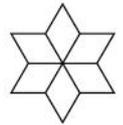


Application for Driveway Crossover, Invert & Footpath Works Application Form

175 The Parade, Norwood SA 5067
PO BOX 204, Kent Town SA 5071

Telephone 8366 4555
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au
Socials  /cityofnpsp  @cityofnpsp

ABN 11 390 194 824



City of
Norwood
Payneham
& St Peters

Sections 221 and 222 Local Government Act 1999

APPLICANT DETAILS

Location of Proposed Works

Name:

Address:

Phone:

Mobile:

Email:

Works To Be Carried Out By:

Proposed Date Of Works:

Purpose of Form

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

Enquiries: Public Realm Compliance Officer

Email: 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.

Part 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)
- Install Services (tick the relevant services e.g. storm water & electrical)
- Storm water
- Electrical
- Other (please specify) _____

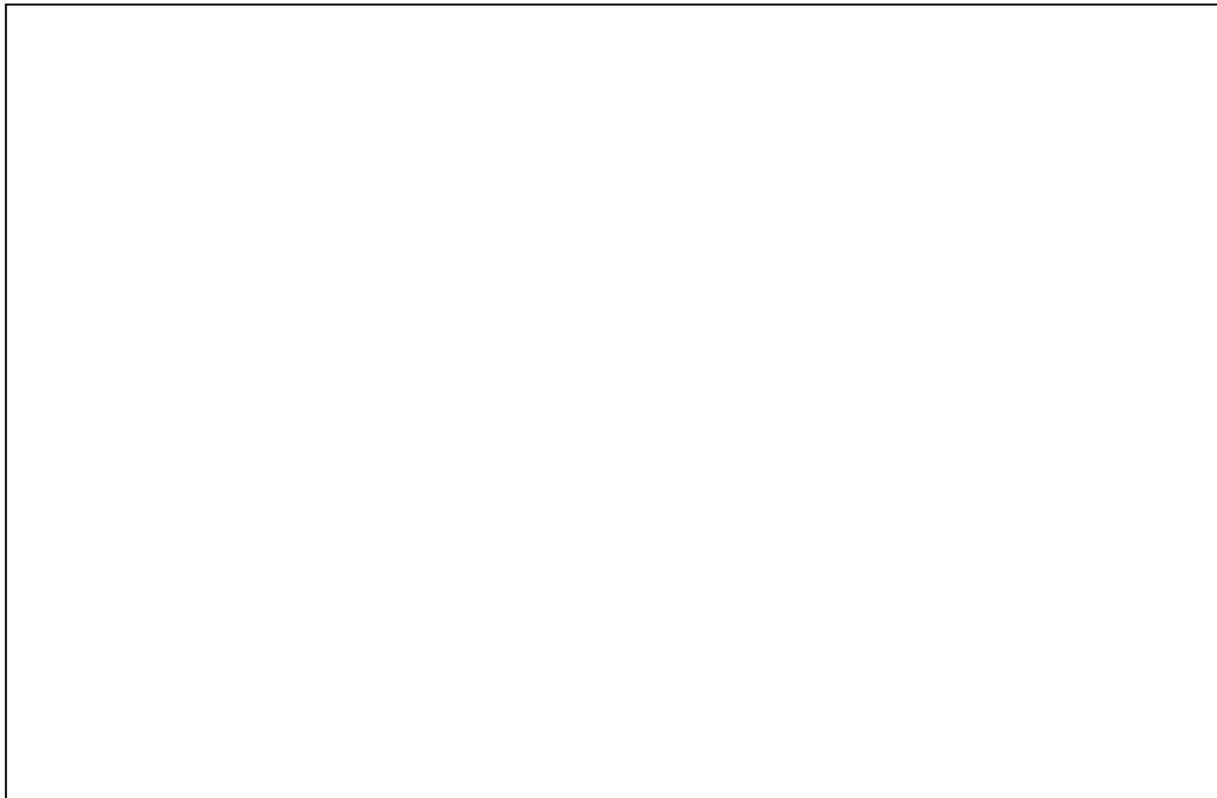
Proposed type of paving material (for crossovers or footpath repairs):

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

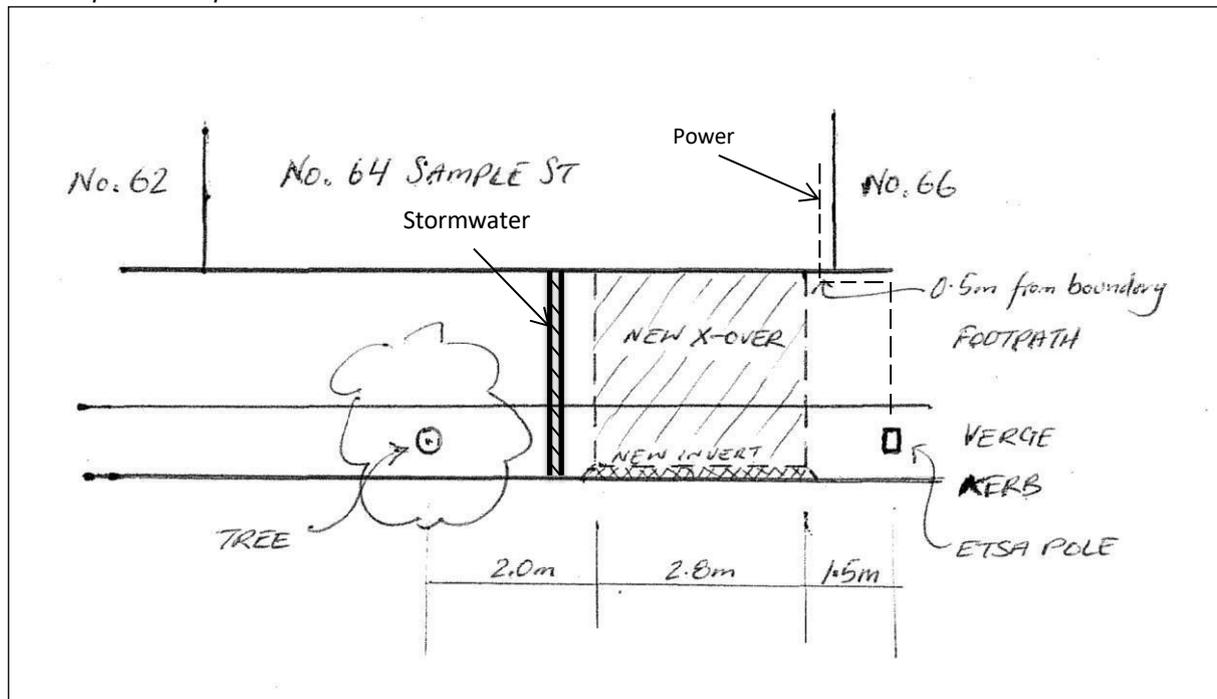
Note: If existing footpath/crossover is hot mix asphalt, it must be replaced by council approved pavers.

Part B - PLAN OF PROPOSED WORKS

Please provide a sketch indicating the extent and location of **all** 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



Part C - Closure of Footpath

For most standard driveway crossovers in local residential streets, footpaths should be closed during the construction of the crossover by using orange safety mesh bunting and signage advising "footpath closed." For locations where greater complexities or safety risk exist; a Traffic Management Plan and/or Work Site Management Plan may be required.

Please specify the measures which will be taken to close the footpath and alert pedestrians during the works:

Part D - 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.

General 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. 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.
3. This Authorisation does not confer on the Applicant any exclusive right, entitlement or interest in the public road, except to the extent required for the purposes of closure of the footpath in accordance with this Authorisation and does not derogate from the Council's powers arising under the *Local Government Act 1999*.
4. 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.
5. The Authorisation Holder must:
 - 5.1 maintain at all times during the Term a **public risk insurance** policy in the amount of TWENTY MILLION DOLLARS (\$20,000,000.00) per claim or such other amount as the Council may reasonably require from time to time and such policy must:
 - be with an insurer and on terms approved by the Council;
 - be in the name of the Applicant and note the interest of the Council;
 - have no limit on the number of claims that can be made under it;
 - cover events occurring during the policy's currency regardless of which claims are made; and
 - note that despite any similar policies of the Council, the Applicant's policy will be the primary policy.
 - 5.2 maintain at all times during the Term any policy of insurance required by Legislation or required by Council in the amount reasonably required by Council;
 - 5.3 not carry out the Alteration until the Applicant has provided to the Council a copy of the public risk insurance policy specified in clauses 5.1 and 5.2; and
 - 5.4 provide the Certificate of Currency or a copy of the policy of the public risk insurance policy specified in clauses 1.1 and 1.2 immediately upon request by Council.
6. 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.
7. Any other conditions listed on this application and approval form must be adhered to.
8. Authorised works must be carried out within 12 months of the date of approval, otherwise the authorisation will lapse.

Conditions Specific to Driveway Crossovers:

1. 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.
2. Driveway crossover and invert works must comply with the Council's current Specification and Drawings relevant to the work.
3. 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.
4. **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, within 3 months of construction of the new crossover.**

Conditions Specific to Electrical:

1. Cables shall be laid in accordance with the requirements of SA Power Networks. It is the applicant's responsibility to inform him/her of any legal and technical requirements with respect to the installation of underground electrical supplies.
2. Underground cabling shall be laid at a minimum depth of 600 mm below the existing surface level.
3. Underground cabling shall be laid from the SA Power Networks pole to the property at 90 degrees to the kerb line or as otherwise shown and approved on this application and approval form.
4. Any trench created to lay cable shall be backfilled and compacted with 20mm Quarry rubble.
5. The disturbed footpath surface shall be reinstated using the same material as the existing footpath (concrete, asphalt or brick paving as applicable) in a tradesman-like manner.
6. **If it is not possible to reinstate the footpath surface at the time of installation, the compacted rubble shall be left flush with the footpath surface. The final surface reinstatement shall occur within seven (7) days of the installation of the cabling.**
7. No responsibility will be accepted by the Council for any damage to the service from any causes whatsoever.
8. Any further alterations necessary through road widening or other works shall be carried out at no cost to Council.

Conditions Specific to Stormwater:

1. The applicant is responsible for all matters associated with ensuring that the system used to discharge stormwater from private property is adequate to meet the needs of the property concerned. This includes determination of pipe size, the need for inspection pits, risers, pipe layout, etc.
2. Drains must be constructed of either sewer-grade uPVC or galvanized steel (box section). The minimum allowable size of an uPVC pipe is 80 mm.
3. Galvanised steel kerb adaptors must be used where the stormwater pipe meets the kerb. The kerb shall be saw-cut to fit the kerb adaptor and the adaptor shall be fixed in place with a concrete adhesive or grouted in if necessary.
4. Drains should be installed at right angles to the kerb where possible.
5. Trenches shall be backfilled with rubble and compacted.
6. The disturbed footpath surface shall be reinstated using the same surface material as the existing footpath (concrete, asphalt or brick paving as applicable) in a proper tradesman-like manner.
7. Where sufficient depth cannot be achieved to enable the proper reinstatement of a brick paved or concrete footpath over the stormwater pipe, a galvanized steel pipe cover ("top-hat") with a chequer plate surface shall be installed over the pipe and flush with the footpath surface.
8. **If it is not possible to reinstate the footpath surface at the time of the installation, the compacted rubble shall be left flush with the footpath surface. The final surface reinstatement shall occur within seven (7) days of the installation of the stormwater drain.**
9. Stormwater pipes from private property must only be used to carry clear stormwater. The discharge of any kind of air conditioner run-off, mains water or swimming pool water contravenes environmental and health legislation. These must be properly directed to the sewerage system.
10. No responsibility will be accepted by the Council for any damage to the stormwater drain from any causes whatsoever.
11. Any further alterations necessary through road widening or other works shall be carried out at no cost to Council.

IMPORTANT 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. Responsibility of the owner to contact Dial Before You Dig on (08) 7231 1111 or alternatively email them at: sa-nt@1100.com.au

Part E - 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 or email* to:

City of Norwood Payneham & St Peters
Attention: Public Realm Compliance Officer
PO Box 204 KENT TOWN SA 5071

Email: townhall@npsp.sa.gov.au

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

Part F - 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.

Application determination (office use only)

- Approved
- Not approved - reason: _____
- Additional conditions attached

Signature of delegated officer: _____ **Date:** _____

- Return copy to applicant
- Place original on subject and property file
- Add to Register for approved works

Part G - UNDERTAKING THE WORKS

The Council's Development Officer, Building will 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 Development Officer, Building 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.

**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.**

PROVISIONS RELATING TO WORKS

1.1 Notice of Commencement of Work

The owner shall give the Public Realm Compliance Officer at least seven (7) days' notice of intention to commence work. Works must be completed within three (2) 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 Development Officer, Building 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 in a manner that will not affect the immediate area surrounding the proposal and/or enter the Council stormwater system.

1.10 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.

1.11 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.

1.12 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 / m³.

TABLE C CONCRETE BLOCK PAVERS - CROSSOVER

LAND USE	BEDDING	PAVING	COLOUR
Residential (Footpath / Driveway)	20 mm Sand Bedding	Rectangular 220 x 110 x 60	ADBRI Masonry in Port Blend or equivalent
Commercial Footpath	20 mm Sand Bedding	Rectangular 220 x 110 x 60	ADBRI Masonry in Port Blend or equivalent
Commercial Driveway (not suitable for heavy traffic)	100 mm Rubble Base 20 mm Sand	Rectangular 220 x 110 x 80	ADBRI Masonry in Port Blend or equivalent

Examples of Compliant Driveway Crossovers and other Section 221 works



Exposed Aggregate Concrete driveway stops at boundary, brick paved crossover to match adjacent paved footpath



Plain uncoloured concrete to match adjacent footpath finish



Metal culvert with chequer plate stormwater pipe flushed to match footpath levels



Steel kerb adaptor installed to stormwater outlet