result of this search is to be compiled and presented to Council upon request.

Utility Services

Presentation of design plans must be sufficiently clear so that the public can understand the extent and scope of the works. This may in some circumstances require the preparation of a separate schematic diagram of the proposed works.

*Public Viewing
of Plans*

As a general guideline, the following information must be submitted to Council. Refer to Drawing No S210A for typical layout of information

Plan View showing:

- Location of all existing and proposed drainage pipes and pits
- The distance of drainage pipes in relation to boundaries
- Location of public utility services in the vicinity of the work
- Pollution control devices. (Refer to erosion & sediment control guide)
- Overland flow paths in the event of pipe blockage
- Heritage features likely to be disturbed
- Benchmark levels and contours to AHD
- Road infrastructure requiring adjustment.

*Design
Information*

Long-section showing:

- The natural surface level, drainage pipe location and depths
- Location of all public utility services in the vicinity of and crossing the proposed work
- Chainages indicating the distances of relevant features along the pipe
- Chainages at change of slope of the pipes.

Long Section

Hydraulic Grade Line Level (HGL)

- HGL super-imposed over the pipe long-section showing water level in the pipe system in relation to ground surface level. For purposes of design, the starting level of the HGL at the connection point to an existing drainage system shall be;

HGL

- 150mm below the gully pit grate level of the existing pit being connected into
- If capacity problems are known to exist in the existing line.
- The overtop of the existing pipe if existing drainage capacity is adequate.
- Mean high-water level where it is proposed to drain the pipe to the Harbour.
- If unsure, contact Council’s Development Engineer for guidance.

□ **Hydrologic calculations** indicating:

- Design storm events (% AEP) for roof and ground drainage system.
- The flowrate of stormwater entering pipes (litres /second).

Hydrology

□ **Hydraulic calculations** indicating;

- Sizes of all guttering and downpipes.
- The overland flow paths in the event of pipe blockage.
- The pipe size (mm) and pipe flow capacity (L/s).
- The flowrate of stormwater flowing through the pipe (L/s)..
- Calculation of the HGL along the pipe system.
- Minimum Friction Grade (%)
- Velocity of stormwater flow (m/s)
- Pipe slopes (%)
- Construction details for special drainage pits
- Pit losses, runoff co-efficients, etc.

Hydraulics

□ **Materials to be used** (refer to Council’s Infrastructure Specification)

Materials

□ **Review of Environmental Factors** assessing the impact of the drainage work on the local environment, including any impact on heritage features, potential for pollution of the harbour, traffic, noise, erosion and sediment control, etc, etc – as prescribed under the EP&A Act.

□ **Certifications required**

- Designs must be certified by an independent engineer holding NPER (Civil) accreditation as a condition of the issue of a Construction Certificate.
- Completed construction must be certified by an independent engineer holding NPER (Civil) accreditation as a condition of the issue of a Compliance Certificate.
- CCTV inspections must be carried out of completed drainage works that are to revert to Council’s ownership and a copy of the inspection in an acceptable format forwarded to Council’s Development Engineer to support the Certification. Bonds held by Council will be returned after receipt of all satisfactory information.

*Certifications
Required*

*CCTV
Inspections*

Investigation of Existing Drainage Systems

□ **Investigation** of the capacity of existing drainage systems, Council recommends the use of the “Drains” software both for analysis and presentation of the investigation information.

*“Drains
Software”*

□ **Actual overland flow paths** within roads requires special attention when inputting the hydraulics information. Failure to accurately identify the actual overland flow paths can lead to incorrect conclusions being reached in regard to the potential risk of damage to property and road users.

*Overland flow
Paths*

Scales

Plan View at 1:200 horizontal, as a minimum, depending on the level of detail to be shown.
Longsections at 1:200 horizontal and 1: 50 vertical as an absolute minimum.

Scales

Who designs and certifies drainage?

Designs for drainage shall be prepared by a qualified and practicing civil hydraulics engineer competent in the use of “Australian Rainfall and Runoff- A Guide to Flood Estimation” (AR&R) and “DRAINS” Software. Drainage designs associated with a development application shall be certified by an NPER accredited hydraulics engineer and the certificate shall be validated by Principal Certifying Authority (PCA) prior to the release of the construction certificate.

Designer must be qualified

Certifications by Engineer or by PCA

Council will require a “works-as-executed” plan to be prepared by a surveyor/civil engineer and also certification of the construction work by an NPER accredited civil engineer. The “works-as-executed” plan should be on the ISGN co-ordinate system to enable digitising into Council’s mapping database. Council will also require a CCTV inspection of completed pipeline and the results presented to Council in an acceptable format with the engineer’s certification.

Works-as-Executed

Prescribed References (technical and policy)

- Corporate Communications & Visual Standards Manual
- Erosion and Sediment Control Guidelines
- Contour maps at 1:1000 scale are available from Council for most catchments.
- “Stormwater Drainage Design Guidelines” available at the Customer Service Centre. This refers to special issues for consideration that are specific requirements of Council.
- For works involving Council infrastructure, drainage shall be designed in accordance with the current version of “ Australian Rainfall and Runoff- A Guide to Flood Estimation” (AR&R) or the “Drains” Software whichever is more applicable.
- “Infrastructure Specifications” are available at Council’s Customer Service Centre.
- Flowchart within this Performance Guide.
- North Sydney Local Environment Plan 2000 and Development Control Plan No1.

Contour Maps

AR & R Drains

Legislative Controls

Main legislation affecting your drainage design and construction decisions;

- Local Government Act 1993 (Section 68)
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 1997
- Roads Act (Section 138)
- Conveyancing Act (referencing the acquisition of drainage easements)
- Heritage Act 1977
- Work Cover

Local Government Act

EP&A Act

Roads Act

Other Acts may also apply subject to the issues affecting the design. If unsure about your legal rights and responsibilities, seek advice from Council or a professional consultant.

Where to go for help

- Go to the Flowchart and the typical drawings
- Go to Council’s Customer Service Centre for general enquiries.
- For enquiries regarding drainage matters associated with development applications and construction certificates, consult Council’s Development Engineer.

Flowchart

Customer Service

Review of Environmental Factors (Environmental Statement)

The EP&A Act requires that a “Review of Environmental Factors” is presented to Council or the PCA, by the designer at the time of lodging the drainage design, declaring all impacts, both positive and negative, of the drainage work on the environment.

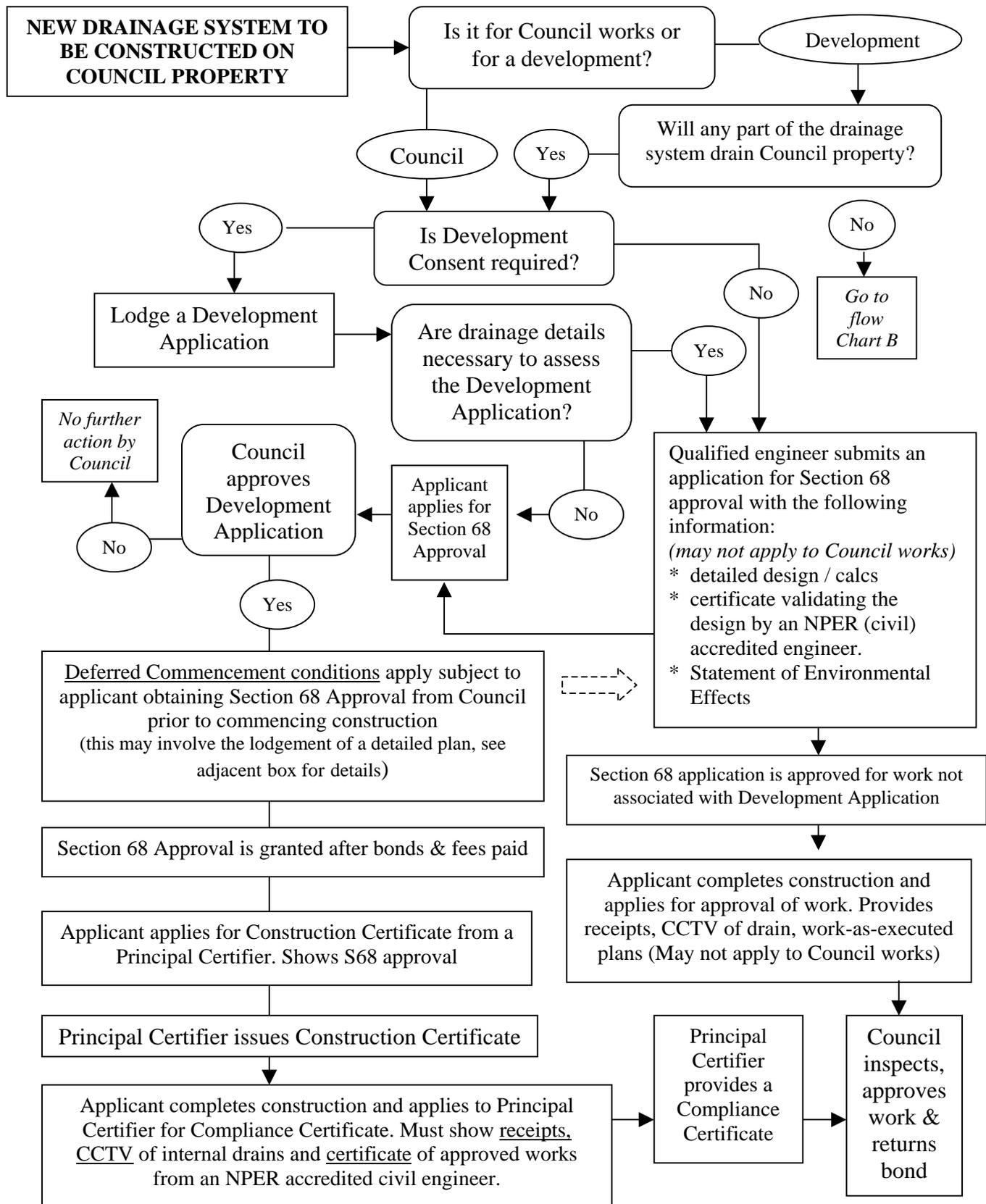
Environmental Impact

Where potential negative impacts are identified, the designer shall identify remedial works required to mitigate the risk and sign a declaration stating that if the works are carried out in accordance with the design, no adverse environmental impacts will arise.

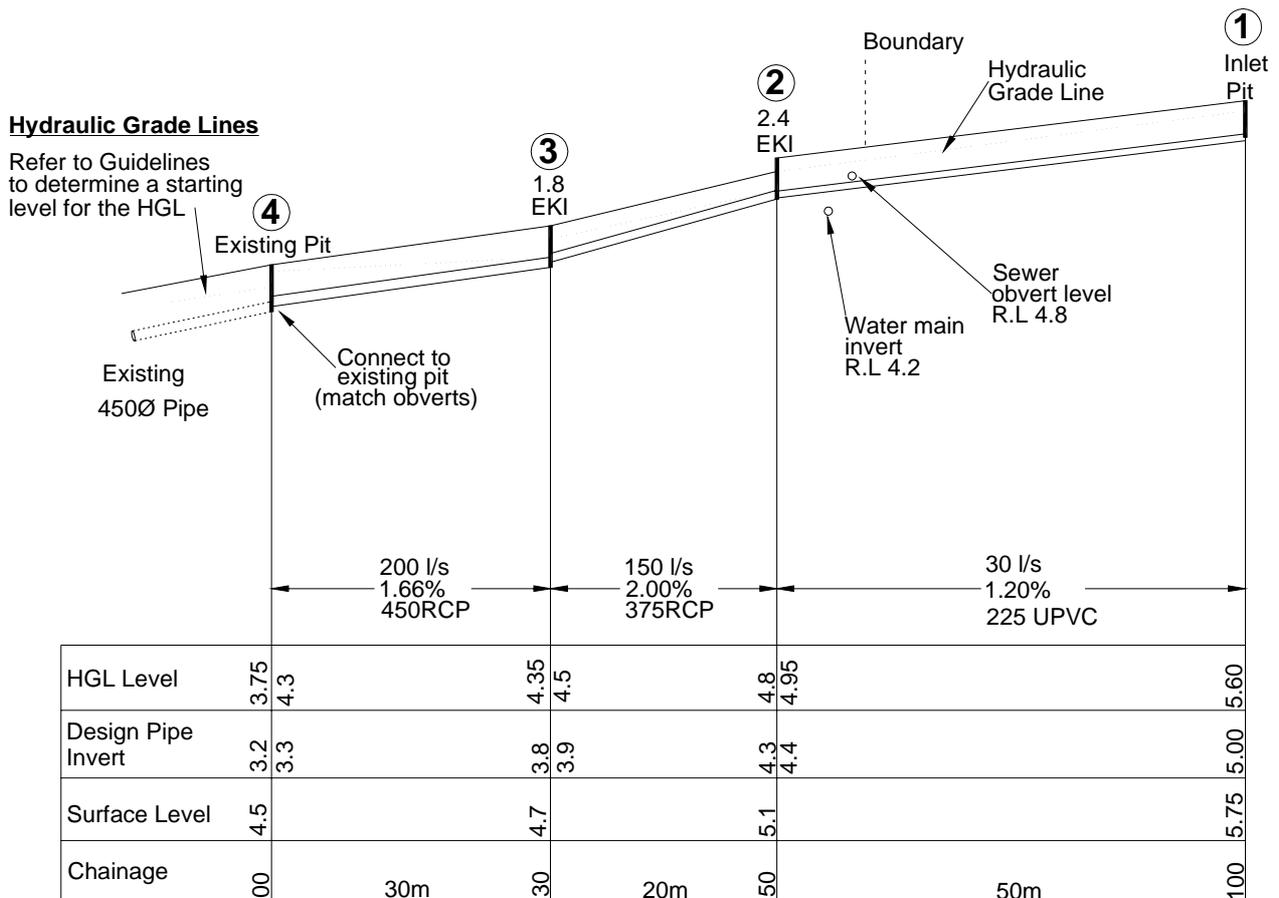
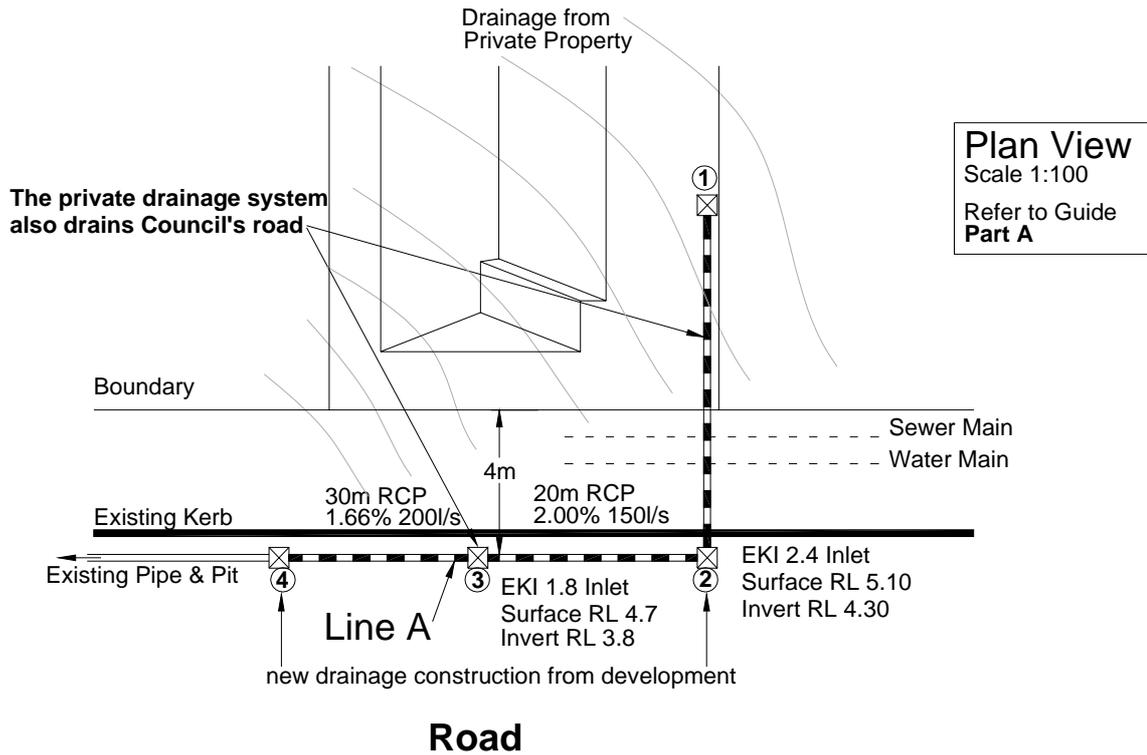
Declaration by the Designer

Guidelines for preparing a “Review of Environmental Factors” are available from Council’s Development Engineer.

Guidance



STORMWATER DRAINAGE (COUNCIL OWNED) – APPROVAL PROCESS
FLOWCHART A
 © Copyright Zero+ Pty Ltd 2000



Drainage Long-section (Line A)

Scale: Horiz 1:200 Vert 1:50

TYPICAL STORMWATER DRAINAGE DETAILS
(FOR A SYSTEM WHICH WILL REVERT TO COUNCIL OWNERSHIP)

PART A dwg 1

Part B - STORMWATER DRAINAGE **(PRIVATE DEVELOPMENTS)**

This Part applies to:

- ✓ **Stormwater drainage systems that are to be located within private property for the purpose of draining private property.**
- ✓ **Stormwater drainage systems located on Council property that do not drain public property and that remain in private ownership.**

Flowchart B is included to demonstrate the decision process to be followed when lodging an application for stormwater drainage construction work

Typical drawings are also attached indicating the design information required.

Contour Maps at 1:1000 scale are available from Council for most catchments.

Applications, Approvals, Fees and Conditions

This applies to the design and construction of stormwater drainage systems from a private development that will not revert to Council's ownership. The test is whether any part of the system will drain Council owned property. If it is located on Council property, but is not intended to drain any part of the Council property, then the responsibility for maintaining the drain remains with the owner of the private property that benefits from the drain.

If the drainage proposal relates to the re-development of private property, the drainage proposal will be assessed as part of the Development Application approval process in accordance with the provisions of the Environmental Planning and Assessment Act, the Local Government Act and the Roads Act.

***Work
Involving a DA***

Drainage construction not involving a Development Application, will be assessed in accordance with Section 68 of the Local Government Act & Section 138 of the Roads Act. You may also need to apply for a Street Opening Permit according to the nature of work.

***Work not
Involving a DA***

If major adjustments are required to Council's road infrastructure or public utility services as a consequence of the proposed drainage work, the applicant may be required to undertake a "Review of Environmental Factors" (REF) that must be submitted to Council for assessment under Part 4 or 5 of the Environmental Planning & Assessment Act.

***Adjusting
Road
Infrastructure***

Construction involving a Development Consent

This is a general summary. You should refer to Flowchart A for more details.

- Conceptual designs are prepared with an REF and lodged with Council for DA.
- Applicant lodges applications for Development Consent, Section 68 Approval, Section 138 Approval and Street Opening Permit (if applicable) and pays fees.
- Development Engineer inspects the site, determines any additional fees and bonds.
- Applicant pays all remaining fees and bonds
- Council issues Development Consent, S68 Approval, S138 Approval & Street Opening Permit (if applicable).
- Detailed designs are undertaken and certified by an NPER accredited civil engineer
- Before starting construction, a Construction Certificate is obtained from a PCA.
- Construction work is commenced
- The completed work is certified by an NPER accredited civil engineer
- Compliance Certificate is issued by a PCA
- Council checks the work and if satisfactory, returns any bonds or securities.

***The Process -
with DA***

Construction not involving a Development Consent

- Applicant lodges application for Section 68 Approval, Section 138 Approvals, and a Street Opening Permit (if applicable).
- Applicant lodges a detailed design with an REF (if required).
- Development Engineer inspects the site, determines fees and bonds
- Applicant pays the remaining fees and bonds after being advised by Council.
- Applicant obtains a Section 68 Approval, Section 138 Approval, Street Opening Permit (if applicable) and approval of the design.
- Applicant constructs the drain and on completion requests approval of the work from Council.
- Council approves the work and returns any bonds.

*The Process -
without DA*

Recycling of Rainwater

Council promotes the concept of recycling roof and surface runoff for the purpose of irrigating lawns and gardens. Proposals for collection and irrigation may be referred to Council.

*Recycling of
Rainwater*

Performance Requirements

- Designs must comply with the prescribed references (see elsewhere in this guide).
- Diversion of stormwater onto other drainage catchment areas is generally not permitted. However, Council may consider diversion in exceptional circumstances, where it can be demonstrated that no adverse impact shall occur to other properties and where no other reasonable alternative is available.
- Comply with the levels of the existing road infrastructure and public utility services. Any adjustments proposed to public utility infrastructure must first be approved by the relevant utility authority prior to commencing construction.
- Take into consideration the possible inadequate capacity of existing drainage systems including the safe disposal of overland flow. Drainage Studies are available from Council that can assist to identify the capacity of existing drainage systems that are under Council ownership.
- On-Site-Detention systems and pump-out systems are not permitted unless specified as a condition of Development Consent.
- Subsoil drainage systems from the basement of buildings must be pumped into a piped road drainage system. Only in exceptional circumstances will Council permit basement water to be pumped to the road kerb.
- Ensure that the drainage system drains water in the intended manner without causing nuisance flooding or the risk of damage to private or public property. Where impact on adjoining property cannot be adequately mitigated, evidence of a drainage easement acquisition shall be provided to Council prior to the issue of a Construction Certificate by the Principal Certifying Authority.
- Mitigate the risk of damage to the environment from nuisance flooding, erosion and pollution of waterways.

*Diversion of
Stormwater*

*Design Best
Fit*

*Overloading
the System*

*OSD Pump-
Out*

*Basement
Drainage*

*No Negative
Impact*

*Need to Create
Easement*

Mitigate Risk

Drainage Design

Council can provide contour maps for the subject catchment and schematic locations of the existing drainage network.

Contour Maps

The applicant shall determine all design flows in accordance with Council's current "Stormwater Policy". Data shall be presented in tabular form where required by Council with an appropriately marked catchment plan. If computer models are used to determine flows, then the data is to be provided in electronic format as well as hard copy, where required by Council. This data will then be digitized into Council's corporate mapping system.

Presentation of Data

Any assumptions made in the design that are critical to the design performance of the system should be first discussed with Council's Development Engineer.

Assumptions Made

The applicant shall obtain all public utility services information from the relevant authorities. The result of this search is to be compiled and presented to Council on request.

Presentation of design plans must be sufficiently clear so that the public can understand the extent and scope of the works. This may in some circumstances require the preparation of a separate schematic diagram for the proposed works.

Public Viewing of Plans

Sufficient design information shall be provided to meet certain objectives:

- enable the design to be adequately checked and certified by an NPER accredited civil engineer.
- enable a Construction Certificate to be issued by a PCA.
- enable the work to be constructed according to its fit-for-purpose use.

Design Objectives

Generally, the following information should be provided for the design of minor drainage systems leading from private property to a Council drainage system.

Design Information to be Provided

Plan View showing;

- Location of all existing and proposed drainage pipes and pits
- Contours
- The distance of drainage pipes in relation to boundaries
- Location of public utility services and road infrastructure to be adjusted.
- Pollution control devices. (refer to erosion & sediment control guide)
- Surface level of drainage pits and corresponding pipe invert level.
- Design flow rate of water flowing through all ground pipes (litres /second).
- Overland flow paths in the event of pipe blockage
- Size and materials of all roof gutter, downpipes and ground pipes.
- Heritage features likely to be disturbed
- Notation on the plan as follows " On completion of construction, all drainage construction work shall be of a standard suitable for the issue of a certification by an NPER accredited civil engineer and for the issue of a Compliance Certificate by a Principal Certifying Authority.

Hydrologic and Hydraulic Information

The designer shall undertake the design in accordance with Australian Standard AS/NZS 3500- National Plumbing and Drainage Code.

Scales

Plan View at 1:200 horizontal, as a minimum, depending on the level of detail to be shown.
Long-sections at 1:200 horizontal and 1: 50 vertical

Scales

Who designs and certifies drainage?

Designs for drainage shall be prepared by a qualified and practicing civil hydraulic engineer competent in the use of “Australian Rainfall and Runoff- A Guide to Flood Estimation” (AR&R) and AS/NZS 3500- National Plumbing Drainage Code.

Designer must be Qualified

Drainage designs associated with a development application shall be certified by an NPER accredited hydraulics engineer and the certificate shall be validated by Principal Certifying Authority (PCA) prior to the release of the construction certificate.

Certifications

Council may require a “Works-as-executed” Plan to be prepared by a surveyor/civil engineer and also certification of the construction work by an NPER accredited civil engineer.

Work-As-Executed

Prescribed References (technical and policy)

- Corporate Communication & Visual Standards Manual.
- Erosion and Sediment Control Guidelines
- Contour maps at 1:1000 scale are available from Council for most catchments.
- “Stormwater Drainage Design Guidelines” available at the Customer Service Centre. This refers to special issues for consideration that are specific requirements of Council.
- For works within private property involving a development application, drainage shall be designed in accordance with AS/NZS 3500- National Plumbing Drainage Code or Australian Rainfall & Runoff whichever is applicable.
- “Infrastructure Specifications” available at Council’s Customer Service Centre.
- Flowchart within this Users Guide.
- North Sydney Local Environment Plan 2000 and Development Control Plan No1.

Contour Maps

Design Guidelines

AS/NZS3500

Legislative Controls

Main legislation affecting your drainage design and construction decisions;

- Local Government Act 1993 (Section 68)
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 1997
- Roads Act (Section 138 Certificate)
- Conveyancing Act (with reference to acquisition of drainage easements)
- Heritage Act 1977
- Work Cover

Local Government Act

EP&A Act

Roads Act

Other Acts may also apply subject to the issues affecting the design. If unsure about your legal rights and responsibilities, seek advice from Council or a professional consultant.

Where to go for help

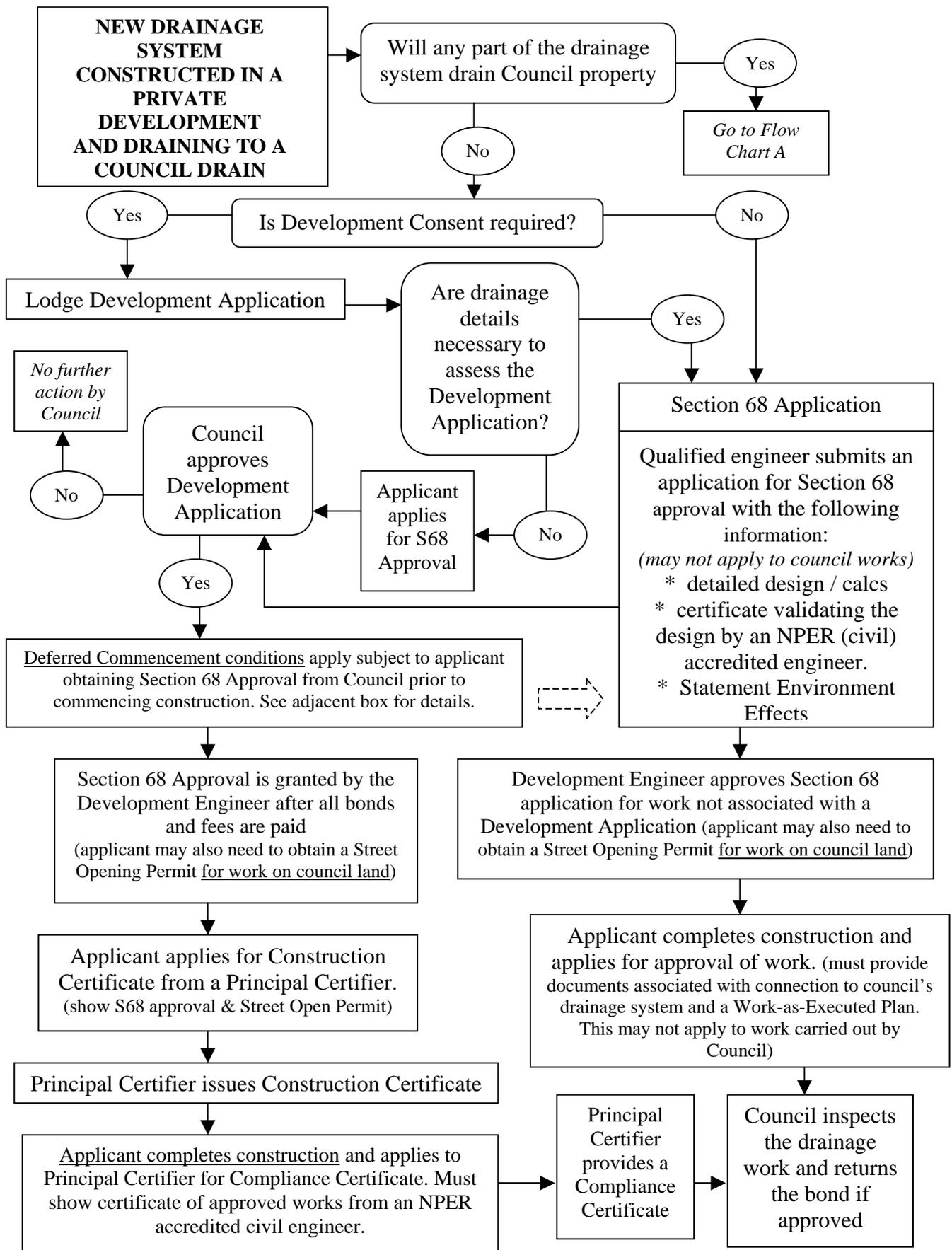
- Go to the Flowchart A to identify other issues affecting your decisions.
- Go to Council’s Customer Service Centre for general enquiries.
- For enquiries regarding drainage matters associated with development application and construction certificates, consult Council’s Development Engineer.

Flowchart Customer Service Development Engineer

Review of Environmental Factors (REF)

This is also called a “ Statement of Environmental Effects”. You may be required by Council to prepare an REF in order to demonstrate that the work will be carried out in a manner that will not cause a negative impact on the environment. Guidelines for preparing an REF are available from Council’s Development Engineer.

*Environmental
Impact*

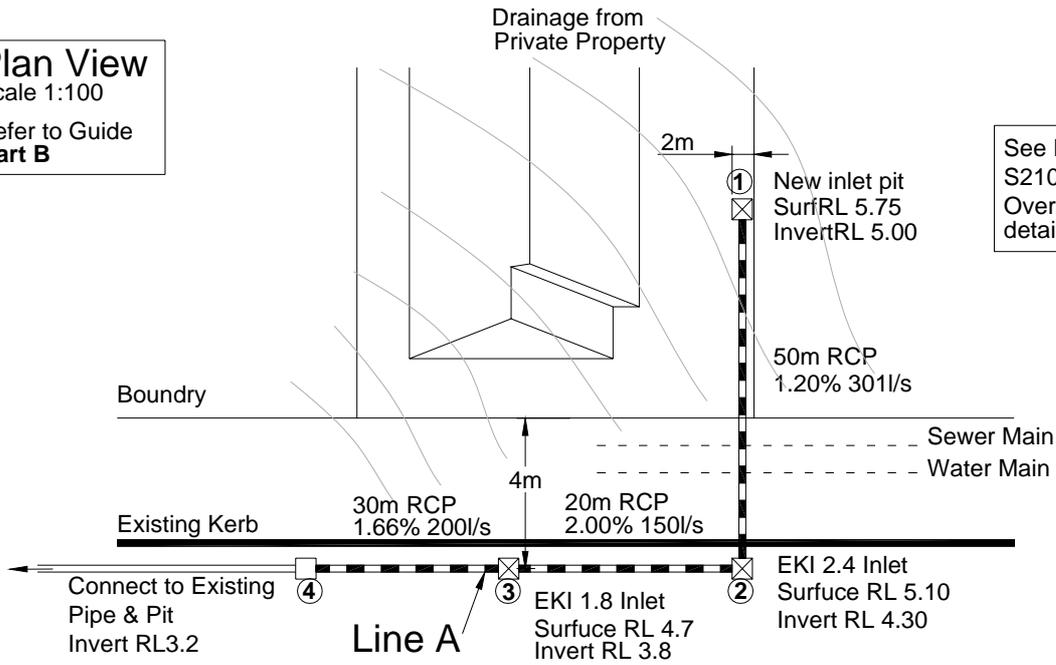


**STORMWATER DRAINAGE (PRIVATE DEVELOPMENT) – APPROVAL PROCESS
FLOWCHART B
© Copyright Zero + Pty Ltd 2000**

Plan View

Scale 1:100

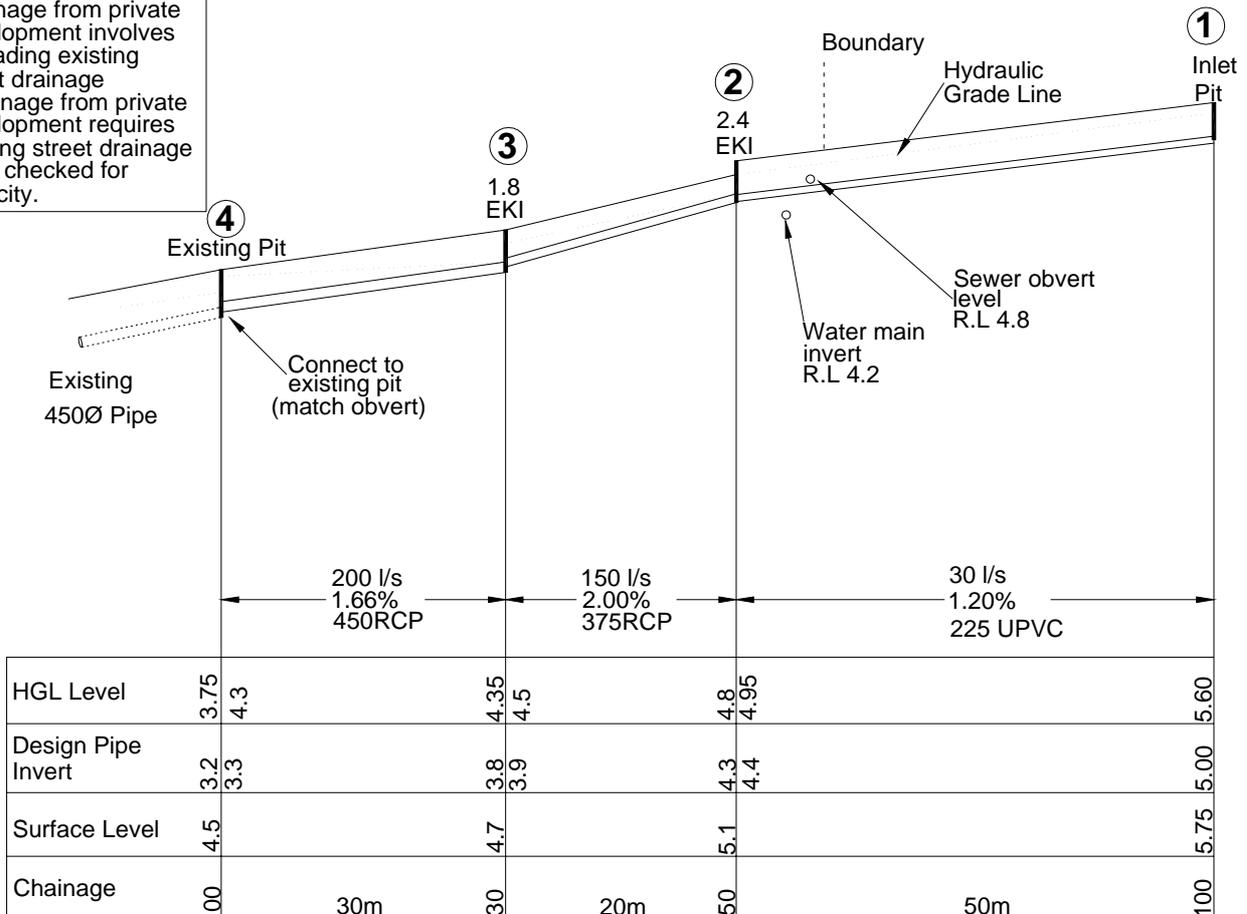
Refer to Guide Part B



Note:

Provide a long-section ONLY where;
 *drainage from private development involves upgrading existing street drainage
 * drainage from private development requires existing street drainage to be checked for capacity.

Road



Drainage Long-section (Line A)

Scale: Horizontal 1:200 Vertical 1:50

TYPICAL DRAINAGE DETAILS

(FOR A DRAINAGE SYSTEM WHICH REMAINS IN PRIVATE OWNERSHIP)

PART B dwg 1

General Notes:

- Denotes safe overflow path
- ····· □ Site drainage system

All water entering the site and running off site must be directed to Council's drainage system. An **easement shall be created** if required

Stormwater management should aim to keep clean water clean.

Overflow path should be constructed with the following specifications
 *max overflow = 0.5m³/s
 *max permitted velocity = 1.5m/s
 *max permitted flow depth = 150mm
 *drainage system including pipe and overflow channel must be designed to contain the 1% AEP storm event
 *drainage pipes within the site must contain the 10% AEP storm event or greater in order to keep overland flow within the above specifications
 Contact Council's Development Engineer for assistance.

Habitabla floor levels of dwellings should be a minimum of 300mm above the identified 1% AEP flood level and 150mm above the estimated maximum probable event stormwater flow.

The 1% AEP flood level must be indicated on the design plans.

Detailed design of floodways with backwater analysis maybe required if flow rate is greater than 0.5m³/sec

For flow rates of less than 0.5m³/sec, a simplified design approach maybe acceptable to Council.

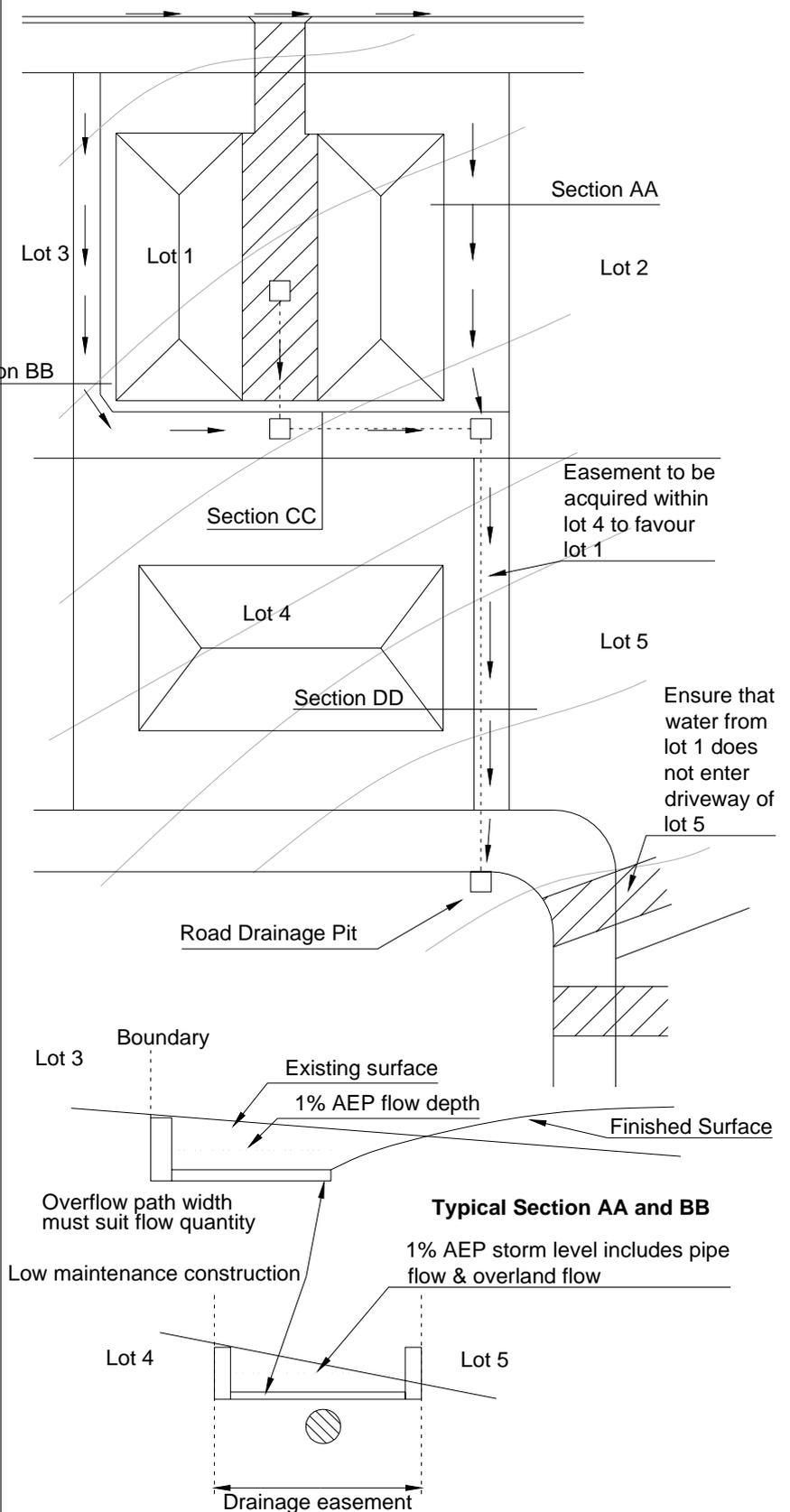
Special velocity reduction pits may need to be provided in order to keep velocity to acceptable standards.

When road drainage systems do not exist to connect site drainage, contact Council's Devopment Engineer about a preferred strategy.

All overflow path materials must be of low maintenance construction.

ALL WORK MUST COMPLY WITH THE GUIDE **PART B**

Ensure that road water does not enter the driveway



Typical Section CC and DD

Part C - DESIGN AND CONSTRUCTION OF ROADS

This Part applies to:

- ✓ **Design and construction of roads on public property & associated works**

Flowchart C is enclosed to demonstrate the decision process an applicant should follow in order to carry out construction of a public road and associated works.

Typical design drawings may be found in Council's Infrastructure Specification.

Maps indicating materials for footpath construction are available from Council.

Applications, Approvals, Fees and Conditions

This applies to the design and construction of roads in public property and associated works. It does not include the design and construction of driveways or drainage works. This information is available in Part D of the "Users Guide".

Before any construction can commence, a Section 138 Approval under the Roads Act must be obtained. Other Approvals may also be required depending on the nature and time of the work.

***Section 138
Approval***

If the roadwork is associated with a Development Application, fees must be paid when lodging your Development Application. These fees may also include the payment of contributions and bonds against potential damage to Council infrastructure. No fees are payable for a Section 138 Approval.

***Pay Fees
Contributions
and Bonds***

If major adjustments are required to Council's infrastructure or public utility services as a consequence of the proposed work, the applicant may be required to undertake a "Review of Environmental Factors (REF)" and submit to Council for assessment.

***Infrastructure
Adjustment***

Construction involving a Development Consent

This is a general summary. You should refer to Flowchart C for more details.

- Conceptual designs are prepared with an REF and lodged with Council for DA.
- Applicant lodges applications for Development Consent & Section 138 approval.
- Development Engineer inspects the site, determines any additional fees and bond.
- Applicant pays all remaining fees and bonds
- Council issues Development Consent & Section 138 approval.
- Detailed designs are undertaken and certified by an NPER accredited civil engineer
- Before starting construction, a Construction Certificate is obtained from a PCA.
- Construction work is commenced through to completion.
- The completed work is certified by an NPER accredited civil engineer
- Compliance Certificate is issued by a PCA
- Council checks the work and if satisfactory, returns any bonds or securities.

***The Process -
with a DA***

Construction not involving a Development Consent

- Applicant lodges application for Section 138 Approval
- Applicant lodges a detailed design with an REF (if required).
- Development Engineer inspects the site, determines fees and bonds
- Applicant pays the remaining fees and bonds after being advised by Council.

***The Process -
without DA***

- Applicant obtains a Section 138 Approval and approval of the detailed design.
- Applicant constructs the work and on completion requests approval from Council.
- Council approves the work and returns any outstanding bonds/ security.

Impact on Heritage and Conservation Areas

Most proposals will involve re-construction of an existing road in older developed areas. These areas may contain features of significant heritage and conservation value. Any works that Council has identified as having heritage or conservation value must not be disturbed. Damage to these features may result in penalties. Therefore, if not sure, ask Council first. Part F provides more information about these areas.

*Conservation
& Heritage
Features*

Performance Requirements for Design

- Comply with the prescribed references.
- Comply with the levels of the existing road infrastructure and streetscape.
- Ensure that construction is undertaken in accordance with the relevant standards.
- Not cause nuisance to adjoining properties or risk of injury to road users
- Not cause damage to the environment (scenic conservation, heritage, pollution, noise, etc).
- Must specify, “All construction work must meet Work Cover requirements”.
- After the Application is lodged, Council’s Development Engineer will inspect the site to assess a number of things. More details are provided on Flowchart C. You will be contacted if more information is required.

Fit for Purpose

*Not Cause
Nuisance*

Environmental

*Work Cover
Inspection of
Site*

Engineering Survey

- The set-out / recovery line shall be located clear of any construction work. Set-out marks shall comprise 150mm steel spikes in road pavement or 100mm wooden dumpy pegs into ground.
- Long-sections shall extend 15m each direction beyond the extent of construction.
- Cross-sections shall be taken at 10m intervals except at transitions to existing roadwork where intervals of 3m shall be taken in order to design a smooth transition into existing roadwork. Cross-sections shall extend for the full width of the road and for 3m inside adjoining property boundaries. Extra cross-sections shall be provided at each driveway.
- At least one temporary benchmark shall be established clear of any works at a maximum distance of 50m from the worksite. The benchmark and the level shall be indicated on the road design plans. All levels shall be related to Australian Height Datum (AHD) and co-ordination should be to ISGN. Council has installed a system of benchmarks throughout the Municipality and these are registered with the Lands Department. Any benchmark disturbed must be replaced by a registered surveyor and resubmitted to the Lands Department.

Set-Out

Cross-Sections

Benchmarks

Datum

*Damage to
Benchmarks*

Features to be Located

- All relevant physical features and improvements including the level and position of overhead and buried utility services, fences, buildings, vehicle entrances, trees, street furniture, boundary alignments, kerb alignments, road centerlines, etc shall be located. Data shall be provided to Council on CD in a current Autocad compatible format.

*Presenting
Data*

Levels

- All levels shall be to Australian Height Datum.
- The order of accuracy of levels shall be plus or minus 5mm.
- Greater accuracy is required for the matching of designs to existing services.

*Accuracy of
Levels*

Maps Available

Maps are available showing areas of heritage significance, conservation zones and acid sulfate soils. If your design is for a site involving any of these features you should consult Council's planning department for guidance.

*Heritage
Features*

*Conservation
Zones*

*Acid Sulfate
Soils*

Engineering Drawings

- Scales
Plan Views 1:100
Long sections of road 1:100 Horiz and Vert or 1:50 (flat grades)
Cross-sections of road 1:100 Horiz and Vert.
Access profiles 1:200 Horiz and Vert.
- Council prefers drawings to be prepared by computer. However, Council may accept drawings prepared by hand in exceptional circumstances subject to the designer submitting a sample drawing for approval.
- Every drawing sheet must be numbered, signed and dated by the designer.
- Adequate detail must be shown to enable Council to assess the design for building of the works.
- ISGN co-ordinates of all points must be provided.

Scales

*Quality of
Drafting*

*Signing
Drawings*

*ISGN Co-
ordinates*

Designs by Consultants for Council Executed Works

Designs by consultants for Council executed works should follow the "Standard Guidelines for Designers Preparing Drawings and Specifications" which can be obtained from Council's Engineering Department.

Road Design

- Road design standards not identified in this document shall be in accordance with the current Austroads Design Manual and other appurtenant references. *Austroads Manual*
 - This specification outlines desirable standards and every effort should be made to obtain them wherever this is economically and practically feasible. Where it is impractical to achieve the performance requirements specified, any proposed variations should be discussed with Council’s Development Engineer before commencing the design. *Development Engineer*
 - Carriageway width is the distance between kerbs. The carriageway width should generally conform with the carriageway width elsewhere in the street. Proposed minor changes to carriageway width should be approved by Council before commencing the design. Major changes to carriageway width may be subject to a traffic study, preliminary approval by the Traffic Committee and final approval by the Council. *Changes to Carriageway*
 - Where the natural cross-fall of the ground is greater than 15% Council may give consideration to the construction of a one-way cross-fall across the road, subject to suitable drainage provisions being made to prevent road water from overflowing driveways and entering low-side properties. Calculations must be presented to Council demonstrating that road water is contained within the road. *One-way Fall*
 - Vertical curves are used to design smooth changes between straights on road alignments. For works on minor local roads, vertical curves shall; *Calculating Vertical Curves*
 - (a) Provide the correct sight distance around bends.
 - (b) not be shorter than 20m except at road junctions when the minimum shall be 10m measured from the line of the kerb at the through road
 - (c) provide the correct sight distance over crests of Vertical curves
 - (d) provide smooth riding
 - (e) have the sag of the vertical curve located opposite drainage pits.
- For details of how to design vertical curves, refer to the RTA Road Design Guide and the Austroads Design Guides.
- Retaining walls needing to be adjusted, adjoining the boundary or on divided carriageways, shall be re-designed so as to be fit-for-its-purpose and stable. Certification of the design shall be provided by an NPER accredited structural or civil engineer and presented to Council for review of the design. *Retaining Walls Certification*
 - Design speeds shall be in accordance with the relevant Australian Standards Austroads or any traffic management schemes, approved by Council. *Design Speeds*
 - Where super-elevation of road pavements is proposed, it should be limited to a desirable maximum of 7% with an absolute maximum grade of 10%. *Super-Elevation*
 - Transition lengths between new and existing work shall be of sufficient length as to provide a smooth appearance along the kerb line. *Transition Length*
 - Longitudinal grades along the kerb gutter line shall have a desirable minimum grade of 1% and only in exceptional circumstances will an absolute minimum of 0.50% be permitted, in which case adequate precautions must be taken to avoid silting of gutters and consequent flooding into the traffic driving lane. Where the longitudinal grade is less than 0.50%, the normal road cross-fall should be increased to 4 % and *Minimum Kerb Grades*

- subject to property access not being affected.
- Sag points in the road shall be located preferably opposite side roads, drainage easements, public reserves or pathways to provide satisfactory secondary flow paths for occasions when the capacity of the drainage system is exceeded or blockage occurs.

Treatment of Sag Points
- Sight distance for design shall be in accordance with AS 2890- Parking Facilities Code or the Austroads Design Manual (whichever applies).

Sight Distance
- Where features of significant heritage value exist, a management plan must accompany the design, proposing a method of preservation. In regard to stone kerb and gutter, the applicant shall seek Council advice as to its heritage value and methods of treatment.

Heritage Features
- Cross-sections shall have standard cross-fall on pavements of 3% with 2.5% on footpaths draining away from the property boundary.

Cross-Sections
- Batters shall be designed as stable slopes based on the in-situ soil strength, and the need to protect adjoining property. Batters should be constructed for low maintenance. Mowable batters should be no steeper than 4 horizontal to 1 vertical.

Batters
- Footpaths shall be constructed so that ponding will not occur within private property or within footpaths. Drainage construction within footpaths may be required to alleviate ponding in footpaths. Council will not approve any application that introduces steps into a footpath.

Eliminate Ponding
- Adequate provision shall be made for connection of roof / yard stormwater pipes from properties draining to the road kerb or Council drainage pipes.

Connect Roof Water
- Pavements for large works shall be designed in accordance with Geotechnical Engineer's recommendations. For smaller works, the designer may contact Council's Development Engineer for recommendations. Sub-soil drainage shall be provided where soft/wet pavement foundation layers are encountered. Where it is proposed to use crushed sandstone as a base course material, certification from a NATA Registered Authority shall be provided to confirm the materials fit-for-purpose use. No sandstone or cement stabilised material shall be permitted as a base course material. Council's Infrastructure Specification and the AUSPEC No2 Design Manual may be used as a guide for construction material quality and methods of construction.

Road Pavements

Subsoil Drains

NATA Tests

Infrastructure SPEC

AUSPEC No 2
- For driveway access adjustments, maximum change of gradient shall be in accordance with AS2890 - Parking Facilities Code. However in extreme circumstances, it can be designed in accordance with Drawing S102 in Council's Infrastructure Specification. More details are available from the "Vehicular Crossings and Driveways Guide".

Maximum Grade Change in Driveway
- All works associated with private developments, including adjustment or repairs, shall be carried out at no cost to Council.
- Bonds maybe imposed as security against damage to street trees and other Council streetscape infrastructure. Assessment of the risk shall be made by the Development Engineer and security estimated accordingly. On completion of construction, Council may repair any works proven to be damaged during construction, and draw its costs from the applicant's bond money. The balance of any money shall be returned to the applicant on Council's acceptance of the work.

Security for Damage

- A Dilapidation Survey should be undertaken by a qualified NPER accredited engineer and presented to Council with the design prior to works commencing. In the event of a Dilapidation Survey not being carried out, the onus of proof shall be on the applicant who issued the bond, to prove that the works did not cause any damage. *Dilapidation Survey*
- Council shall give boundary alignment levels and approval of the work shall be subject to compliance with the boundary alignment levels nominated by Council. *Boundary Levels*
- Design of Streetscapes involving the planting of street trees, construction of street furniture such as street lighting, planter boxes, parking meters and conduit, traffic control devices and decorative paving shall be undertaken following the guidelines within the Infrastructure Specification. If more information is required, Council's Development Engineer can help. *Streetscape Design*
- Street trees planting specifications- refer to the Infrastructure Specification. *Street Trees*
- Street trees species selection - refer to Council's Open Space & Environment Division.
- Footpath width- generally 1.5 m in residential area or full width in Commercial areas. *Footpaths*
- Footpath location- abutting the boundary line in residential areas, full width elsewhere.
- Footpath materials - refer to Council for materials approved for specific areas.
- Environmental protection devices shall be placed according to Council's Erosion and Siltation Control Guidelines in order to minimise pollution of waterways. This applies to the water entering drainage pits in the roadway and also to runoff from roadways into private property. *Environmental Impact*
- Gutter bridge crossings are not permitted. *Gutter Bridges*
- Council has a policy specifying the use of certain materials for footpath, vehicular crossings and driveways. Refer to the enclosed map for details of what materials are approved in your area. *Acceptable Footpath Material*
- A "works-as-executed plan", prepared by a surveyor or civil engineer may be required to be submitted to Council on completion of construction. Certification of the works by an NPER accredited civil engineer may also be required before final approval of works is granted. *Work-as-Executed*

Prescribed References (technical and policy)

- Corporate Communications & Visual Standards Manual
- Erosion and Sediment Control Guidelines
- Austroads Design Manual
- "Infrastructure Specification" available at the Customer Service Centre. This refers to issues for consideration that are specific requirements of Council.
- AS 2890 Parking Facilities Code available from the Standards Association of Australia.
- Other references as indicated in the Flowchart within this Users Guide.
- The relevant Local Environment Plans and Development Control Plans.

Legislative Controls

The main legislative Acts affecting your project are:

- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Roads Act
- Heritage Act 1977
- Protection of the Environment Operations Act 1997.
- Other Acts may also apply subject to the issues affecting the design. If unsure about your legal rights and responsibilities, seek advice from Council or a professional consultant.

Presentation of Design Information

Information presented to Council must:

- be relevant, accurate and with sufficient detail to enable assessment.
- have drawings to a professional standard of acceptability by Local Government
- must conform with the prescribed references

*How to Speed
up the
Assessment
Process*

Review of Environmental Factors (REF)

The EP&A Act requires that a “Review of Environmental Factors” be presented to Council or the PCA, by the designer at the time of lodging the design, declaring all impacts both positive and negative, of the work on the environment. An REF will not be required for some projects. You should confirm this with Council’s planner.

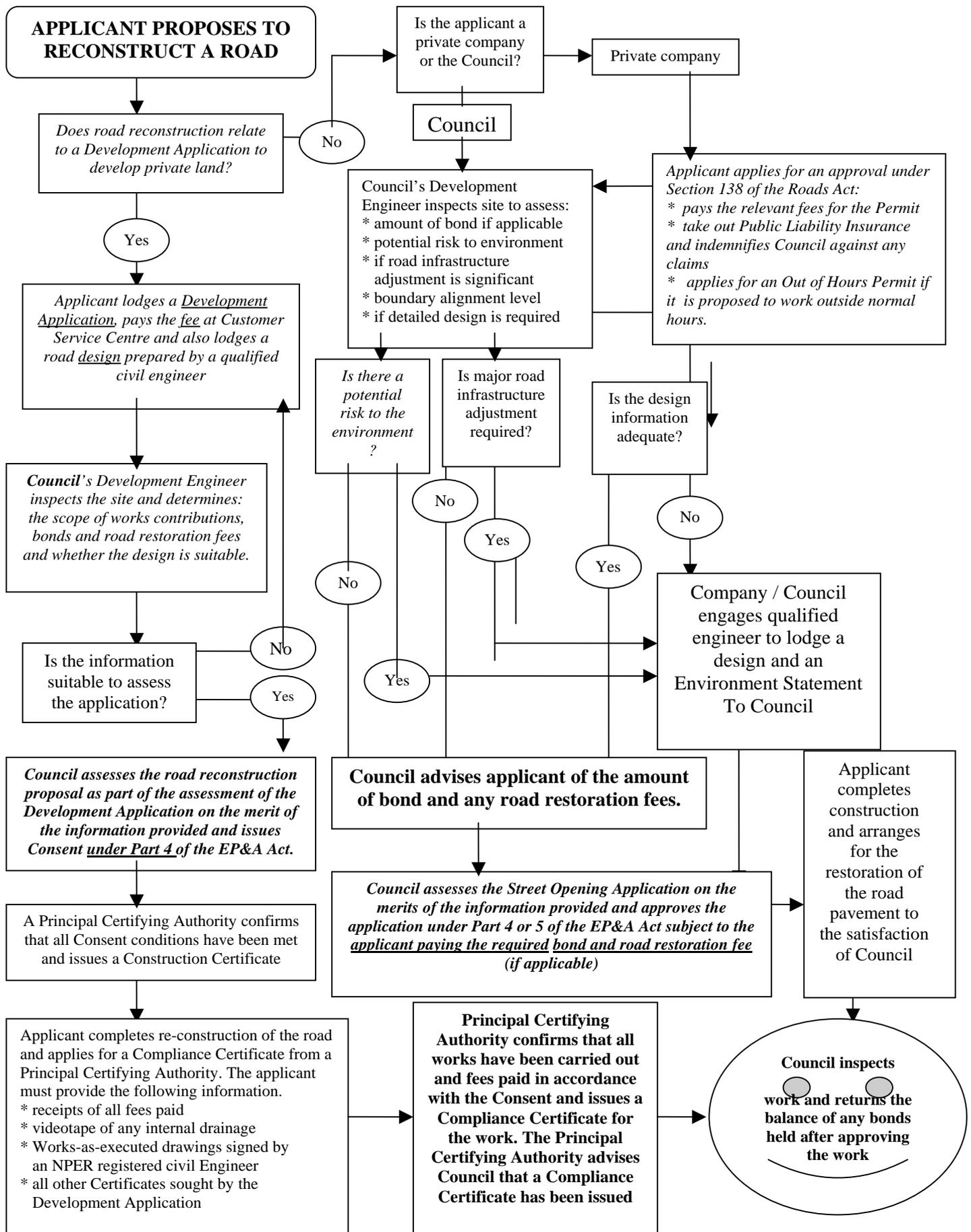
*Environmental
Impact*

*Declaration by
the Designer*

Where potential negative impacts are identified, the designer shall identify remedial works required to mitigate the risk and sign a declaration stating that if the works are carried out in accordance with the design, no adverse environmental impacts will arise.

Guidelines

Guidelines for preparing an REF are available from Council’s Development Engineer.



**DESIGN & RE-CONSTRUCTION OF A PUBLIC ROAD
FLOWCHART C**

© Copyright Zero + Pty Ltd 2000

Part D - VEHICULAR CROSSINGS and DRIVEWAYS

This Part applies to:

- **Design and construction of vehicular crossings, driveways and adjustments of road infrastructure to service private property.**

Flowchart D is enclosed to demonstrate the decision process an applicant should follow to lodge an application and obtain Council approval.

Typical drawing Part D is enclosed to inform the applicant of Council's requirements. Council's Infrastructure Specification also provides helpful information.

Maps indicating approved footpath materials are available from Council.

Applications, Approvals, Fees and Conditions

This applies to the design and construction of vehicular crossings, driveways and associated adjustments of road infrastructure.

Before any construction can commence, a Driveway Access Application must be obtained from Council's Customer Service Centre and lodged with payment of the fee, before approvals can be granted. Attached to the Driveway Access Application are guidelines and specifications that should be read together with this information.

Application

Pay Fees

Proposals that involve an existing development and which require re-construction of an existing driveway, will also require approval of a Driveway Application which must be supported by a design and other pertinent information. This approval is granted by Council under Section 138 of the Roads Act.

If major adjustments to Council's road, footpath, existing boundary level, kerb or existing vehicle crossing are required, you may be required to lodge an environmental statement called a "Review of Environmental Factors" (REF) to support your Driveway Access Application.

Adjustment of Road Infrastructure

Approval is not required under the EP&A or the Roads Act if all work is contained in private land and meets the definition of an "exempt development" within Council's Local Environment Plan (LEP).

Development Exempt from Approval

Performance Requirements for Design

- Comply with the prescribed references:
- Comply with the levels of existing road, vehicle crossing, footpath and property.
- Ensure that access is provided fit-for-purpose.
- Not cause nuisance to adjoining properties or risk of injury to pedestrians or damage to vehicles.
- Not cause damage to the environment (scenic conservation, heritage, pollution).
- Specify, "All construction work must meet Work Cover requirements".
- After a Driveway Access Application is lodged, Council's Development Engineer

Fit-for-Purpose

Not Cause Nuisance

Environmental

Work Cover

Inspection of Site

<p>will inspect the site to assess a number of things. More details are provided on the flowchart. You will be contacted if more information is required.</p>	<p><i>Site</i></p>
<ul style="list-style-type: none"> • Maximum change of gradient shall be in accordance with AS2890 - Parking Facilities Code. However in extreme circumstances, it can be designed in accordance with Drawing S102 in Council’s Infrastructure Specification 	<p><i>Maximum Gradient Change</i></p>
<ul style="list-style-type: none"> • Where the cross-fall of the road pavement and/or the footpath level causes difficulty in meeting access requirements, the designer may consider adjusting the existing vehicular crossing, kerb and gutter, road pavement or footpath subject to the design meeting Council’s nominated boundary alignment levels. Such works shall be carried out with Council’s approval at no cost to Council. 	<p><i>Adjustment of Road Infrastructure</i></p>
<ul style="list-style-type: none"> • Construction of a new vehicular crossing shall require a 600mm minimum width of road pavement to be saw-cut, removed and re-instated for the full length of the crossing to enable construction of the vehicular crossing. 	<p><i>Vehicular Crossing</i></p>
<ul style="list-style-type: none"> • After constructing the Vehicular Access, the applicant must carry out restoration to the road pavement by either of several options; <ul style="list-style-type: none"> • by the applicant engaging a contractor approved by North Sydney Council • by the applicant completing temporary restoration work and also paying Council to finalise permanent restoration work at the appropriate time. The design must specify the method of temporary restoration. 	<p><i>Temporary and Permanent Restoration</i></p>
<ul style="list-style-type: none"> • Adjustment of adjoining infrastructure involving reconstruction of an existing driveway for improved access to an existing garage or carport, will require a design to be submitted together with an application, for Council’s review. 	<p><i>When to Prepare Design</i></p>
<ul style="list-style-type: none"> • An additional vehicular crossing shall not be approved unless it can be demonstrated that the loss of kerb-side parking space shall not cause a detrimental impact to Council’s community parking objectives and where good cause can be shown on merit. 	<p><i>Additional Crossings</i></p>
<ul style="list-style-type: none"> • Council shall give boundary alignment levels and approval of a driveway shall be subject to compliance with the boundary alignment levels nominated by Council. Generally, the applicant shall design the driveway to match the existing levels of the footpath. However, if reasonable access cannot be achieved with the current footpath levels, then a more extensive design shall be required. 	<p><i>Boundary Alignment</i></p>
<ul style="list-style-type: none"> • Where existing footpath and/or kerb requires reconstruction to match the proposed driveway levels, a longitudinal profile shall be provided with the design to demonstrate that no significant impact exists. 	<p><i>Longitudinal Profiles</i></p>
<ul style="list-style-type: none"> • Any footpath, kerb or road reconstruction work extending more than 3 metres either side of the proposed driveway, is considered a potential environmental impact. In such cases a “Review of Environmental Factors (REF)” shall be prepared by the designer and submitted to Council for assessment of the application. 	<p><i>Environmental Statement</i></p>
<ul style="list-style-type: none"> • Gutter bridge crossings are not permitted. 	<p><i>Gutter Bridges</i></p>
<ul style="list-style-type: none"> • Council has a policy approving the use of certain materials for footpath, vehicular crossings and driveways. Refer to Council’s Development Engineer for details of what materials are approved in your area. 	<p><i>Acceptable Footpath Material</i></p>
<ul style="list-style-type: none"> • In some cases a “works-as-executed plan”, prepared by a surveyor or civil engineer may be required to be submitted to Council on completion of construction. 	<p><i>Work-as-Executed</i></p>

Executed

Prescribed References (technical & policy)

- Corporate Communications & Visual Standards Manual
- Erosion and Sediment Control Guidelines
- Guide and Specification attached to the Driveway Access Application
- “Infrastructure Specification” available at the Customer Service Centre. This refers to issues for consideration that are specific requirements of Council.
- AS 2890 Parking Facilities Code available from the Standards Association of Australia.
- Other references as indicated in the Flowchart within this Users Guide.
- The relevant Local Environment Plans and Development Control Plans.

*Go to
Customer
Service Centre
for Help*

Flowchart

Legislative Controls

- Main legislation affecting your driveway project;
- Local Government Act 1993
- Environmental Planning and Assessment Act 1979
- Roads Act
- Heritage Act 1977
- Other Acts may also apply subject to the issues affecting the design. If unsure about your legal rights and responsibilities, seek advice from Council or a professional consultant.

*Development
Engineer*

Where to go for help

- Go to the attached Flowchart to identify other issues affecting your decisions.
- Go to Council’s Customer Service Centre for general enquiries.
- For enquiries regarding design matters associated with a driveway applications or construction certificate, consult Council’s Development Engineer.

*How to Speed
up the
Assessment
Process*

Presentation of Design Information

Information presented to Council must;

- be relevant, accurate and with sufficient detail to enable assessment.
- have drawings to a professional standard of acceptability by Local Government
- must conform with the prescribed references

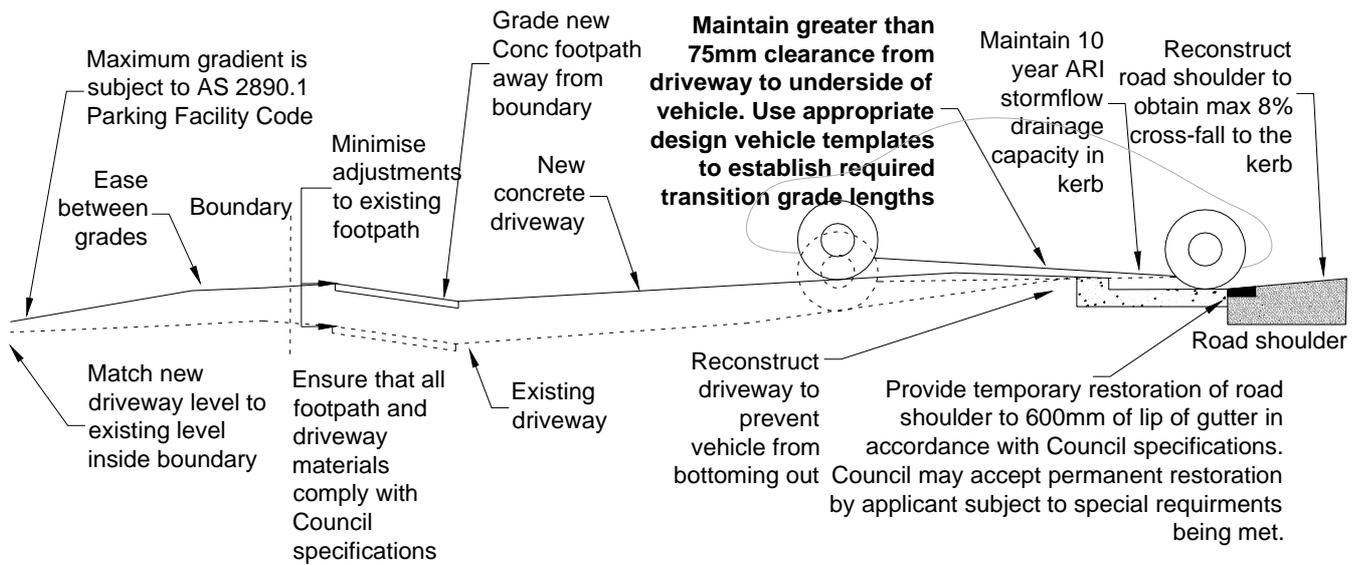
Review of Environmental Factors (REF)

The EP&A Act requires that a “Review of Environmental Factors” be presented to Council or the PCA, by the designer at the time of lodging the design, declaring all impacts both positive and negative, of the work on the environment. An REF will not be required for some projects. You should confirm this with Council’s planner.

*Environmental
Impact*

Where potential negative impacts are identified, the designer shall identify remedial works required to mitigate the risk and sign a declaration stating that if the works are carried out in accordance with the design, no adverse environmental impacts will arise.

*Declaration by
the Designer*



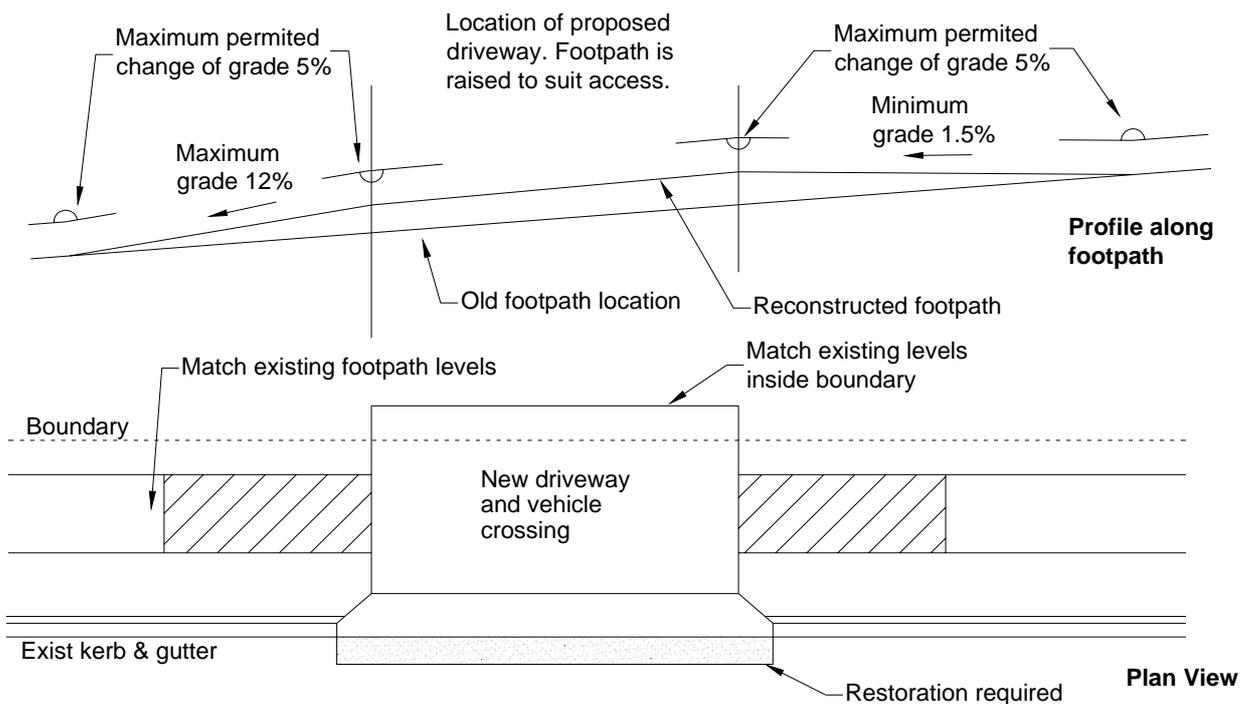
DESIGN GUIDES (Adjusted Driveways)

- *AS 2890.1 - Parking Facilities Code.
- *Standard Dwg S102 in Council's Infrastructure Specification.
- *Vehicle Crossing and driveway guidelines attached to this drawing.
- *All design work to comply with the conditions of Council's approvals.
- *All construction work to comply with Council's Infrastructure Specification and prescribed references.
- *Use the 85th percentile vehicle templates to establish suitable access.
- *Adjusted footpath shall meet Disabled Access Code requirements.
- *Levels at the boundary line shall be specified by council.

Profile of driveway from kerb to Boundary

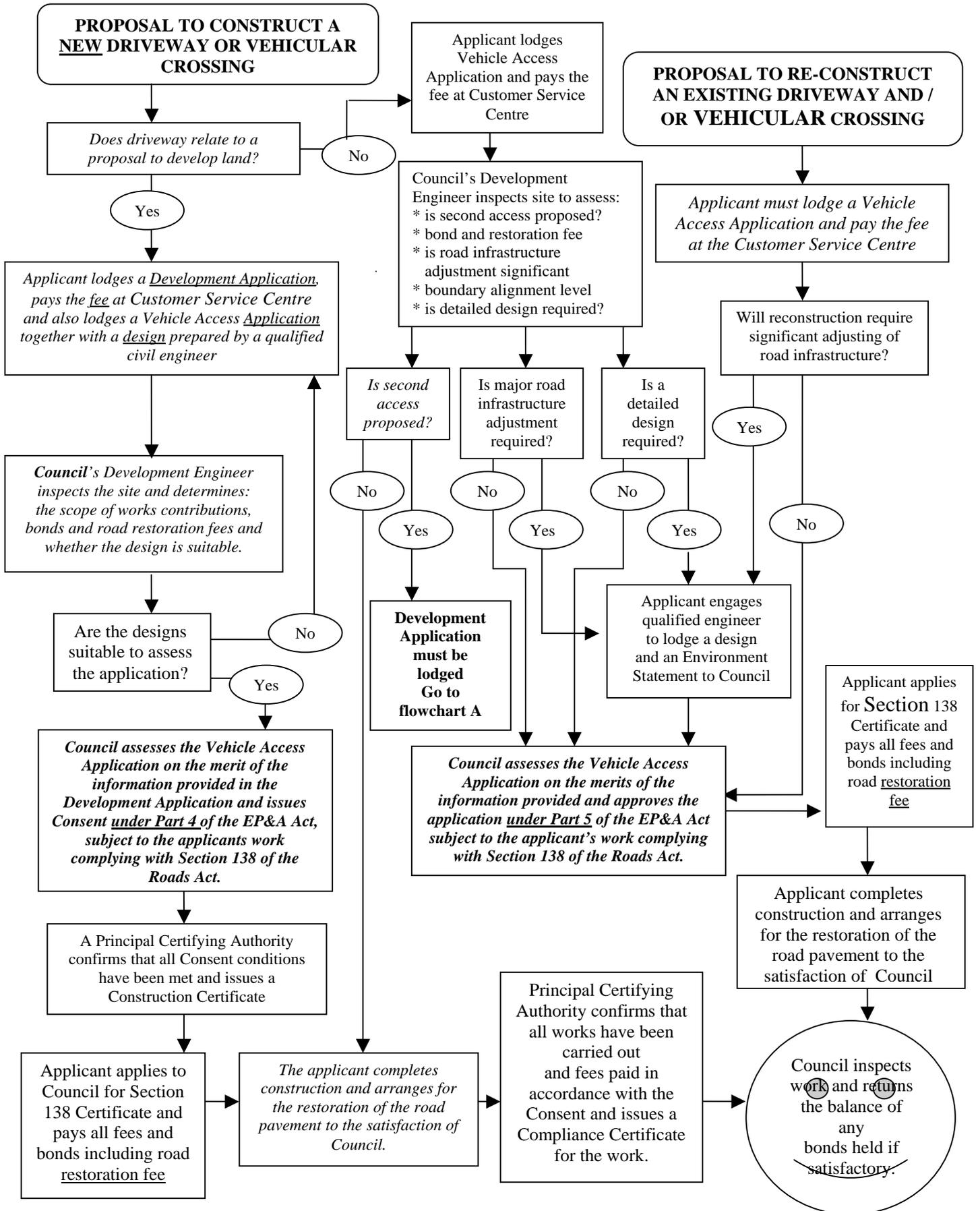
DESIGN GUIDES (Adjusted footpaths)

- *Works shall comply with Disabled Access Code.
- *Design and construction shall comply with Council's conditions of consent.
- *Approval of construction is subject to the issue of a Section 138 Certificate under the Roads Act.



DRAWING SHOWING PROFILE OF DRIVEWAY FROM KERB TO BOUNDARY

Dwg PART D



**DRIVEWAY ACCESS & VEHICLE CROSSING APPLICATIONS
FLOWCHART D**
© Copyright Zero + Pty Ltd 2000

This page is reserved for drawings to be added in the future

Part E – PERMITS

Applications, Approvals, Fees and Conditions

A permit is required for the erection / operation / storage / excavation **on Council property** of the following activities:

- HOARDINGS (Part E-1)
- STAND PLANT (Part E-2)
- BUILDING MATERIALS (Part E-3)
- CONTAINERS FOR BUILDING WASTE (Skips) (Part E-4)
- WORK ZONE (Part E-5)
- OUT-OF-HOURS PERMIT (Part E-6)
- STREET OPENING PERMIT (Part E-7)

An application must be lodged with Council for each of these activities in order to gain a Permit. No work may commence until a Permit is issued. Just pick the activity that meets your objectives and fulfills the requirements for the issue of a Permit.

Application Forms are available from Council's Customer Service Centre.

Part E-1 HOARDINGS

Flowcharts E1 dwg 1 and E1 dwg 2 are enclosed describing the Hoardings Application Processes.

A Permit to erect and operate a hoarding is granted under Section 138 of the Roads Act 1993 and Section 68 of the Local Government Act 1993. Where a hoarding is a condition of a Development Consent, it is also subject to the provisions of the Environmental Planning and Assessment Act.

Governing Legislation

These comments should be read in conjunction with the Hoarding Guidelines that accompany the hoarding application form.

Purpose of Hoardings

The purpose of a hoarding is for the protection of property, vehicle and pedestrian traffic during the course of construction abutting public property.

Hoarding types adopted by Council are:

Hoarding Types

- Type A (single and two storey construction below six (6) metres in height or excavation adjoining a road)
- Type B (structures over two (2) storeys or six (6) metres height)
- Special hoardings cantilevered over the footpath from the boundary where footpath obstruction is not permitted.

Flowcharts

Two Flowcharts are attached to inform you about the hoardings assessment process:

Indemnity

- Checking whether an existing hoarding has a Permit (Triggers for an Application).
- Process of applying for a Hoarding Permit (Processing the Application).

Accurate Area

Certificate of Currency

Five important requirements exist for the issue of a Hoarding Permit;

Accepts Conditions Condition Survey

- Letter from the applicant indemnifying Council against any claim arising from the construction of the hoarding upon Council property.
- How the accurate location of the hoarding adjoining the property and the area of land affected.
- Applicant must produce an Insurance Certificate of Currency for Public Liability covering the period that the hoarding is in place and naming North Sydney Council as a party to the Policy.
- Applicant accepts all conditions upon which the Permit is issued including an acceptance to re-instate the site to a clean, damage free and safe condition.
- Applicant lodges a Condition Survey of the site prior to commencing work.

PCA Notifies Council

Illegal Hoardings

Where the hoarding is a condition of Development Consent, a Form 7 Notification must be completed by the Principle Certifying Authority and returned to Council at the time of issuing the Construction Certificate. The reason is to enable Council to track of the hoarding erection process through its database.

Current Hoardings

Council's Works Overseer is notified of every Hoarding Permit issued. If after checking with the Planning Department, the Overseer suspects that an existing hoarding does not have approval, the Council will request the developer or the Managing Agent of the property to show cause why Council should not arrange for the immediate Stop Work or removal of the hoarding at the property owner's expense.

Hoardings which are assessed by the Development Engineer to pose a public risk may be removed by Council without prior notification being given to the developer or Managing Agent. In this event, the developer or managing agent will be charged with Council's costs of removing and storing the hoarding materials. In some instances, the owner may also be prosecuted by Council under the EP&A Act or the Roads Act.

Hoardings that have a current Permit are subject to a weekly or monthly ongoing rental. The payment of the required rental is a condition of the issue of a Permit. Therefore, failure to meet the payment of rental at the due time may void the Permit. In such circumstances, Council has the authority to take an action against the Permit holder for recovery of unpaid rental through the Court. Council may also issue an Order for the removal of the hoarding or arrange for the hoarding to be removed at the Permit holders' cost.

The applicant submits the application and pays the lodgement fee. Customer Service checks the application for completeness and then refers the application to the Development Engineer. The Development Engineer obtains comments from Council's:

- hoardings officer to obtain any site-specific requirements
- planning officer for matters relating to conditions of development consent
- Traffic Engineer regarding impact on traffic and pedestrian management
- Design Engineer regarding the suitability of the hoarding structure
- Works Engineer regarding its impact on the road infrastructure

Following the investigation, the Development Engineer determines:

- the rental on a weekly or monthly basis depending on the size of the job
- bonds and security against potential damage to Council's infrastructure.

Council issues the Hoarding Permit under Section 138 of the Roads Act subject to the applicant paying all bonds and fees.

The Hoardings Officer records the status of current and expired hoardings on Council's database on a weekly basis, from information collected during site inspections.

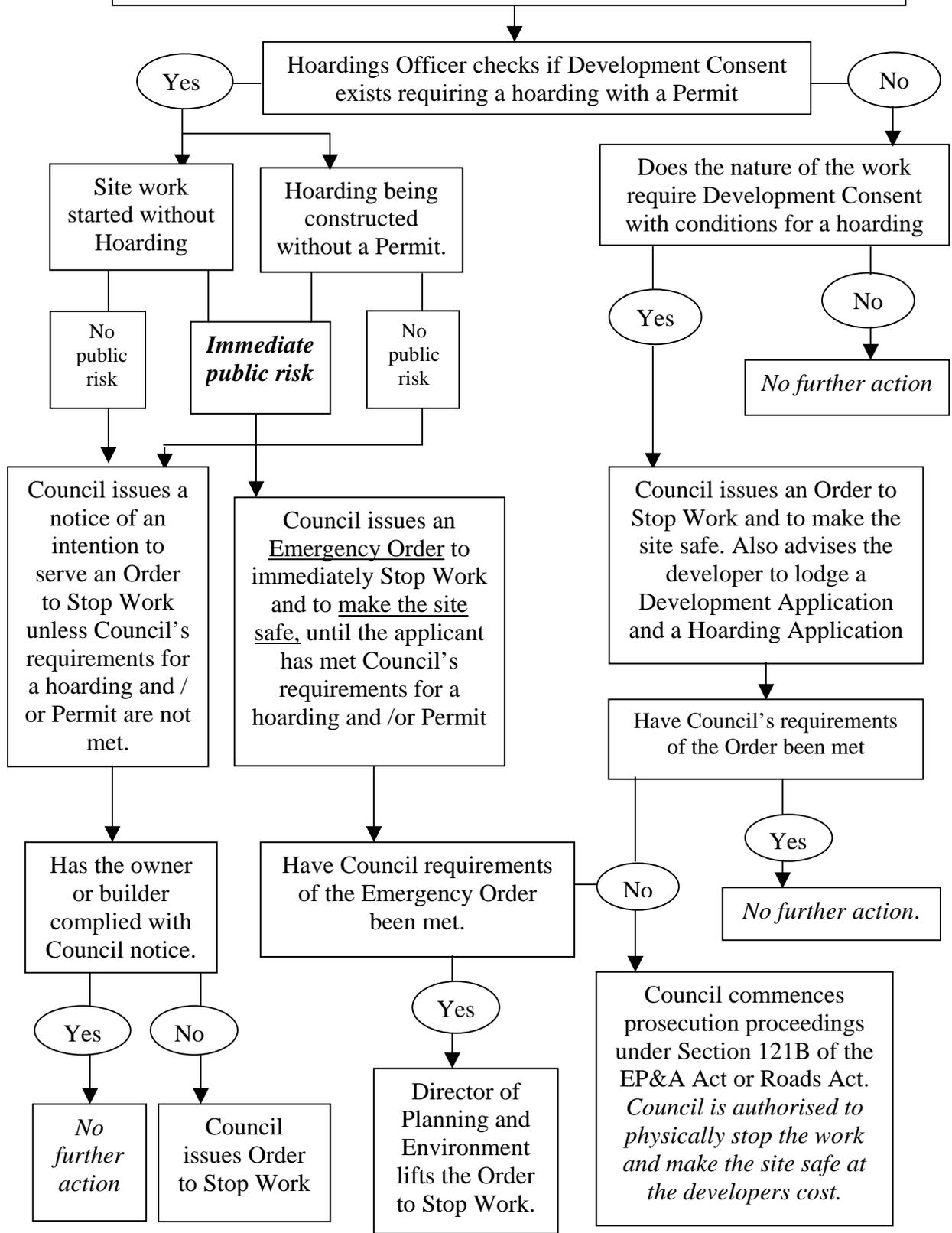
Current hoardings that are observed to breach the conditions of the Permit, maybe subject to an Order to stop work until the cause of the breach has been rectified.

Expired hoardings that have not received a final inspection (ie signed-off) shall be monitored to assess if site work is proceeding without a Permit. Development falling within this category shall be issued with an Order to stop work until the status of the Permit is resolved.

The emergency status of Council's Order to stop work will be based on the potential risk of damage to public property and public injury.

No further monitoring shall be required after final signoff

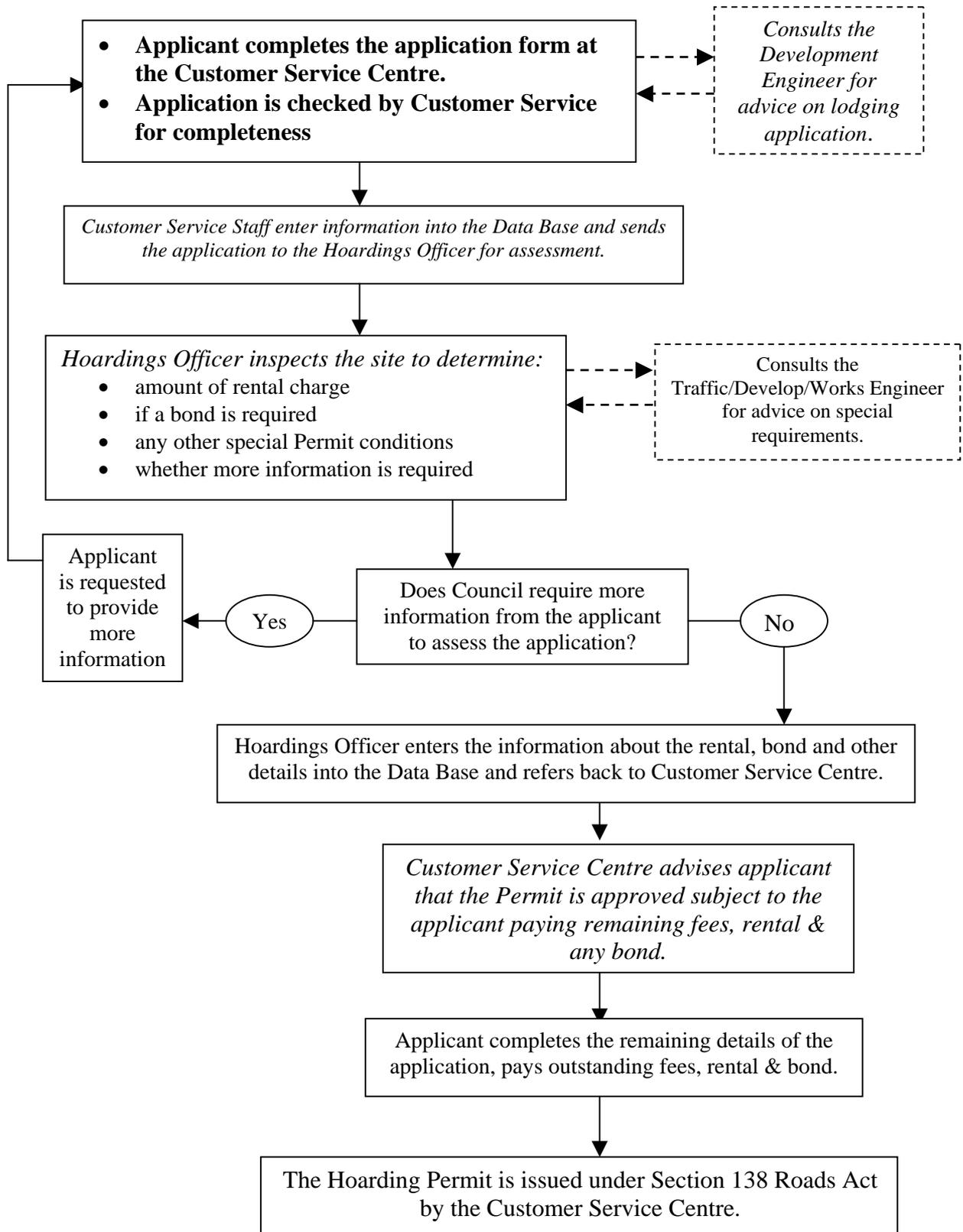
AN ENQUIRY IS RECEIVED ABOUT A HOARDING ASSOCIATED WITH CONSTRUCTION OF A DEVELOPMENT



HOARDINGS – TRIGGERS FOR AN APPLICATION

FLOWCHART E1 dwg2

© Copyright Zero+ Pty Ltd 2000



**HOARDINGS – PROCESSING THE APPLICATION
FLOWCHART E1 dwg1
© Copyright Zero +_Pty Ltd 2000**

Part E-2 STAND PLANT

Flowchart E-2 is enclosed describing the procedure to be followed for a Permit.

This Permit is issued under the provisions of Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993. An application must be lodged for a Permit.

These comments should be read in conjunction with the “ Plant Permit Procedure” which is attached to the application form (Permit To Stand Plant). It includes cranes, concrete pumps and other plant that need to work over Council property in order to facilitate construction on private property.

The application must:

- Be signed by the operator who will be operating the plant at the site or the builder and witnessed by a Justice of the Peace.
- Indicate the Operators license or builders license number on the application.
- Show name and contact details for cases of an emergency.
- Fully describe the scope of work to be carried out. Failure to do this may result in cancellation of the Permit during the works with no option of a renewal of the Permit.

Signature to be witnessed by JP

Show licence no.

Scope of Work

In signing the application, the applicant accepts full responsibility for complying with the conditions under which the Permit is issued.

Declaration

The applicant’s attention is directed to the need to obtain a separate Permit from the RTA called a “Road Occupancy Licence” when intending to operate plant at special locations. The applicant must also notify Harbourside Police at North Sydney Police Station.

Contact RTA & Harbourside Police

Where it is likely that any work will be done outside of normal working hours, an Out-Of-Hours Permit must be obtained from Council prior to a Plant Permit being issued. Further details can be obtained from Council’s Customer Service staff. Refer to Part E-6.

Work Out of Hours

Some important requirements exist for the issue of a “Permit to Stand Plant”:

Currency Certificate

- The applicant must present an Insurance Certificate of Currency covering North Sydney Council on the Policy for the period that Plant will stand on footpath.
- The applicant must show the location and type of plant in the Application
- The Permit must be in the name of the Plant Operator or builder actually doing the work and must be held with the operator at all times.
- The applicant must accept all conditions upon which the Permit is issued including an acceptance to re-instate the site to a clean, damage free and safe condition.
- The applicant accepts to work strictly within the approved work times.
- The applicant may also need to submit a Traffic & Pedestrian Management Plan

Name Required on the Permit

Accept Conditions

Restricted Hours

On completion of the work and after removal of the plant from Council’s road, Council will inspect the site to ascertain whether the site has been left clean and free from public risk. The Permit Holder must repair any damage that Council considers was caused by the operation of the plant within a reasonable time and to the condition existing prior to the work being carried out. Failure to comply with this requirement will cause Council to undertake the repairs and the full cost of such repairs shall be claimed from any bond or security held under the Development Consent.

Repair of Damage

Costs Charged to Permit Holder

If Council is satisfied with the state of the site on completion of the works, approval is granted.

Sign-Off

APPLICANT SEEKS APPROVAL TO STAND PLANT ON COUNCIL'S PROPERTY

Applicant obtains an Application to Stand Plant from the Customer Service Centre
The application must be completed and signed by the builder or operator of the plant

Is the location subject to an additional Permit required from the RTA called a Road Occupancy Licence?

Yes
 Applicant contacts the RTA and North Sydney Police for their requirements.

No
 Applicant must supply:
 * If applicable, Development Application no or Construction Certificate no.
 * accurate details of the work to be done
 * signature to be witnessed by Justice of the Peace.
 * provide the Operator or Builders Licence No.
 * indicate the working hours proposed
 * show after-hours emergency contact details to pay the fees
 * Traffic & Pedestrian Management Plan (if required)

Is it proposed to work Out-of- Hours?

No

Yes

Applicant must complete an "Application to Vary Restricted Hours Of Building Work (Out-of-Hours Permit)". Assessed by Traffic, Planning & Works Dept's

Applicant is advised of approval

Applicant is advised that application is not approved

No further action

Applicant completes the Application to Stand Plant & pays the fee

Applicant decides whether to work to approved hours

Application is assessed by Traffic, Planning and Works Dept's

Permit Number is issued

Applicant makes payment to the Customer Service Centre.

A copy of the Permit is given to the Applicant and faxed to Council's Rangers

Details are registered into Council's database

**PERMIT TO STAND PLANT- APPLICATION PROCESS
 FLOWCHART E2**

© Copyright Zero + Pty Ltd 2000

Part E-3 BUILDING MATERIALS

A Flowchart has not been provided for this Permit.

A Permit to store building materials on Council property is required under Section 68 of the Local Government Act and Section 138 of the Roads Act. The purpose of a Permit is to ensure that the work is administered in the correct manner so as to protect property, community amenity and the safety of road users.

These comments should be read in conjunction with the “ Building Materials on Footpath Guidelines” which are annexed to the “Application for a Permit to Store Building Materials on Footpath”.

A Permit will only be issued after satisfactory information has been provided in the application to demonstrate that all other alternatives have been exhausted. Council is under no obligation to grant approval for storage of building materials within public property

*Alternate
Options*

A Permit will identify a time limit at which all building materials must be removed from public property. Failure to comply may lead to Council removing and storing such materials and charging the Permit Holder for all costs incurred.

Time Limit

Six important requirements must be met for the issue of a Permit to Store Building Materials on Council property:

*Indemnify
Council*

- The applicant must sign and return the Indemnity Form attached to the Application that indemnifies Council against any legal action arising from the work.
- The applicant must pay the initial lodgment fee and subsequently, any bonds and/or security that may be applicable.
- The applicant must show the accurate area and nature of the materials proposed to be stored on Council property.
- The applicant must produce an Insurance Certificate of Currency for Public Liability naming North Sydney Council on the Policy and covering the period that the materials are stored on Council property.
- The applicant accepts all conditions annexed to the Permit including an undertaking to re-instate the site to a clean, damage free and safe condition.
- The applicant must lodge a declaration as to the condition of the site prior to the Permit being granted.

Pay the Fee

Accurate Area

*Currency
Certificate*

*Accept
Conditions*

*Condition
Survey*

On expiry of the Permit, Council will inspect the site to ascertain whether the Permit Holder has met all obligations under the Permit. Council will approve the work if satisfactory. Council will notify the Permit Holder of any deficiencies existing in meeting the performance conditions of the Permit. If any work is outstanding after the Permit time has lapsed, Council will undertake such action as to return the site to the condition existing prior to the Permit Holder taking possession and charge the Permit Holder for all costs incurred. Any outstanding costs will be drawn against any bonds or securities held under the Development Consent.

*Council
Approval &
Return of Bond*

*Outstanding
Work*

*Costs Charged
to Permit
Holder*

Part E-4 CONTAINERS FOR BUILDING WASTE (SKIPS)

A flowchart has not been provided for this Permit.

A Permit to store a Building Waste Container on Council property is required under Section 68 of the Local Government Act 1993. Where a Development Consent controls “Skips”, it will also be governed under the EP&A Act.

The purpose of this Permit is to ensure that the location and cleaning operation of the Container is administered in the correct manner to:

Purpose of Permit

- maintain pedestrian and vehicle access and safety.
- minimize visual intrusion and noise.
- Provide an adequate level of protection by day and by night.

These comments should be read in conjunction with the “ Building Waste Container (Skip) Application and Guidelines” which is obtainable from Councils Customer Service Staff.

A Permit will only be issued after satisfactory information has been provided in the application to demonstrate that all other alternatives have been exhausted. Council is under no obligation to grant approval for storage of a Building Waste Container within public property.

Alternate Options

A Permit will identify a time limit by which the Permit will cease to operate. At that time, the Building Waste Container must be removed from public property. Failure to comply may lead to Council arranging for its removal and all costs incurred by Council will be charged against the Permit Holder.

Time Limit

Six important requirements must be met for the issue of a Permit to store a Building Waste Container on Council property:

Indemnify Council

- The applicant must sign and return the Indemnity Form attached to the Application that indemnifies Council against any legal action arising from the work.
- The applicant must pay initial lodgment fee, and subsequently, any bonds and/or security that may be applicable.
- The applicant must show the accurate area for locating the Container on Council property.
- The applicant must produce an Insurance Certificate of Currency for Public Liability naming North Sydney Council on the Policy and covering the period that the Container will be stored on Council property.
- The applicant must accept all conditions annexed to the Permit including an undertaking to re-instate the site to a clean, damage free and safe condition.
- The applicant must lodge a declaration as to the condition of the site prior to the Permit being granted.

Pay the Fee

Show Information

Currency Certificate

Accept Conditions

Prior Site Condition

On Expiry of the Permit

On expiry of the Permit, Council will inspect the site to ascertain whether the Permit Holder has met all obligations under the Permit with Council. Council approves the work if satisfactory. Council will notify the Permit Holder of any deficiencies existing in completion of the performance conditions of the Permit. If any work is outstanding after the Permit time has lapsed, Council will undertake such action to return the site to the condition existing prior to the Permit Holder taking possession and charge the Permit Holder for all costs incurred. Any outstanding costs will be drawn against any bonds or securities held under the Development Consent.

*Council
Approves &
Returns Bond*

*Incomplete
Work*

*Costs Charged
to Permit
Holder*

Part E-5 WORK ZONE

Two Flowcharts - “Triggers for an Application” and “Processing the Application”, are enclosed for your assistance

A Work Zone Permit must be obtained before any construction plant may occupy a Work Zone with the intention of carrying out work. An Application Form for a Permit is available from Council’s Customer Service Centre. ***The Permit***

Upon applying for a Works Zone permit, the applicant must pay the application fee. An invoice confirming payment of the fee will be faxed or posted to the applicant. ***Application Fee***

A certified copy of a current Public Liability Insurance Policy must be presented to Council prior to a Work Zone Permit being issued. The applicant should refer to the information attached to the Work Zone application for specific insurance requirements. North Sydney Council must be indicated as a Party to the policy. ***Insurance***

A Permit is issued under the provisions of Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993. Where the work is associated with a Development Consent, the permit will also be subject to the Environmental Planning and Assessment Act. ***Legislation***

Council has adopted a Policy for the issue of a Work Zone Permit. These comments should be read in conjunction with the “Work Zone Application and Guidelines”. Work Zone Permits apply principally to the operation of vehicles such as trucks, but may also include cranes, concrete pumps and the like, subject to certain conditions. ***Council Policy***

If it is intended to operate outside of these hours, it is essential for you to obtain an Out-Of-Hours Permit prior to applying for the Work Zone Permit. ***Work Out of Hours***

In the first instance, Council is responsible for providing the signage to identify the Work Zone. Thereafter, the applicant is responsible for erecting safety structures and maintaining the Work Zone in a fit-for-purpose condition over the period of operation of the Work Zone. ***Responsibility***

Where maintenance work is required to maintain the condition of the Work Zone in a fit-for-purpose condition, the Council may issue a Notice or Order requiring maintenance work to be carried out. Failure to comply with an Order are offences under Sections 626, 627 and 628 of the Local Government Act.

Enforcement

Vehicles are not to be parked in the Work Zone, unless actually picking up or dropping off goods or materials, as per the definition. Applicants should be aware that Work Zones are a restricted parking zone, and enforceable under the Australian Road Rules (December 1999). ***Australian Road Rules***

Storage of goods and materials in a Work Zone is not permitted. Special approval may be given by Council in exceptional circumstances upon application. ***Storage of Goods***

Council’s Works Engineers or Rangers, and the New South Wales Police are authorised to monitor the operation of any Work Zone from time to time for compliance with the Permit. Council may withdraw the Work Zone permit and replace it with a “No Stopping Zone” at any time should misuse of the Work Zone be evident. ***Monitoring by Police and Rangers***

Withdraw Permit

All applications for Work are reported by Council’s Traffic Engineer, assessed by the North Sydney Traffic Committee and resolved at a Council meeting. A minimum of 6 weeks’ notice is required. ***Traffic Committee and Council Meeting***

Upon approval of the Works Zone, the applicant must pay the lease fee associated with the Works Zone as per the number of weeks requested on the application form. An invoice detailing this amount will be faxed or posted to the applicant. The Works Zone signs will not be installed until payment has been received.

***Erecting
Signage***

***Payment of
Rent***

The applicant in signing the application declares that the information supplied in the application is correct and that the applicant accepts the conditions under which the Permit is issued.

***Builder's
Declaration***

Where it is likely that any work will be undertaken outside normal working hours, an Out-Of-Hours Permit must be obtained from Council prior to a Work Zone Permit being issued. Further details can be obtained from Council's Customer Service Staff.

***Work Outside
Hours***

On completion of the work and after removal of the plant from Council's road, Council will inspect the site to ascertain whether the site has been left clean and free from damage or public risk. The Permit Holder must repair any damage that Council considers was caused by the operation of the plant within a reasonable time and to the condition existing prior to the work being carried out. Failure to comply with this requirement will cause Council to undertake the repairs and the full cost of such repairs shall be claimed from any bond or security held under the Development Consent.

***Repair of
Damage***

Storage of Skip Bins, Building Materials and Operation of Mobile Cranes/ Pumps

Special conditions apply in a Work Zone for:

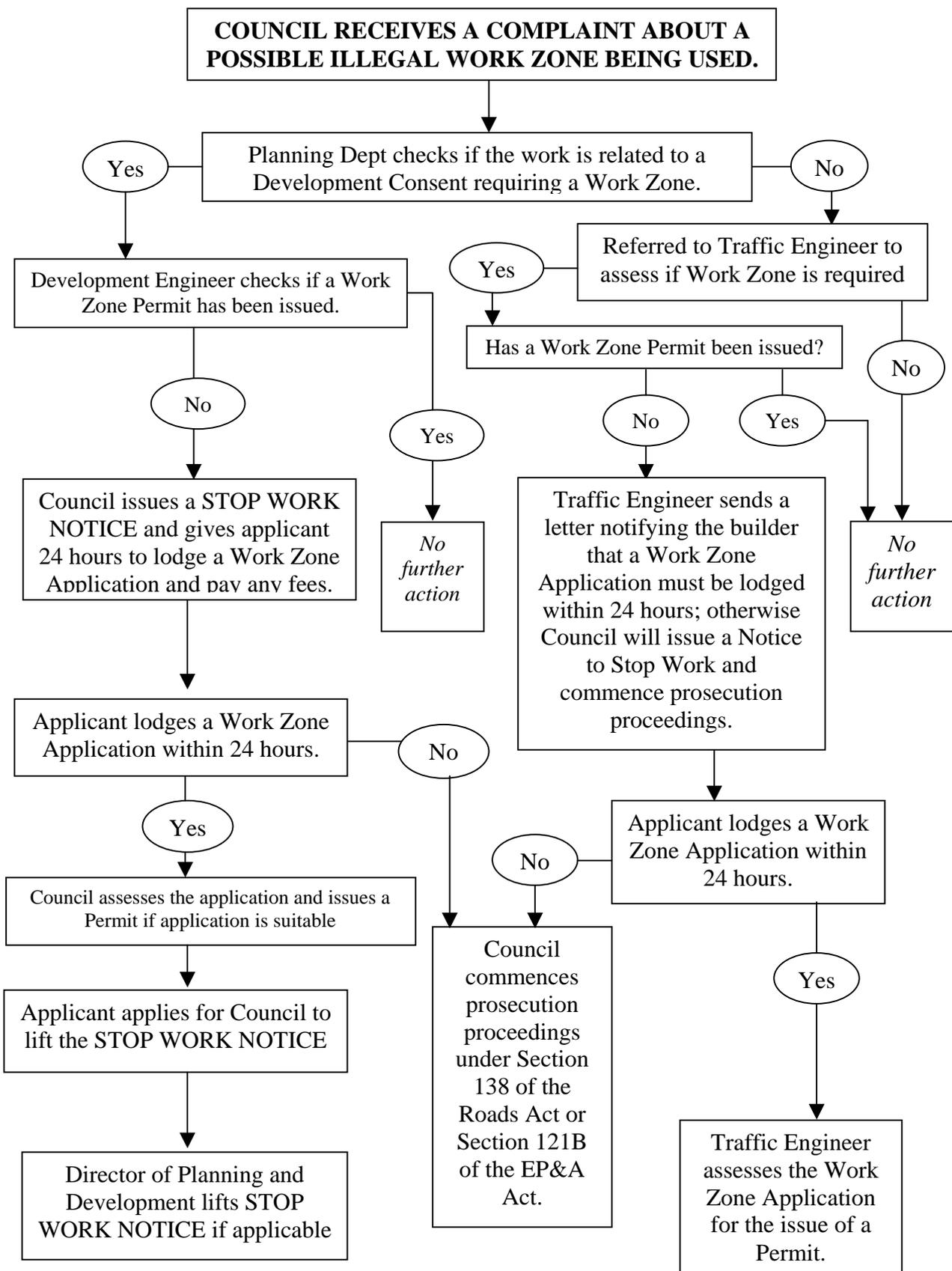
- storage of Skip Bins (Part E-4) and Building Materials (Part E-3).
- operation of Mobile Cranes and Pumps (Part E-2).

Skip Bins

Cranes

***Concrete
Pumps***

You must seek advice from Council's Customer Service Centre before undertaking these activities.



WORK ZONES - TRIGGERS FOR AN APPLICATION
FLOWCHART E-5
 © Copyright Zero + Pty Ltd 2000

BUILDER APPLIES FOR A WORK ZONE PERMIT

Builder completes an Application Form at the Customer Service Centre and signs a declaration agreeing to abide by the conditions of the Permit. If the builder intends to **operate a Crane or Concrete Pump** within the Work Zone, **additional information** regarding this Plant may be required

Customer Service Staff process the Application Form and refer the Application to the Traffic Engineer for assessment.

Traffic Engineer refers the Application to the Traffic Committee for assessment

Recommendation is adopted at Council meeting

Traffic Committee recommends approval

Traffic Committee does not approve

Traffic Engineer refers the details back to the Customer Service Centre with advice of an **approval or a refusal.**

*Customer Service Centre advises the applicant that the Permit is **approved** (subject to payment of remaining fees, rental & any bond) **or** Council & Traffic Committee **have refused.***

Applicant pays the remaining fees, rental and any bonds

No further action

The Customer Service Centre issues Work Zone Permit under Section 138 of the Roads Act. Details are recorded in Council's database.

Traffic Engineer arranges for the "Work Zone" signs to be erected.

**WORK ZONES – PROCESSING THE APPLICATION
FLOWCHART E-5
© Copyright Zero + Pty Ltd 2000**

Part E-6 OUT-OF-HOURS PERMIT

Flowchart E-6 is enclosed describing the Out-Of-Hours Permit Application process.

This Permit applies to construction work proposed outside restricted hours for:

- development within private property or on the public road that is related to a Development Consent.
- work within a public road that is not related to a Development Application.

A permit is required to work outside of restricted hours. Restricted hours are between the hours of 7am to 5pm Monday to Friday and 8am to 1pm Saturday. Changes to these hours may apply during Public Holidays or Special Events. An Application must be lodged with Council in order to have a Permit considered. Applications are available from Council's Customer Service Centre.

Restricted Hours

Applications

Under no circumstances shall work be done outside of the restricted hours without an Out-Of-Hours Permit first being obtained from Council. If Council's refusal of an Out-Of -Hours Permit is likely to affect your Application for other types of Permits, you should obtain an Out-Of-Hours Permit before applying for other Permit(s).

No Work Without a Permit

Council is generally reluctant to approve of work being done outside of restricted hours within residential areas and at other special locations. However, under exceptional circumstances, Council does acknowledge that special types of work are unable to be carried out during restricted hours and therefore may consider approving such works to be done outside of restricted hours. Examples of such work may include but not be limited to;

Special Consideration

- transporting oversized loads onto a building site
- operating oversized loads within a Work Zone where no alternative exists.
- excavation in a State Road or within 100 metres of any set of traffic lights (you must obtain a Street Opening Permit from Council for this work and also RTA approval).

In order to obtain approval to work outside of restricted hours, you must;

- complete an "Application to Vary Restricted Hours of Building Work",
- provide evidence of approval from RTA and / or Police (if relevant),
- pay the required fee,
- obtain an Out-Of-Hours Permit.

Who May Approve

Approval to issue an Out-Of-Hours Permit may be under the delegated authority of the Director of Engineering & Property or the Director of Planning & Development or by the elected Council subject to the details of the Application.

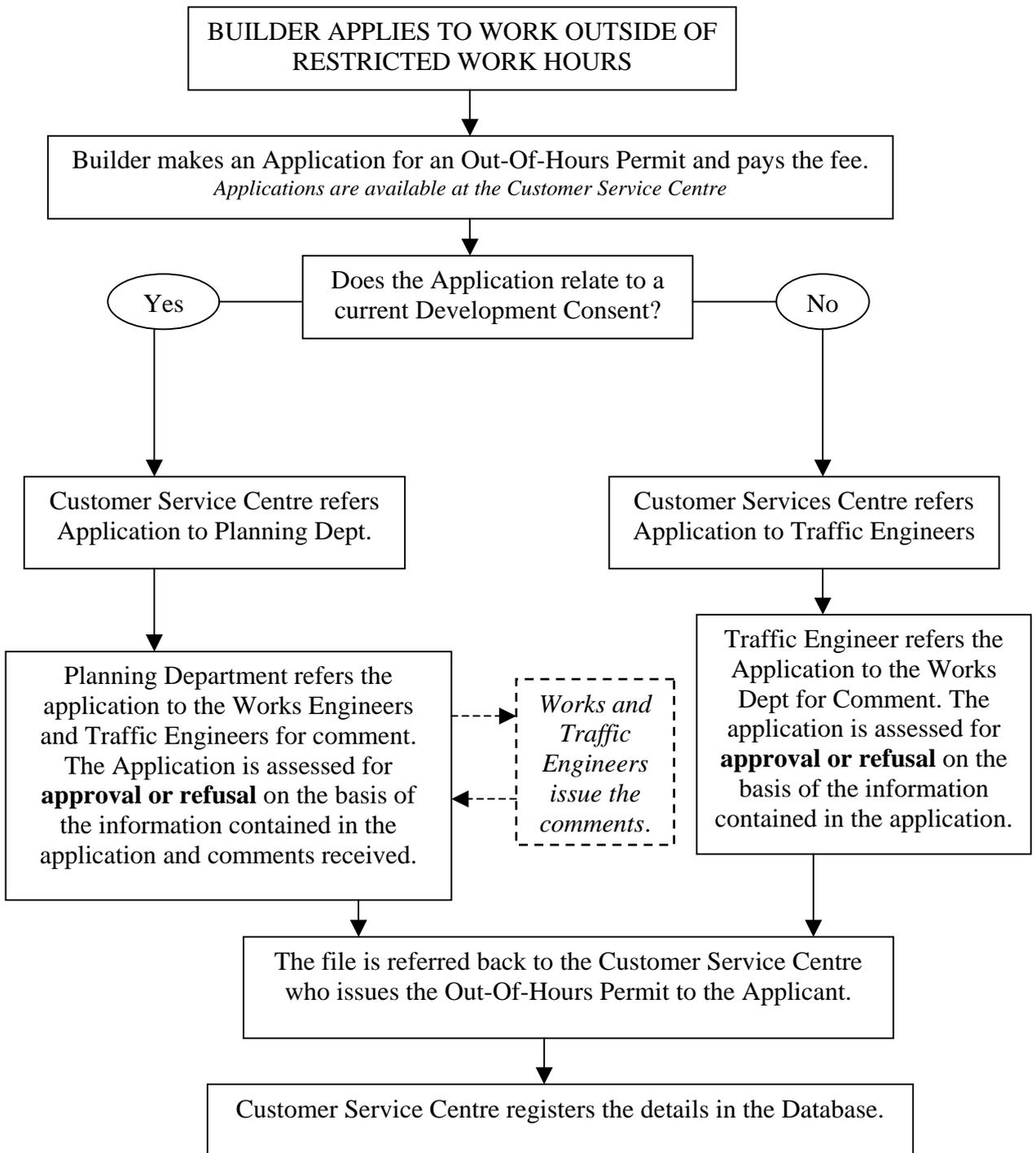
Contravene Permit

Note: If a Permit is obtained, the Permit Holder must strictly adhere to the times approved in the Permit. Renewals are NOT automatic and applicants must apply before intending to work. This Permit may be cancelled without notice should the conditions of the Permit be contravened or public amenity be detrimentally affected.

Public Amenity

Cancel Permit

No Renewal



OUT-OF- HOURS PERMITS - PROCESSING THE APPLICATION
FLOWCHART E-6
 © Copyright Zero + Pty Ltd 2000

Part E-7 STREET OPENING PERMIT

Flowchart E-7 is enclosed describing the Street Opening Permit Application Process.

This Permit applies to excavation work in a public road where the work relates to:

- New or existing private development,
- Public Utility Authorities,

This Permit is issued under the provisions of Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993. An application must be lodged for a Permit. Application Forms are available from Council's Customer Service Centre.

***Governing
Legislation***

These comments should be read in conjunction with the "Street Opening Permit Procedure" and Conditions that are attached to the Application Form (Street Opening Permit).

Special care is recommended where excavating near existing Parking Meters. The Permit Holder shall be required to reimburse Council for all expenses relating to the repair of any Parking Meter damaged during work relating to this Permit, including the estimated loss of income from all affected Parking Meters.

***Special Care
with Parking
Meters***

Contractors carrying out works on Council property under the Telecommunications Act, Water Board Act and the Water Supply Authorities Act, are required by Council to provide emergency contact details in the event of emergency work found to be necessary. This is best done by completing the Street Opening Permit.

***Telecomm. and
Water Board
Act***

The application must;

- be signed by Contractor undertaking the work and witnessed by a Justice of the Peace.
- indicate the Contractors licence number.
- fully describe the scope of the work. Failure to do so may cancel the Permit.
- show the name and contact details in the event of an emergency.
- evidence a certified copy of a Currency Certificate naming Council as a party.
- Amount paid as a restoration bond against faulty work or damage.
- The applicant may be required to submit a Traffic & Pedestrian Management Plan

***Info to be
shown in
application***

In signing the application, the applicant accepts full responsibility for complying with the conditions under which the Permit is issued

Declaration

The applicant's attention is directed to the need to obtain a separate Permit from the RTA called "Road Occupancy Licence" when intending to operate plant at special locations. The applicant must also notify Harbourside Police at North Sydney Police Station.

RTA Approval

***North Sydney
Police***

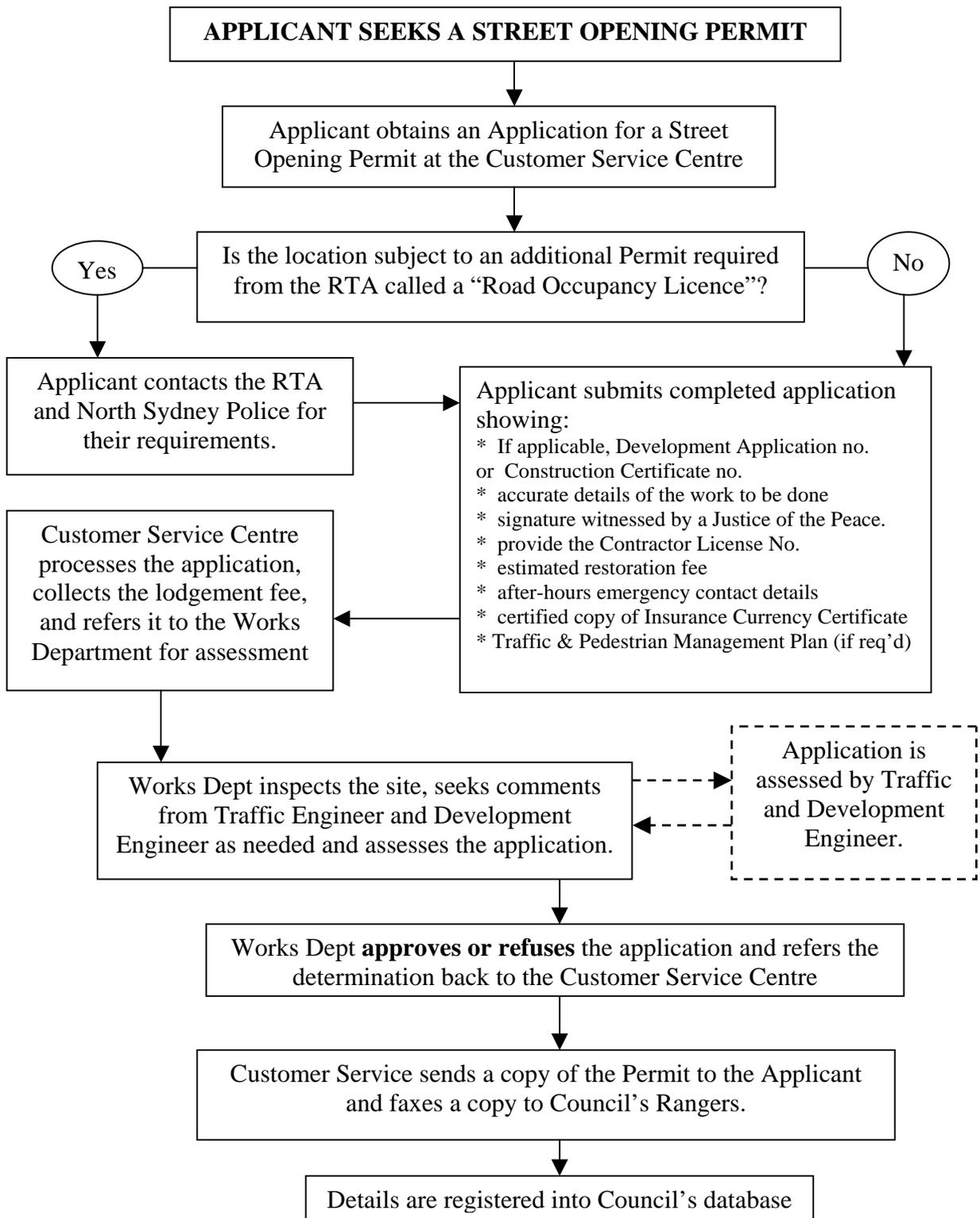
On completion of the work and after removal of the plant from Council's road, Council will inspect the site to ascertain whether the site has been left clean and free from public risk. The Permit Holder must repair any damage that Council considers was caused by the operation of the plant within a reasonable time and to the condition existing prior to the work being carried out. Failure to comply with this requirement will cause Council to undertake the repairs and the full cost of such repairs shall be claimed from the applicants restoration bond.

***Repair of
Damage***

***Restoration of
Bond***

If Council is satisfied with the state of the site on completion of the works, approval is granted.

Sign-Off



**STREET OPENING PERMITS - APPLICATION PROCESS
FLOWCHART E7
© Copyright Zero + Pty Ltd 2000**

Part F - WORK IN HERITAGE & CONSERVATION AREAS

A flowchart *is not* available for Part F.

Application, Approvals, Fees and Conditions

This applies to the carrying out of engineering works (including excavation) in areas holding heritage and conservation significance.

The contents of this Guide should be read in conjunction with the North Sydney Development Control Plan No.1 (as amended), Draft Local Environment Plan 2000, and Fact Sheet 1 (Statements of Heritage Impact) before commencing designs for construction.

Refer to DCP No 1, Draft LEP 2000 & Facts Sheet 1 Procedure

Before commencing any construction work in a Conservation Zone and subject to the provisions of the LEP, the following procedures must be undertaken:

- lodgement of a Development Application and payment of the fee
- obtain a Development Consent
- obtain a Construction Certificate from a Principal Certifying Authority.
- in special instances, payment of bond or security against any damage caused.

Development Application

Construction Certificate

The aims and objectives of the heritage and conservation provisions within the Development Control Plan are:

Bond/Security

- (a) To ensure that the significance of heritage items is retained by appropriate detailed provisions.
- (b) To ensure that the streetscape character in conservation areas is maintained by more detailed provisions.

Aims/ Objectives

This applies to the impact of new engineering work on the stability, appearance and preservation of character of features having heritage and conservation value. Heritage items may include certain types of sea-walls, sandstone outcrops, kerb, retaining walls, fences, buildings and any other structures identified as having heritage and conservation value. Conservation features include all features existing within the Conservation Zones identified in North Sydney Development Control Plan No. 1 and Draft Local Environment Plan 2000. Copies of these are available at the Customer Service Centre.

Demolition

Alterations

Additions

Heritage and Conservation (demolition, alterations and additions)

Demolition works, in particular, pose a potential risk of damage to the heritage and conservation value of an area. You should refer to the general provisions within the DCP No.1, Draft LEP 2000 and the Facts Sheet for submitting an application to carry out any work in the vicinity of a heritage item or Conservation Zone prior to undertaking any work. Conservation Zones which have been adopted by North Sydney Council include Cammeray, Crows Nest, Wollstonecraft, North Sydney, McMahons Point, Whaling Road, Careening Cove, Kirribilli, Cremorne Point / Kurraba Point.

Conservation Zones

Fact Sheet 1 (Statement of Heritage Impact)

Facts Sheet 1

A Fact Sheet is available from Council's Customer Service Centre. It provides useful information that will enable you to assess the impact of your proposal on the heritage and conservation environment. You will be required to declare potential impacts from your

development proposal to Council prior to undertaking any work.

Maps of Heritage Features and Conservation Zones

Maps are available from Council identifying localities having heritage & conservation value:

***Heritage &
Conservation
Maps***

- Heritage Maps (Local Environmental Plan 2000)
- Map of Heritage Items & Conservation Areas (Local Environmental Plan 1989)

Part G - FOOTPATHS

This Part applies to:

- **Design and construction of footpaths that will revert to Council ownership.**

A flowchart is not available for Part G.

Maps are available indicating construction materials approved by Council.

This applies to design and construction of new footpaths, and the re-construction of existing footpaths to serve a new development.

An Application is not required to be submitted specifically for the construction of a footpath because the need for a constructed footpath is generally a result of a Development Consent condition set by Council. However, footpath designs are required to be prepared and presented to the Principal Certifying Authority (PCA) for the issue of a Construction Certificate, before construction work may start. The purpose is to ensure that the intent of Council's Development Consent is preserved.

Application not Required

Designs must comply with the AS 1428-Disabilities Access Code and Council's Infrastructure Specification.

Disabled Access

Where it is proposed to adjust existing footpath levels to suit a new development, the proposal must maintain the "status quo", with the existing footpath concept.

Maintain the Status Quo

Council has adopted a policy specifying certain construction materials for footpath construction throughout North Sydney. Maps are available indicating approved construction materials for various areas. Generally, pavers shall be used in Commercial areas and concrete in residential and industrial areas.

Construction Material Approved

Where footpath adjustments affect the level of Public Utility Services, separate approval must be obtained from the relevant Authority before starting construction.

Utility Services

Steps in a public footpath are not permissible where these did not previously exist.

Performance Requirements for Design

- comply with the prescribed references:
- best fit the levels of existing road, vehicle crossing, footpath, & property.
- ensure that access is provided in a fit-for-purpose manner.
- not cause nuisance to adjoining properties or risk of injury to pedestrians.
- not cause damage to the environment (scenic conservation, heritage, pollution).
- specify, "all construction work must meet Work Cover requirements".
- Maximum gradient and change of gradient shall be in accordance with the Disabilities Access
- Code. Council's specific design standards may be found in Drawing S104 and S401 to S405 in Council's "Infrastructure Specification".
- Where the existing footpath requires reconstruction to match proposed driveway levels, a longitudinal profile shall be provided with the design to demonstrate that no public risk exists.
- A "works-as-executed plan", prepared by a surveyor or civil engineer may be required to be submitted to a PCA on completion of construction for the issue of a Compliance Certificate.

Fit for Purpose

Not Cause Nuisance

Environmental Work Cover

Maximum Gradient Change

Longitudinal Profile

Work-as-Executed

Prescribed References (technical & policy)

- Corporate Communications & Visual Standards Manual
- Erosion & Sediment Control Guidelines
- AS 1428- Disabilities Access Code.
- “Infrastructure Specification” available at the Customer Service Centre
- The relevant Local Environment Plan & Development Control Plan.

*Disabled
Access*

Legislative Controls

Main legislation affecting the Application;

- Local Government Act 1993
- Environmental Planning & Assessment Act 1979
- Roads Act
- Heritage Act

Other Acts may also apply subject to the issues affecting the design.

Where to go for Help

- Go to Council’s Customer Service Centre for general enquiries.
- Go to Council’s Development Engineer for design information.

Appendix 1- TRAFFIC GUIDELINES FOR DEVELOPMENTS

1. Principles of traffic generating development

In 1993, Council developed a North Sydney Traffic Strategy in consultation with residents, Precincts and other interested parties. The Strategy, which is updated regularly, outlines a number of objectives with regard to managing traffic and minimising the impact of vehicles on residential amenity.

In the North Sydney Council LGA, between 1996 and 2001, the population increased by 2,757 people (5.1%) and the number of dwellings increased by 2,139 (7.1%). North Sydney residents owned at least 25,608 vehicles in 1996 and 27,750 in 2001. It is evident from these figures that the population is increasing, the number of dwellings is increasing at a faster rate than the population (ie. households are getting smaller) and the number of vehicles per household is increasing. In addition, North Sydney is a major employment centre in the Sydney Region providing employment for an estimated 62,338. In the next 10 years, it is expected that the number of workers in North Sydney will increase by 22,600.

This population increase, which is in line with the State Government's Urban Consolidation and Growth in Centres Policy, will put additional pressure on parking, and the traffic and transport network.

The North Sydney Traffic Strategy has several principles to guide action, including safety, access, equity, environment, participation and amenity. To fulfill the overall vision based on these principles, five broad strategies have been proposed, each with action plans to bring them about:

- The Commuter Strategy
- The Through Traffic Strategies
- The Villaging Strategy
- The "Movement Without Cars" Strategy
- The Residential Amenity Strategy

The Roads and Traffic Authority have developed the Guide to Traffic Generating Developments (December 1993 Issue 2.0) which provides a guideline to the likely traffic generation associated with various types of development, and the likely impact of this traffic generation on the surrounding road network and residential amenity.

Generally, Council would expect that new developments would minimise the traffic impacts of the new development, in line with the North Sydney Traffic Strategy.

2. Traffic Guideline for Developments

2.1. SEPP11

State Environmental Planning Policy No 11 (SEPP11) relates to Traffic Generating Developments.

All SEPP11 Schedule 1 developments will require referral directly to the Regional Development Committee of the RTA, for consideration of the traffic impacts. See Attachment A for Schedule 1 developments.

SEPP11 Schedule 2 developments will require referral generally to the North Sydney Local Development (Traffic) Advisory Committee, for consideration of the traffic impacts. However, Schedule 2 developments which have land that has direct vehicular or pedestrian access to an arterial

road OR a road connecting with an arterial road, if the access is within 90 metres (measured along the road alignment of the connecting road) of the alignment of the arterial road; must be referred to the RTA. See Attachment B for Schedule 2 developments.

2.2. Traffic Management Plan

Council will generally require a Traffic Management Plan for referral to the North Sydney Local Development (Traffic) Advisory Committee for the following types of developments:

- All Traffic Generating Developments, as defined by SEPP11 Schedule 2. See Attachment B for Schedule 2 developments.

A minimum six weeks notice is required to refer items to the Traffic Committee.

Council will generally require a Traffic Management Plan for consideration by Council Officers for the following types of new developments:

- Supermarkets
- Shopping Centres
- Childcare Centres
- Health and Community Services (Medical Centres, Hospitals)
- Cinemas
- Casual Accommodation (Hotels, Motels)
- Education Facilities
- Entertainment/Recreation/Tourist Facilities
- Industrial Developments
- Public Carparks
- Places of Assembly or Places of Public Worship
- Premises Licensed under the Liquor Act or the Registered Club Act
- Drive-in Take-away Food Outlets
- Service Stations

Generally if there is a significant expansion or modification to an existing development type, as outlined in the list above, then a Traffic Management Plan will be required for consideration by Council Officers. Seek Council Officer advice for further information.

Listed below is the type of information required in a Traffic Management Plan. **It should be noted that this is not an exhaustive list of information that is required to assess traffic impacts. Council may request additional information in order to adequately assess the potential traffic impacts of a proposed development.** The level of detail necessary in the Traffic Management Plan is dependent on the size of the proposed development. Generally a SEPP11 Schedule 2 development will require all of the information listed below. Other developments will require most of the information listed below. Seek Council Officer advice for further advice as to the level of detail required.

2.2.1. Traffic Generation & Effects

The Traffic Management Plan should give consideration to the following in relation to traffic generation and effects:

- The existing traffic generated as a result of the current use of the site
- The traffic generated as a result of the proposed development
- Capacity of the road network to support the increase/change in traffic generation as a result of the development.

- Environmental capacity (amenity) of the road network to support the increase/change in traffic generation as a result of the development.
- Measures to ameliorate the impact of any traffic generation.
- Assessment of the effect of traffic generation on the existing and future developments with transport implications in the vicinity of the proposed measures.

Existing Traffic Generation

The existing traffic generated as a result of the current use of the site should be based on the RTA's Guide to Traffic Generation figures. It is generally acceptable to use other figures, however empirical, survey or other evidence must be used to support the rates given for the existing traffic generation.

An example of an acceptable alternative to the RTA guidelines would be to undertake a traffic count at the existing site during the peak hours of the site on a typical day. Depending on the existing use of the site, typical peak hours are 7.00am – 9.00am and 3.00pm – 6.00pm on a Tuesday or Wednesday outside of school holidays. Seek Council Officer advice for further information on an acceptable alternative to the RTA guidelines.

Proposed Traffic Generation

The North Sydney DCP sets out the maximum number of car spaces that particular developments may have. Given that this rate of car spaces is lower than that in the RTA's Guide to Traffic Generation, it is generally accepted that new developments in North Sydney will generate lower volumes of traffic than the RTA Guidelines. Therefore, it is acceptable to use a lower traffic generation rate. However, empirical, survey or other evidence must support the rate that is used.

An example of an acceptable alternative to the RTA guidelines would be to undertake a traffic count at a nearby similar sized development of the same type as that proposed. The traffic count should be undertaken during the peak hours of that type of development on a typical day. Depending on the type of development, typical peak hours are 7.00am – 9.00am and 3.00pm – 6.00pm on a Tuesday or Wednesday outside of school holidays. Seek Council Officer advice for further information on an acceptable alternative to the RTA guidelines.

As a condition of consent, Council may request that appropriate surveys and/or traffic counts be undertaken to determine the existing and the proposed traffic generation.

Capacity of the road network

Consideration should be given to the capacity of the road network to support the proposed increase/change in traffic generation as a result of the proposed development.

Assessment should include the change in the traffic flows on access and egress routes to the site, including any re-assignment of traffic. The capacity of the road network is largely determined by the capacity of its intersections to cater for peak period traffic flows. Generally, the capacity of the intersections should be modelled with a program such as INTANAL, SIDRA or SCATES. As a minimum, consideration should be given to the level of service of the intersection and the average delay per vehicle in seconds.

Environmental capacity of the road network

The Environmental Capacity of a road takes into account residential amenity, pedestrian safety, and traffic noise. Consideration should be given to the environmental capacity (amenity) of the road

network to support the proposed increase/change in traffic generation as a result of the development, particularly in relation to surrounding residential properties. Reference should be made to the RTA's Guide to Traffic Generating Developments.

Traffic safety

An accident analysis should be undertaken on the surrounding road network. As stated in the RTA's Guide to Traffic Generating Developments, if accident rates are high, the situation requires further investigation. Similarly, if the proposed development is likely to have a significant effect on the volume, direction or composition of traffic (including intersection with non-motorised traffic) then further investigation of the safety potential is required.

Traffic Amelioration

The traffic management plan may need to consider the existing 85th percentile speed adjacent to the site and the likely speed adjacent to the site as a result of the proposed development. Consideration should be given to any measures that may be required to ameliorate or mitigate the impact of any traffic generation as a result of the development.

If the vehicular impact of the development is significant, Council may request that the developer contribute to the provision of traffic calming schemes adjacent to the site.

2.2.2. Off-Street Parking

The Traffic Management Plan should give consideration to the following in relation to off-street parking:

- The amount of vehicle parking should comply with Council's DCP and the size and layout of vehicle parking should comply with Australian Standard AS2890.1.
- The amount of loading docks and courier spaces should comply with Council's DCP and the size and layout of loading docks and courier spaces should comply with Australian Standards AS2890.1 and AS2890.2.
- The amount, size and layout of motorcycle parking should comply with Council's DCP and Australian Standard AS2890.5.
- The amount of bicycle parking should comply with Council's DCP and the size and layout of bicycle parking should comply with Australian Standard AS2890.3.
- The provision of disabled parking should comply with Council's DCP and Australian Standards AS2890.6, AS1428.1, AS1428.2 and AS1428.4.
- Headroom should comply with Australian Standards AS2890.1 and AS2890.6, where headroom is measured as the floor RL to the first obstruction RL (ie. this may include sprinkler heads, etc. and is not necessarily the ceiling height)
- Turntables and mechanical stacking devices may only be used if there is no alternative.

2.2.3. On-Street Parking

The Traffic Management Plan should give consideration to the following in relation to on-street parking:

- When locating the access driveway to a new development, consideration should be given to maximising the on-street parking availability. Council may request the driveway be moved to satisfy this requirement. Australian Standard AS2890.5 should be used as a guide.
- The developer will be required to pay for any parking or street signs that must be moved, removed or installed in association with the development.

- Council will generally not change on-street parking restrictions for the sole benefit of a new development.
- Any request for a change in the on-street parking will need to be considered by the North Sydney Traffic Committee. A minimum six weeks notice is required to refer items to the Traffic Committee.
- Consideration should be given to any impact the proposed development may have on on-street parking. Council may request that appropriate parking (occupancy) counts be undertaken to determine the current demand for nearby parking.
- A plan, with dimensions, must be provided which details any proposed changes to the on-street parking (including the location of the driveway). This plan must show the existing parking restrictions and the proposed parking restrictions.

2.2.4. On-Street Metered Parking

The Traffic Management Plan should give consideration to the following in relation to on-street metered parking:

- When locating the access driveway to a new development, consideration should be given to maximising the on-street metered parking availability. Council may request the driveway be moved to satisfy this requirement. Australian Standard AS2890.5 should be used as a guide.
- The developer will be required to pay for any parking meter and/or parking or street signs that must be moved, removed or installed in association with the development.
- Council will require a minimum of four weeks notice prior to moving, removing or installing any parking meters.
- Council will generally not change on-street metered parking restrictions for the sole benefit of a new development.
- Any request for a change in the on-street metered parking will need to be considered by the North Sydney Traffic Committee. A minimum six weeks notice is required to refer items to the Traffic Committee.
- A plan, with dimensions, must be provided which details any proposed changes to the on-street parking (including the location of the driveway). This plan must show the existing parking restrictions and the proposed parking restrictions.

2.2.5. Vehicular Access

The Traffic Management Plan should give consideration to the following in relation to vehicular access and driveways:

- Vehicular access should comply with Australian Standard AS2890.1.
- Specific information on the engineering design of the vehicular access can be found in Section 14.4
- Vehicles will generally be required to enter and exit the site in a forwards direction (single residential dwellings may be exempted).
- Where a site has a frontage to two or more roads, it is generally preferred to provide vehicular access from the road that will have less of an impact on nearby residents.
- Provide all vehicle access from laneways, where these are available.
- Vehicular access should minimise disruption to the streetscape and pedestrian safety.
- Limit vehicular access points to a maximum of one per building.
- Where possible, share or amalgamate vehicle access points with an adjoining building.
- Site distance at access driveway exits; including entering sight distance and sight distance to pedestrians should comply with Australian Standard AS2890.1.
- Vehicular access for service vehicles, including garbage trucks, should comply with Australian Standards AS2890.1 and AS2890.2.

- Consideration should be given to access for emergency vehicles, taxis, coaches, mini-buses or other special vehicles, where required.

2.2.6. Public & Active Transport

The Traffic Management Plan should give consideration to the following in relation to public and active transport:

- Access to public transport should be maximised.
- Access to active transport (walking and cycling) should be maximised.
- With retail and commercial developments, direct pedestrian routes to bus stops and/or railway stations must be taken into account in the design.

2.2.7. Street Lighting

The Traffic Management Plan should give consideration to the following in relation to street lighting:

- Where a proposed development is likely to increase vehicular and/or pedestrian activity in an adjacent street to the site, the developer will be required to upgrade street lighting to meet Australian Standard AS1158 (if it doesn't already meet the Standard).

2.3. Construction Management Plan

Council will generally require a Construction Management Plan for referral to the North Sydney Traffic Committee, as a deferred commencement condition, for the following types of developments:

- All Traffic Generating Developments, as defined by State Environment Planning Policy No 11 (SEPP11)
- Commercial and Mixed Use Developments
- Significant Residential Developments

Listed below is the type of information required in a Construction Management Plan. **It should be noted that this is not an exhaustive list of information that is required to assess the construction methods and their impacts. Council may request additional information in order to adequately assess the proposed construction methods.** The level of detail necessary in the Construction Management Plan is dependent on the size of the proposed development.

A minimum six weeks notice is required to refer items to the Traffic Committee.

A Construction Management Plan should generally give consideration to the following (traffic) issues:

- The proposed method of access to and egress from the site for construction vehicles
 - Access for construction vehicles to a site from a State Road will require approval from the RTA Transport Management Centre (Phone: 02 8396 1400).
 - Any disruption to traffic flows on a State Road must occur outside peak hours (ie. 10.00am – 3.00pm) and the RTA are to be notified prior to the time of disruption.
 - Where a site has a frontage to two or more roads, it is generally preferred to provide construction access from the road that will have less of an impact on nearby residents.
 - Generally heavy construction vehicles may only enter and leave the construction site in a forwards direction.
 - At no time shall any road be blocked by any vehicle or works associated with the construction of the proposed development. Through traffic is to be maintained at all times.
 - Access to all neighbouring properties is to be maintained at all times. The driveway access to all neighbouring properties is to be maintained at all times.

- Proposed method of traffic control
 - Generally, a qualified traffic controller will be required to direct entering and exiting vehicles from the site, whilst ensuring no pedestrians or vehicles enter the zone of heavy vehicle movement.
- Proposed method of pedestrian management
 - Pedestrian access and the diversion of pedestrians shall be carried out in accordance with Australian Standard 1742.3 and 1742.10. If pedestrians are diverted, pram ramps must be provided in accordance with Australian Standard 1428.1
- Access routes through the Council area
 - Council may impose restrictions on which roads may be used to access the site. As far as possible, developers must avoid local residential roads, and remain, in order of preference on State, Regional and Collector roads.
- The proposed method of loading and unloading materials and equipment
 - The road is not to be used as a waiting area for trucks delivering to or awaiting pick up of materials etc. from the proposed development. Construction vehicles are not to queue in any road.
 - Materials are to be stored on-site. At no time, are materials to be stored on any other road or any Council property.
- The location of any cranes
 - Mobile cranes and concrete pumps shall be located wholly on-site
- Proposed location of any Work Zones (approval of the construction management plan does not imply that the proposed Work Zone will be approved, that is still subject to Traffic Committee approval, see Section 4.1 below)
- Proposed temporary full or partial road closures
- For larger developments, Council may request that the developers provide nearby residents/occupiers with updates on construction progress, particularly in relation to construction vehicle movements, and be provided with a phone number to contact the site manager.

Please note: Council may require that other (non-traffic) information be provided with the Construction Management Plan, including:

- The proposed method of demolition and construction
- The proposed areas within the site to be used for the storage of demolition materials, construction materials and waste containers
- The proposed method/device to remove loose material from all vehicles and/or machinery
- *The proposed method of support to any adjoining properties*
- Proposed protection for Council and adjoining properties.
- Arrangements to keep neighbours informed of the proposed works

2.4. Other Issues

2.4.1. Work Zones

- Generally, a developer must submit a Work Zone application a minimum of six weeks in advance, for referral to the North Sydney Traffic Committee.
- The Work Zone application should include a diagram outlining the existing parking restrictions and the proposed parking restrictions (including the lengths, shown in metres) and the length of time for which the Work Zone is required.
- The developer must pay the appropriate Works Zone fees, as advertised in Council's fees and charges, before Council will install the Works Zone
- Any request for a Works Zone on a State Road must first receive approval from the RTA's Traffic Management Centre (Phone: 02 8396 1400). It is likely that any Works Zone approved for a State Road would be subject to clearway times, that is 6am-10am and 3pm-7pm Monday – Friday.

- Any approved Works Zone is to be used only to pick up and drop off materials and equipment. Construction vehicles are not to wait or park in the Works Zone.
- Repeated failure to comply with any of the Works Zone conditions will generally result in the removal of the Works Zone, under notice.
- If any of Council's parking signs adjacent to the site are removed or damaged, Council is to be notified immediately and the developer is to pay for the replacement cost.

2.4.2. Partial Road Closure (Temporary)

- A partial road closure is where some of the road carriageway will be blocked, however through access will be maintained for all vehicles.
- In the case of a partial road closure, the applicant must submit:
 - A Traffic Management Plan prepared in accordance with Australian Standard AS1742.3.
 - An **Application for Stand Plant**, available from Council's Customer Service Centre.
 - A copy of the applicant's current public liability insurance
 - A Road Occupancy Licence from the Roads and Traffic Authority if the works will occur within 100 metres of traffic signals or on any State or Regional Roads (RTA Traffic Management Centre 02 8396 1400).
 - An Out of Hours Work Application, available from Council's Customer Service Centre, if the proposed works will occur outside of normal North Sydney Council construction hours (7.00am - 5.00pm Monday - Friday and 8.00am - 1.00pm Saturday)
- An Urgency Fee will apply where less than 48 hours notice is given.

2.4.3. Full Road Closure (Temporary)

- A full road closure is where access will be blocked for through vehicles. Please note that appropriate arrangements be made with any tenants/residents that require vehicular access during the closure. The tenants and residents of properties with vehicular or pedestrian access from the closed off area are to be advised in writing at least 7 days prior to the road closure. Similarly, notices are to be placed in the street for a minimum period of 7 days prior to the closure advising all parties of the intended closure.
- In the case of a full road closure, the applicant must submit:
 - All the items listed above for a partial road closure.
 - A copy of the NSW Police approval (Harbourside Police 02 9956 3199)
- If the full road closure is for 48 hours or less, the applicant must submit the items listed above a **minimum 14 days** in advance.
- If the full road closure is for greater than two days, the applicant must submit the items listed above a **minimum six weeks** in advance, for referral to the North Sydney Traffic Committee.
- If the road closure is approved, the following conditions must be complied with:
 - That substantial barricades be erected at the entrance of to the street with "Road Closed" signs suspended from the barricade
 - That the closure complies with the direction of the Police Department in matters relating to pedestrian control
 - That the Fire Brigade and Ambulance services be advised of the closure and suitable arrangements are made to facilitate access for emergency services, if required
 - That the barricades be manned for the duration of the road closure to facilitate necessary access
 - That the applicant provide all signage and barricades necessary for the implementation of the street closure and comply with Australian Standard AS1742.3 for Traffic Control.

2.5. Car Share

Favourable consideration will be given to developers who incorporate Car Share vehicles within new developments, in an exchange for a reduction in the number of on-site parking spaces that have to be provided.

3. Information to be Supplied

Council will generally require a Traffic Management Plan for referral to the North Sydney Local Development (Traffic) Advisory Committee for the following types of developments:

- All Traffic Generating Developments, as defined by SEPP11 Schedule 2. See Attachment B for Schedule 2 developments.

A minimum six weeks notice is required to refer items to the Traffic Committee.

Council will generally require a Traffic Management Plan for consideration by Council Officers for the following types of new developments:

- Supermarkets
- Shopping Centres
- Childcare Centres
- Health and Community Services (Medical Centres, Hospitals)
- Cinemas
- Casual Accommodation (Hotels, Motels)
- Education Facilities
- Entertainment/Recreation/Tourist Facilities
- Industrial Developments
- Public Carparks
- Places of Assembly or Places of Public Worship
- Premises Licensed under the Liquor Act or the Registered Club Act
- Drive-in Take-away Food Outlets
- Service Stations

Generally if there is a significant expansion or modification to an existing development type, as outlined in the list above, then a Traffic Management Plan will be required for consideration by Council Officers. Seek Council Officer advice for further information.

Listed above in section 14.7.2 is the type of information required in a Traffic Management Plan. **It should be noted that this is not an exhaustive list of information that is required to assess traffic impacts. Council may request additional information in order to adequately assess the potential traffic impacts of a proposed development.** The level of detail necessary in the Traffic Management Plan is dependent on the size of the proposed development. Generally a SEPP11 Schedule 2 development will require all of the information listed in section 14.7.2. Other developments will require most of the information. Seek Council Officer advice for further advice as to the level of detail required.

Council will generally require a Construction Management Plan for referral to the North Sydney Traffic Committee, as a deferred commencement condition, for the following types of developments:

- All Traffic Generating Developments, as defined by State Environment Planning Policy No 11 (SEPP11)
- Commercial and Mixed Use Developments
- Significant Residential Developments

A minimum six weeks notice is required to refer items to the Traffic Committee.

Listed above in Section 14.7.2 is the type of information required in a Construction Management Plan. **It should be noted that this is not an exhaustive list of information that is required to assess the construction methods and their impacts. Council may request additional information in order to adequately assess the proposed construction methods.** The level of detail necessary in the Construction Management Plan is dependent on the size of the proposed development.

Appendix 1A – SEPP11 Schedule 1 Developments

Reference: http://www.austlii.edu.au/au/legis/nsw/consol_reg/seppn11gd673/sch1.html

Schedule 1

(Clause 7 (3))

Development for the purpose of or being:

- (a) the erection of, or conversion of a building into, a residential flat building comprising 300 or more dwellings or the enlargement or extension of a residential flat building by the addition of 300 or more dwellings,
- (b) the erection of a building for the purposes of shops where the gross floor area of the building is or exceeds 2 000 square metres or the enlargement or extension of a building used for the purposes of shops where the gross floor area of that enlargement or extension is or exceeds 2 000 square metres,
- (c) the erection of a building for the purposes of shops and commercial premises where the gross floor area of the building is or exceeds 4 000 square metres or the enlargement or extension of a building used for the purposes of shops and commercial premises where the gross floor area of that enlargement or extension is or exceeds 4 000 square metres,
- (d) the erection of a building for the purposes of commercial premises where the gross floor area of the building is or exceeds 10 000 square metres or the enlargement or extension of a building used for the purposes of commercial premises where the gross floor area of that enlargement or extension is or exceeds 10 000 square metres,
- (e) the erection of a building for the purposes of commercial premises and industry where the gross floor area of the building is or exceeds 15 000 square metres or the enlargement or extension of a building used for the purposes of commercial premises and industry where the gross floor area of that enlargement or extension is or exceeds 15 000 square metres,
- (f) the erection of a building for the purposes of industry where the gross floor area of the building is or exceeds 20 000 square metres or the enlargement or extension of a building used for the purposes of industry where the gross floor area of that enlargement or extension is or exceeds 20 000 square metres,
- (g) subdivision of land into 200 or more allotments where the subdivision includes the opening of a public road,
- (h) drive-in theatres or the enlargement or extension of existing drive-in theatres so as to enable the accommodation of more than 200 motor vehicles,
- (i) educational establishments accommodating 50 or more students or the enlargement or extension of existing educational establishments to accommodate an additional 50 or more students,
- (j) transport terminals, bulk stores, container depots or liquid fuel depots or the enlargement or extension of any existing transport terminal, bulk store, container depot or liquid fuel depot by increasing by more than 8 000 square metres the area of land or the gross floor area of buildings used for that purpose,

(k) junk yards or depots or regional depots, within the meaning of the *Waste Disposal Act 1970*

,

(l) heliports, airports or aerodromes,

(m) extractive industry or mining,

(n) areas used exclusively for parking or any other development having ancillary accommodation for 200 or more motor vehicles, or the enlargement or extension of a parking area where the enlargement or extension accommodates 200 or more motor vehicles.

Appendix 1B – SEPP11 Schedule 2 Developments

Reference: http://www.austlii.edu.au/au/legis/nsw/consol_reg/seppn11gd673/sch2.html

Schedule 2

(Clause 7 (4))

Development for the purposes of or being:

- (a) the erection of, or the conversion of a building into, a residential flat building comprising 75 or more dwellings or the enlargement or extension of a residential flat building by the addition of 75 or more dwellings,
- (b) the erection of a building for the purposes of shops where the gross floor area of the building is or exceeds 500 square metres or the enlargement or extension of a building used for the purposes of shops where the gross floor area of that enlargement or extension is or exceeds 500 square metres,
- (c) the erection of a building for the purposes of shops and commercial premises where the gross floor area of the building is or exceeds 1 000 square metres or the enlargement or extension of a building used for the purposes of shops and commercial premises where the gross floor area of that enlargement or extension is or exceeds 1 000 square metres,
- (d) the erection of a building for the purposes of commercial premises where the gross floor area of the building is or exceeds 2 500 square metres or the enlargement or extension of a building used for the purposes of commercial premises where the gross floor area of that enlargement or extension is or exceeds 2 500 square metres,
- (e) the erection of a building for the purposes of commercial premises and industry where the gross floor area of the building is or exceeds 4 000 square metres or the enlargement or extension of a building used for the purposes of commercial premises and industry where the gross floor area of that enlargement or extension is or exceeds 4 000 square metres,
- (f) the erection of a building for the purposes of industry where the gross floor area of the building is or exceeds 5 000 square metres, or the enlargement or extension of a building used for the purposes of industry where the gross floor area of that enlargement or extension is or exceeds 5 000 square metres,
- (g) subdivision of land into 50 or more allotments,
- (h) tourist facilities, recreation facilities, showgrounds or sportsgrounds, in each case having accommodation for 50 or more motor vehicles or the enlargement or extension of any existing tourist facilities, recreation facilities, showgrounds or sportsgrounds where that enlargement or extension includes accommodation for 50 or more motor vehicles,
- (i) premises licensed under the *Liquor Act 1982* , or the *Registered Clubs Act 1976* , in each case having accommodation for 50 or more motor vehicles or the enlargement or extension of any such premises where the enlargement or extension includes accommodation for 50 or more vehicles,
- (j) places of assembly or places of public worship, in each case having accommodation for 50 or more motor vehicles, or the enlargement or extension of any existing places of assembly or places of public worship where that enlargement or extension includes accommodation for 50

or more motor vehicles,

(k) the erection of a building for the purposes of refreshment rooms where the gross floor area of that building is or exceeds 300 square metres or the enlargement or extension of a building used for the purposes of refreshment rooms where the gross floor area of that enlargement or extension is or exceeds 300 square metres,

(l) drive-in take-away food outlets,

(m) service stations (including service stations which have retail outlets),

(n) motor showrooms having accommodation for 50 or more motor vehicles, the enlargement or extension of any existing motor showrooms where that enlargement or extension includes accommodation for 50 or more motor vehicles,

(o) the erection of a building for the purposes of a hospital with accommodation for 100 or more beds or the enlargement or extension of a building for the purposes of a hospital where that enlargement or extension provides accommodation for 100 or more beds,

(p) roadside stalls,

(q) areas used exclusively for parking or any other development, in each case having ancillary accommodation for 50 or more motor vehicles, or the enlargement or extension of a parking area where the enlargement or extension accommodates 50 or more motor vehicles.