

# Driveway Crossover & Footpath Application Form

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Facsimile 8332 6338  
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City of  
Norwood  
Payneham  
& St Peters

## APPLICANT DETAILS

### Location of Proposed Works

Name:

Address:

Phone:

Mobile:

Email:

Works to be Carried out by:

Proposed date of Works:

Applicants must read the entire form and complete Parts A, B, C & E.  
Information Sheets are available from the Council's website [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au)

**Enquiries: Field Support Officer, City Services. Phone: 8360 9003 or  
Email: [townhall@npsp.sa.gov.au](mailto:townhall@npsp.sa.gov.au)**

Property owners are responsible for constructing and maintaining all vehicular crossings from a public road to their property. Property owners/developers are also responsible for the rectification of any damage caused by them to a public road or footpath during construction works on private property.

## A. TYPE OF WORKS PROPOSED

**Proposed type of work (please tick all that apply):**

- Construct new driveway crossover and/or kerb invert
- Reconstruct existing driveway crossover and/or kerb invert
- Widen/alter an existing driveway crossover and/or kerb invert
- Resurface existing driveway crossover
- Close existing driveway crossover and kerb invert
- Repair or reconstruct footpath (e.g. damaged during building works)
- Other \_\_\_\_\_

**Proposed type of paving material (for crossovers or footpath repairs):**

- Pavers** (must match existing footpath type - see specification for approved types)
- Concrete** (only permitted with council approval)

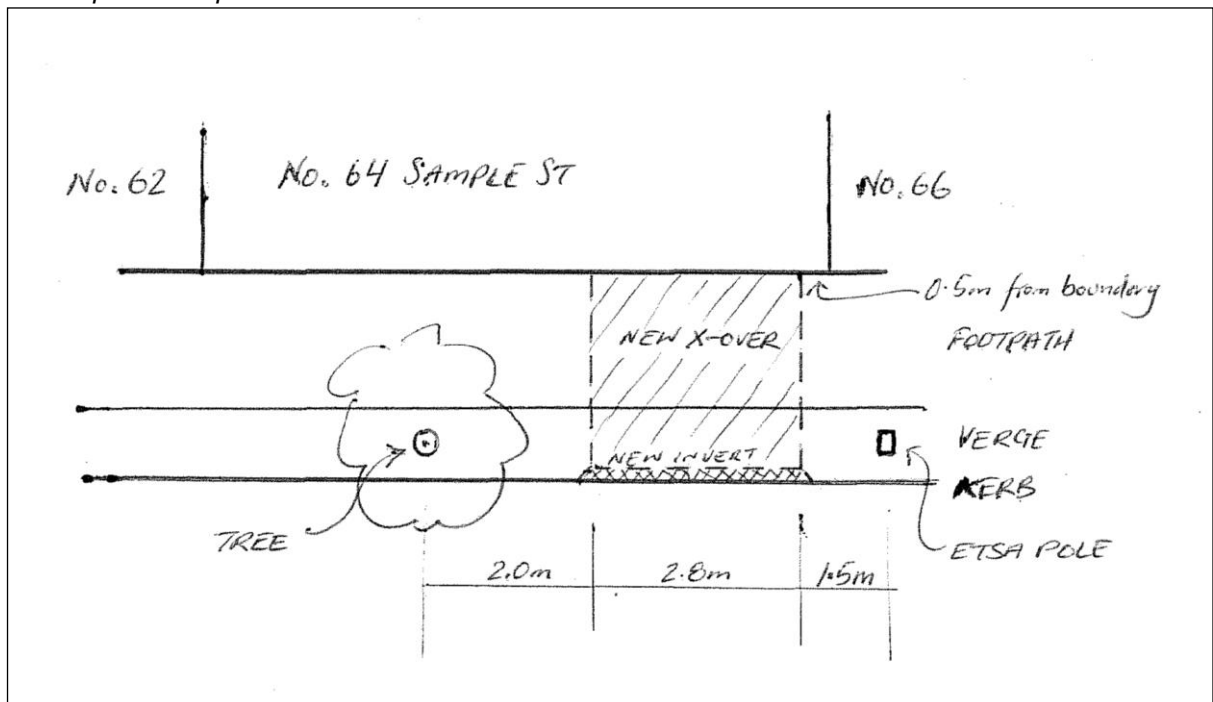
**Note: If existing footpath/crossover is hot mix asphalt, it must be replaced by council approved pavers.**

**B. PLAN OF PROPOSED WORKS**

Please provide a sketch indicating the extent and location of the proposed works. Include dimensions, where applicable, and measurements showing the distance of works from key features such as the property boundary, street trees, driveways, etc. (If the space provided is insufficient, please attach a separate sketch.)



Sketch plan example



## C. CONDITIONS APPLICABLE TO WORKS

If approved, the following conditions will be applicable to the works. These conditions are made *pursuant to Section 224 of the Local Government Act 1999*.

### CONDITIONS:

1. The applicant is responsible for all works associated with the proposal, including the cost of altering any infrastructure required to enable the works to proceed. The Council will **not** contribute to the cost of the works.
2. Property owners are responsible for maintaining driveway crossovers and inverts. The Council will **not** undertake, or contribute to the cost of, on-going maintenance of the driveway crossover or invert.
3. Driveway crossover and invert works must comply with the Council's current Specification and Drawings relevant to the work.
4. The Council will require the applicant to make good, at the applicant's cost, any work completed which does not comply with the Council's Specification, Drawings or any other terms and conditions of the approval.
5. At any time, the Council may require part or all of the crossing place to be altered or removed for any reason. If such works are required in order to satisfy the conditions of this approval, the responsibility for the works (including costs) will rest with the applicant.
6. This Authorisation does not confer on the Applicant any exclusive right, entitlement or interest in the Council Land and does not derogate from the Council's powers arising under the *Local Government Act 1999*.
7. The applicant shall indemnify the Council, its servants and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to the proposed works.
8. For the purposes of *Section 221(6) of the Local Government Act 1999*, approval of this application constitutes authorisation for the act of undertaking the approved works.
9. If the installation or alteration of a driveway crossover renders another crossover to the same property redundant, the applicant shall remove the redundant crossover and kerb invert and reinstate to match adjacent footpath and kerbing.
10. Any other conditions listed on this application and approval form must be adhered to.
11. Authorised works must be carried out within 12 months of the date of approval, otherwise the authorisation will lapse.

**NOTE:** Applicants are advised to undertake a thorough investigation to ascertain the location of existing underground utility services (eg: telecommunications, water, sewerage, gas and electricity) prior to undertaking any excavation.

### **Redundant Driveway Crossovers and Kerb Inverts**

**Please note Condition 9 which requires you to remove any driveway crossovers or kerb inverts which become redundant as a result of the installation of a new crossover. You must reinstate the removed crossover and invert to match the adjacent footpath, verge and kerbing.**

#### D. APPLICANT DECLARATION

On making this application, I have read the conditions contained in this application form. I agree to accept and to abide by the conditions and have the works undertaken in accordance with them. I acknowledge the fact that I am responsible for all works and on-going maintenance associated with the proposal.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please submit the completed form by post, fax or email\* to:

City of Norwood Payneham & St Peters  
Attention: Field Support Officer, City Services  
PO Box 204 KENT TOWN SA 5071  
Fax: 8332 6338  
Email: townhall@npsp.sa.gov.au

\*Emailed submissions must be scanned, so as to show an image of the applicant's signature.

#### E. DETERMINATION OF APPLICATION

A copy of this form will be returned to you with the outcome of the application indicated below. If any additional conditions are imposed, you will be required to comply with these should you choose to proceed with the works.

<p><b>Application determination</b> (office use only)</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Not approved - reason: _____</p> <p><input type="checkbox"/> Additional conditions attached</p> <p><b>Signature of delegated officer:</b> _____ <b>Date:</b> _____</p> <p><input type="checkbox"/> Return copy to applicant</p> <p><input type="checkbox"/> Place original on subject and property file</p> <p><input type="checkbox"/> Add to Register for approved works</p>
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#### F. UNDERTAKING THE WORKS

The Council's Field Support Officer, City Services may inspect the site prior to, during and after the completion of works to ensure compliance with the conditions of approval. Please advise the Council's Field Support Officer, City Services prior to commencing works if the date of works will vary from that indicated on the Application Form, or if you choose not to proceed with your proposal.

Applicants are advised to undertake a thorough investigation to ascertain the location of existing underground utility services (eg: telecommunications, water, sewerage, gas and electricity) prior to undertaking any excavation.

#### G. OCCUPATION OF FOOTPATHS

If you need to close and exclusively occupy a public footpath in order to undertake works, you or your contractor needs to obtain an Authorisation to Alter a Road Permit from the Council's Regulatory Services Section or the Council's website. [www.npsp.sa.gov.au](http://www.npsp.sa.gov.au). Fees may apply for an Authorisation to Alter a Road Permit and these vary depending on the length of time for which you need to occupy the footpath and the size of the area which is being excluded from public use. Further information can be obtained by called Regulatory Services on 8366 4525.

**Driveway Crossover, Invert & Footpath Works  
Specifications**

**“IMPORTANT”**

**PLEASE READ**

**TO BE RETAINED BY APPLICANT**

ALL WORK SHALL BE CARRIED OUT IN ACCORDANCE WITH THE SPECIFICATION AND STANDARD DRAWINGS. WHERE ANY DOUBT EXISTS, THE COUNCIL'S URBAN SERVICES DEPARTMENT SHALL BE CONTACTED.

THE WORK WILL BE INSPECTED ON COMPLETION AND ANY UNSATISFACTORY WORK SHALL BE REMOVED AND REPLACED AT THE OWNER'S EXPENSE.

**FAILURE TO COMPLY WITH ANY OF THESE CONDITIONS  
MAY RENDER THE APPLICANT LIABLE FOR ADDITIONAL COSTS.**

## **1. PROVISIONS RELATING TO WORKS**

### **1.1 Notice of Commencement of Work**

The owner shall give the Urban Services Department at least seven (7) days' notice of intention to commence work. Works must be completed within three (3) months of commencement.

### **1.2 Location**

Driveway crossovers and inverts will not be permitted on a corner radius at an intersection or junction and may not be permitted at a location where it will interfere with street trees or existing drainage infrastructure.

Where a new invert is superseding an existing invert which is no longer required, the applicant must close off the disused invert by its total removal between the construction joints on either side of the invert and recast a new kerb and gutter to the Council's specification.

The Council has a policy on the provision of second driveways. Applications for second driveways should be discussed with the Urban Services Department as early as possible.

### **1.3 Finished Levels**

Finished surface levels for crossovers shall match the existing footpath levels at each end of the works. The applicant must ensure that surface levels on the property match in with the existing footpath level at the entrance point. Steps or steep inclines will not be permitted to be constructed on the footpath to match the driveway level of the property.

Concrete inverts shall be constructed so as to ensure the free flow of water along the gutter.

Where a concrete footpath is in existence in the position where the new crossover is to be constructed, the concrete footpath must be cut with an abrasive saw at the nearest construction joints that are wider than the proposed crossover and removed between those cuts and reconstructed in accordance with the attached details and specification.

The invert is to be constructed by removal of existing kerb AND gutter and constructed to details as shown in the attached drawing. (Diagram 1)

### **1.4 Trees**

Applicants are advised that approval to construct a driveway crossover may not be granted where the construction of a driveway crossover will require the removal of a street tree or disturbance of street tree roots. Applicants should discuss any works that may interfere with street trees with the Council's Urban Services Department as early as possible.

Should approval to remove a street tree be granted, the applicant will be required to meet the cost of the removal of the tree and its replacement.

### **1.5 Bluestone Kerbing**

Where bluestone kerbing is removed as part of the works, surplus bluestone pieces shall be carefully transported to the Council Depot at 30 Davis Road, Glynde. Depot attendants must be contacted on 8360 9001 prior to delivery of bluestone pieces.

### **1.6 Public Safety**

Public Safety, traffic management and pedestrian management is the responsibility of the property owner during the construction period. An Authorisation to Alter a Road Permit, issued by the Council, may be required where applicants are intending to close a portion of the footpath.

Persons carrying out the work shall have public liability insurance.  
Where the works are undertaken by the Council, the Council will provide appropriate signage and pedestrian and traffic management.

### **1.7 Existing Services**

The applicant is responsible for the location of all underground and overhead services which may be affected by the works, and any costs associated with relocation of affected services. Services that should be considered include, but are not limited to: water, gas, electricity and telecommunications.

### **1.8 Damages**

Any damage to existing services or public or private property as a result of the applicant's or contractor's activity, shall be the responsibility of the applicant, who shall arrange for such damage to be made good and meet all costs arising.

### **1.9 Cleaning Up**

At all times, the job must be kept clean and tidy and free from all surplus materials, spoil and debris of all kinds. All surplus earth, clay and excavated material from the job shall be removed from the site and disposed of by the applicant or contractor.

## **2. SUBGRADE**

The subgrade shall be free from organic matter or other deleterious material and shall be compacted to 95% of the density obtained by Test E2.1 of AS1289.

The subgrade shall be thoroughly compacted to prevent subsidence and consequent cracking.

## **3. BASECOURSE AND SUB BASE**

Basecourse shall be thoroughly compacted (95% of Test E2.1 of AS1289 to a thickness as specified in Table A). The materials used shall comply with Department of Planning, Transport and Infrastructure Specification 20 mm crushed rock PM1/20 QG basecourse, 20 mm quarry rubble PM2/20 QG sub base course.

## **4. CONCRETE**

Ready mixed concrete conforming to the standards outlined shall be used.

Concrete to be a nominal 4:2:1 mix with minimum 28 day strength of 25 MPa.

- 80 mm maximum slump using ordinary Portland cement, maximum aggregate size 20 mm.
- Concrete slabs shall be reinforced with steel fabric (as specified in Table A or B) and placed with 25 mm clear cover except where shown otherwise.
- The surface should be finished with a textured non-slip surface (ie: broom finished) and a steel edging should be used on joints and edges.
- Concrete slabs shall be protected during the first seven days of curing.

**TABLE A CONCRETE CROSSOVER**

LAND USE	BEDDING	SLAB THICKNESS	REINFORCEMENT	CONCRETE STRENGTHS
Residential (only permitted where footpath is concrete)	75 mm	100 mm	F62	25 MPa @ 28 Days
Commercial (Inc Car Parks)	75 mm	100 mm	F62	25 MPa @ 28 Days
Industrial	150 mm	150 mm	F62 Top & Bottom	25 MPa @ 28 Days

**TABLE B CONCRETE INVERTS**

LAND USE	SUB BASE	DEPTH D	REINFORCEMENT	CONCRETE STRENGTHS
Residential	75 mm	100 mm	F62 Central	25 MPa @ 28 Days
Commercial (Inc Carparks)	150 mm	140 mm	F 62 Central	25 MPa @ 28 Days
Industrial	150 mm	150 mm	F62	25 MPa @ 28 Days

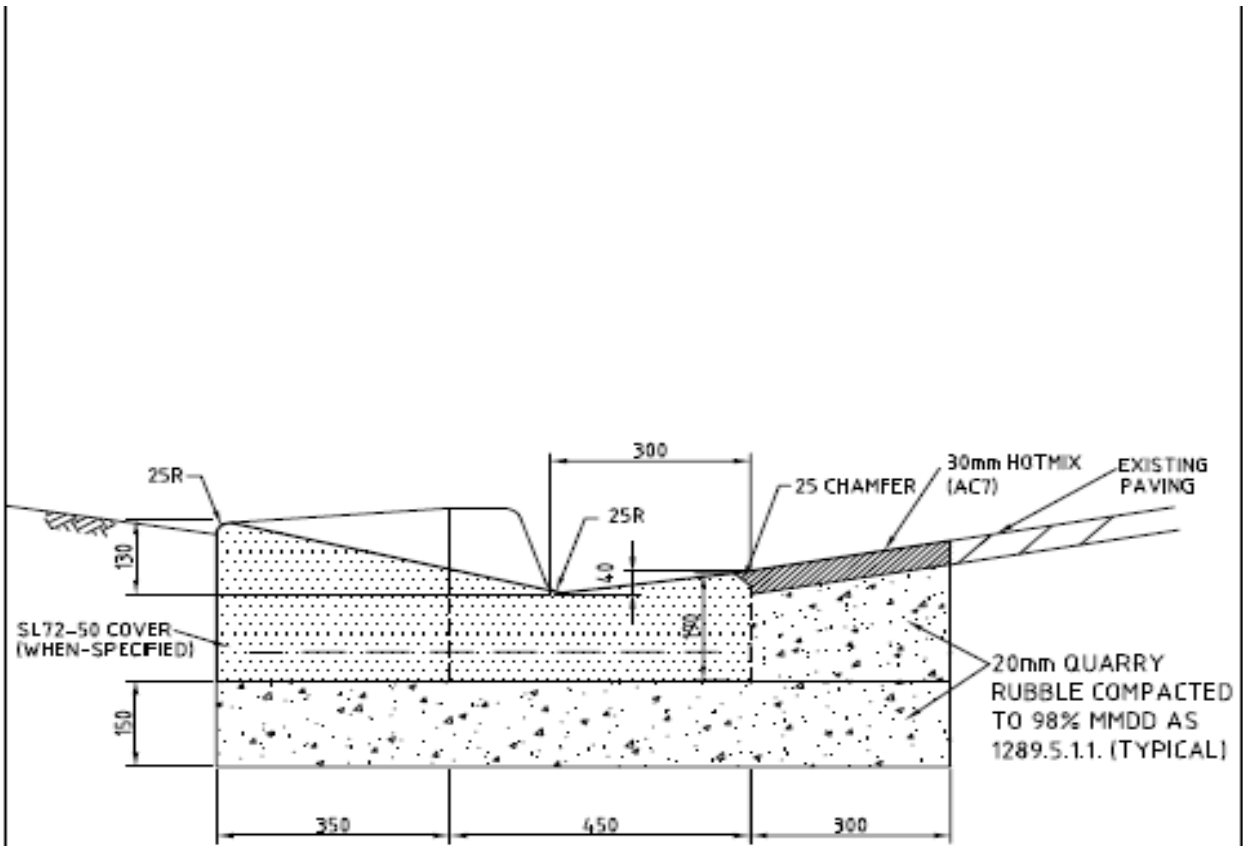
**NOTE:** Inverts located in bluestone kerbing are to be constructed with a black oxide colouring of 10 kg / m<sup>3</sup>.

**TABLE C CONCRETE BLOCK PAVERS - CROSSOVER**

LAND USE	BEDDING	PAVING	COLOUR
Residential (Footpath / Driveway)	20 mm Sand Bedding	Rectangular 220 x 110 x 60	Red Black Boral Clinkers or equiv.
Commercial Footpath	20 mm Sand Bedding	Rectangular 220 x 110 x 60	Red Black Boral Clinkers or equiv.
Commercial Driveway (not suitable for heavy traffic)	100 mm Rubble Base 20 mm Sand	Rectangular 220 x 110 x 80	Red Black Boral Clinkers or equiv.




DIAGRAM 1 ENTRANCE WAY DETAILS (INVERT)



**NOTES**  
 REFER SPECIFICATIONS FOR MATERIALS,  
 SUPPLY AND PLACEMENT REQUIREMENTS.

**ENTRANCEWAY DETAILS**

SCALE 1:10

 <b>City of                  Norwood                  Payneham                  &amp; St. Peters</b>	Project <b>STANDARD DETAIL</b> Drawing Title <b>ENTRANCEWAY DETAIL</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Drawn</td> <td>Checked</td> <td>Scale</td> <td>Sheet Size</td> </tr> <tr> <td>Approved</td> <td>Project No.</td> <td>1:10</td> <td>A4</td> </tr> <tr> <td colspan="2">Drawing No.</td> <td>SD 04</td> <td>Rev.</td> </tr> </table>	Drawn	Checked	Scale	Sheet Size	Approved	Project No.	1:10	A4	Drawing No.		SD 04	Rev.
Drawn	Checked	Scale	Sheet Size											
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			20 10 0 10 20 30 40 50m											

**Examples of compliant crossovers**

