

# Request for Urban Driveway Inspection

If you are not a public authority, use this form to apply to carry out the nominated works on a road under the control of Council. If the works are on other roads, you should contact the relevant road authority. The nominated works are:

- Construct or reconstruct a driveway
- Remove a redundant driveway
- Connect stormwater to the kerb and gutter (i.e. road opening)
- Connect to a public utility such as the water supply (i.e. road opening)

## Part 1: Applicant and site details

### 1. Your name, address and contact details

All correspondence and invoices will be sent to this address.

Title: Mr  Mrs  Miss  Ms  Other

Family Name (or company)

Given names (or ABN/ACN)

Postal Address:

Suburb and State:

Email:

Contact person:

If a company

### 2. Location of property the works relate to

Unit number:                      House number:                      Street:

Suburb:

Lot(s):    DP/SP:

Other:

### 3. Owner of the property the works relate to

**Name 1:**

Address:    Postcode:

Phone:

**Name 2:**

Address:    Postcode:

Phone:

ABN/ACN (if applicable):

### 4. Preferred method of correspondence

Email

Post

### 5. Applicants declaration

- I apply for consent to carry out the activity or activities described in this application.
- I declare that all the information given is true and correct.
- I understand that if incomplete, the application may be delayed, ejected or returned.

Applicants signature:

Date:

**Part 2: Permit details**

**6. Are the works associated with a Development Application (DA) or a Complying Development Certificate (CDC)?**

Yes

Consent Number: \_\_\_\_\_

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

**Note: Applications associated with a DA should be lodged after the DA has been determined.**

No, it is needed before a CDC can be issued or,

No, it is not related to a recent approval.

**7. Describe the proposed work**  
(tick the applicable boxes)

**A. Driveway**

The application will include:

New Driveway                      How many?

Reconstruct an existing driveway

Remove the existing driveway and replace with kerb

Other

If the works involve a driveway, what is the proposed surface finish?

Plain concrete                       Exposed aggregate

Stencil patterned concrete (no-stamped concrete permitted)

Please specify type and colour: \_\_\_\_\_

**\* Please note all concrete footpaths must be in plain concrete only, unless specified by Council.**

**B. Road Opening (other than driveway)**

Nature of works being undertaken:

Connect property stormwater to the kerb and gutter

Connect to a Public Utility

Other: \_\_\_\_\_

Location of Opening:

Road                       Footpath                       Kerb & Guttering

Other: \_\_\_\_\_

Surface type:

Asphalt                       Concrete                       Earth                       Pavers

Dimensions: \_\_\_\_\_

\*Is the permanent restoration to be undertaken by:

Council (restoration fees apply - refer to Council Fees and Charges)

Applicant

**8. Who will be doing the work?**

(If the contractor is not known please put TBA)

Contractor's name: \_\_\_\_\_

Postal address: \_\_\_\_\_

|  |  |                    |
|--|--|--------------------|
| <b>9. Commencement date?</b>   | Suburb:  | Postcode:          |
|  | Phone:   |                    |
|  | Email:   |                    |
|  | Licence No:  |                    |
|  | The proposed works must be commenced within 12 months of the date of any approval issued. Please allow 4 weeks for driveway applications to be processed.<br>Proposed Commencement date:   |                    |
| <b>10. Public liability insurance details</b>  | Insurance company  |                    |
|  | Policy No:   | Amount of cover \$ |
| <b>11. Probity</b><br><small>Parties include owners, applicants, developers and companies.</small> | Do any 'parties to the application' have a pecuniary or non-pecuniary interest with:   |                    |
|  | <p>a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of Narrabri Shire Council? or,</p> <p>b) a State or Federal Member of Parliament?</p> <p><input type="checkbox"/> Yes. If yes, state the relationship and person</p> <p><input type="checkbox"/> No</p> |                    |

### Protecting your Privacy

Narrabri Shire Council is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and Councils' Privacy Management Policy.

|                                      |  |
|--------------------------------------|--|
| <b>Purpose of collection:</b>        | <ul style="list-style-type: none"> <li>To enable Council as the consent authority to assess your proposal.</li> </ul>  |
| <b>Intended recipients:</b>          | <ul style="list-style-type: none"> <li>Council Staff and any other relevant government agencies that may be required to assess the proposal.</li> </ul>  |
| <b>Supply:</b>                       | <ul style="list-style-type: none"> <li>The information is a statutory requirement related to the assessment of the application.</li> </ul>   |
| <b>Consequence of non-provision:</b> | <ul style="list-style-type: none"> <li>Your application may not be accepted or processed due to a lack of information.</li> </ul>  |
| <b>Storage:</b>                      | <ul style="list-style-type: none"> <li>Narrabri Shire Council, 46-48 Maitland Street, Narrabri NSW 2390 will store details of the application. Individuals can access the details of the application under the Government Information (Public Access) Act 2009.</li> </ul> |
| <b>Access:</b>                       | <ul style="list-style-type: none"> <li>Your information can be checked for accuracy by calling (02) 6799 6866</li> </ul>   |

### How to lodge your Application

|   |   |
|---|---|
| <b>Applications can be lodged either:</b> | <ol style="list-style-type: none"> <li>In person at the Administration Building, located at 46-48 Maitland Street, Narrabri. We are open for business from 8:30am to 5:00pm,</li> </ol> |
|---|---|

**Fees and Payment Methods**

Mondays to Fridays. Payments are only accepted between 8:45am and 4:00pm.

2. By mail - Postal address 'The General Manager', Narrabri Shire Council, PO Box 261, Narrabri NSW 2390.
3. Email electronic copies to [council@narrabri.nsw.gov.au](mailto:council@narrabri.nsw.gov.au)

You can pay by cash, cheque or the following credit/debit cards using EFTPOS: Visa or MasterCard.  
Make cheques payable to Narrabri Shire Council.

**Do not send cash in the mail.**

**Acknowledgement**

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

**Fees**

Refer to Council website for fees and charges.

**OFFICE USE ONLY**  
**INSPECTION DETAILS**

**Inspection Officer:**

**Position:**

**Date of Inspection:**

**Pass/Fail:**

**Comments:**

**CSR Number:**

**Date Entered:**

**OFFICE USE ONLY**

| Fee Type            | Department | Amount Paid | Receipt Number | Date |
|---------------------|------------|-------------|----------------|------|
| Driveway            |            |             |                |      |
| Additional Driveway |            |             |                |      |
| Road Openings       |            |             |                |      |

## SPECIFICATION FOR THE CONSTRUCTION OF CONCRETE VEHICULAR FOOTPATH CROSSING

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### 1. TYPE OF CROSSING

- A. Domestic Type:  
Crossings that are to be used by light traffic only, i.e. cars, utilities etc., are to be a minimum of 150mm thick. One (1) layer of reinforcing fabric minimum F82 to be included with minimum cover of 50mm from the top.
- B. Heavy Duty/Commercial Type:  
Crossings that are to be used by heavy vehicular traffic shall be a minimum of 200mm thick. Two (2) layers of reinforcing fabric minimum F82 to be included with 50mm cover top & bottom.

The above criteria are minimum standards and may be altered to accommodate unusual axle loading or difficult terrain, at the discretion of Council's Director of Infrastructure Delivery.

### 2. CONCRETE STRENGTH

Concrete to be a minimum of:-  
25MPa – Domestic Type Crossings  
32MPa – Heavy Duty/Commercial Type Crossings

### 3. FILLING UNDER CONCRETE

All crossings to be constructed on a 100mm minimum thickness layer of approved compacted fill or granular material.

### 4. EXPANSION JOINT

A strip of expansion joint material is to be provided between the edge of the crossing and the kerb layback and at the property boundary line.

### 5. SERVICES WITHIN THE FOOTPATH

If any Council water mains are constructed within the footpath, two (2) construction joints or cuts of at least 25mm in depth shall be provided in the surface of the concrete. These joints or cuts shall be 800mm apart and centered over any such main.

If the crossing is to be constructed over a main cock or path cock, a suitable approved metal box is to be set into the concrete.

Persons wishing to construct a crossing should contact Telstra and Country Energy with regards to existing cables within the footpath, and also if any further extensions are proposed.

### 6. CROSSING GRADE

The grade of the crossing between the boundary line and gutter shall conform within reason to the existing footpath level. It is desirable that the grade be between 2%, i.e. 1:50 and 4%, i.e. 1:25. If this criterion is not obtainable a change of grade within the crossing shall be determined and submitted to Council for approval.

## 7. SURFACE FINISH

A standard non-slip surface shall be applied to the exposed surface of the crossing, i.e. wooden float; broom texture; sponge or similar.

Should the applicant desire a pressed or other non-standard texture finish to the exposed surface of the crossing, Council gives no undertaking to restore this type of finish.

## 8. RESTORATION OF FOOTPATH

Should restoration of the crossing be required, following work carried out on the footpath by Council:-

A) Council will undertake to restore the crossing;

OR

B) Pay compensation at a determined unit rate, this rate will be set by Council and will be in line with current restoration costs of standard finish reinforced concrete.

## 9. NOTIFICATION TO COUNCIL

**Council's Infrastructure Delivery Department shall be notified at least one (1) full working day prior to any concrete being poured, so that a final inspection may be made. The inspection will be carried out with all filling, formwork and reinforcing in place.**

A fee is charged for the inspection of a driveway (see Council's Management Plan) and this fee is to be paid prior to the inspection and lodged with Council's Engineering Services Department. The receipt at the time of inspection will be shown to the inspecting officer as proof of payment of the fee.

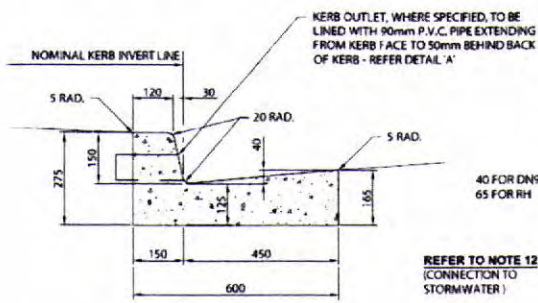
## 10. RESPONSIBILITY OF THE APPLICANT

The Council will not accept responsibility for any failure of the concrete crossing.

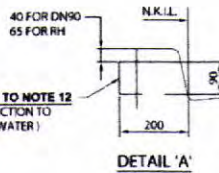
The applicant must make provision for the access and safety of pedestrians. Included is a minimum standard traffic control plan for footpath works. Signs and barrier boards may be obtained from Councils Narrabri West Works Depot, telephone (02) 6799 6866.

Council is to be indemnified against any claims for loss or damage that may occur during the progress of construction, maintenance, modification or removal, or any failure or lack of maintenance thereto, in the future.

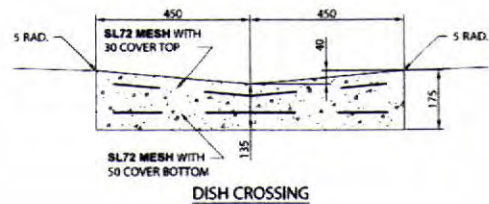
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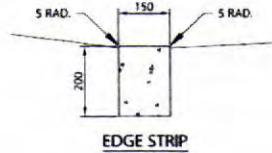
150mm KERB & GUTTER



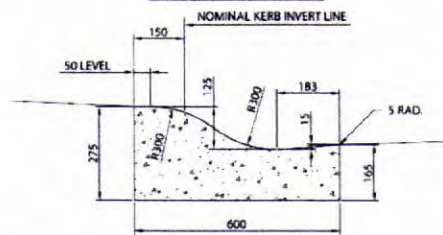
DETAIL 'A'



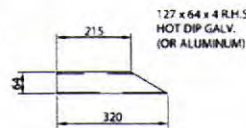
DISH CROSSING



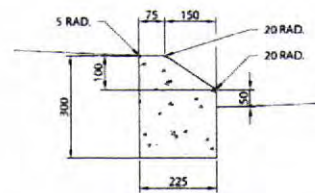
EDGE STRIP



ROLL KERB & GUTTER



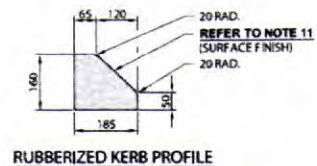
M.S. PIPE INSERT



MOUNTABLE KERB

**NOTES:**

1. DIMENSIONS ARE IN MILLIMETRES UNLESS OTHERWISE SHOWN.
2. REFER TO SHEET SD-107 FOR A TYPICAL DETAIL ON ASSOCIATED FOUNDATION AND PAVEMENT WORKS.
3. CONCRETE SHALL BE OF 25MPa COMPRESSIVE STRENGTH (FC) AT 28 DAYS FOR KERB & GUTTERING, MISCELLANEOUS KERBS & EDGE STRIPS.
4. CONCRETE SHALL BE OF 32MPa COMPRESSIVE STRENGTH (FC) AT 28 DAYS FOR DISH CROSSINGS AND INDUSTRIAL KERB LAYBACKS.
5. FOR MANUALLY PLACED CONCRETE, ALL FINISHED SURFACES SHALL BE UNRENDERED. (UNLESS OTHERWISE SHOWN AND APPROVED).
6. MAXIMUM AGGREGATE SIZE SHALL NOT EXCEED 20mm.
7. REINFORCING FABRIC TO AS.4671:2001 "STEEL WIRE REINFORCING FABRIC".
8. CONTRACTION JOINTS SHALL BE A MIN 25mm DEEP, TO PRODUCE A NEAT GROOVE OF NO LESS THEN 5 mm IN WIDTH, PROVIDED AT 3.0m INTERVALS. JOINTS AT CENTRE OF ANY INTRUSIONS SUCH AS STORM WATER OUTLETS. NOTE: THESE SHOULD BE SEALED WITH A SUITABLE FLEXIBLE MATERIAL, SUCH AS A GUNNED SEALANT, TO PREVENT DEBRIS FROM ENTERING THE JOINT.
9. TRANSITIONING BETWEEN KERB TYPES SHALL BE CARRIED OUT OVER 5.0m.
10. WHERE CONDUITS ARE PLACED PRIOR TO KERB CONSTRUCTION, KERB FACES SHALL BE MARKED FOR LOCATION WITH AN APPROVED TOOL OR AS DIRECTED BY AN AUTHORIZED COUNCIL EMPLOYEE.
11. REFER SHEET SD-109 FOR TYPICAL KERB REPLACEMENT DETAILS.
12. RUBBERIZED KERB SURFACE FINISH = WHITE POLYMER (POLYURETHANE PROTECTIVE OUTER COAT).
13. CONNECTION TO STORMWATER OUTLET IS TO BE GLUED. OUTLET IS TO BE INSPECTED & APPROVED BY AN AUTHORIZED COUNCIL EMPLOYEE PRIOR TO BACKFILLING.



RUBBERIZED KERB PROFILE

# NARRABRI SHIRE COUNCIL

46-48 MAITLAND STREET NARRABRI NSW 2390 PH: (02) 6799 6866 FAX: (02) 6799 6888

## KERB & GUTTER PROFILES

DESIGNED: A.SMETANIN

APPROVED: A.SMETANIN

DRAWN: G.LATHAM(07-01-2014)

REVISION: E

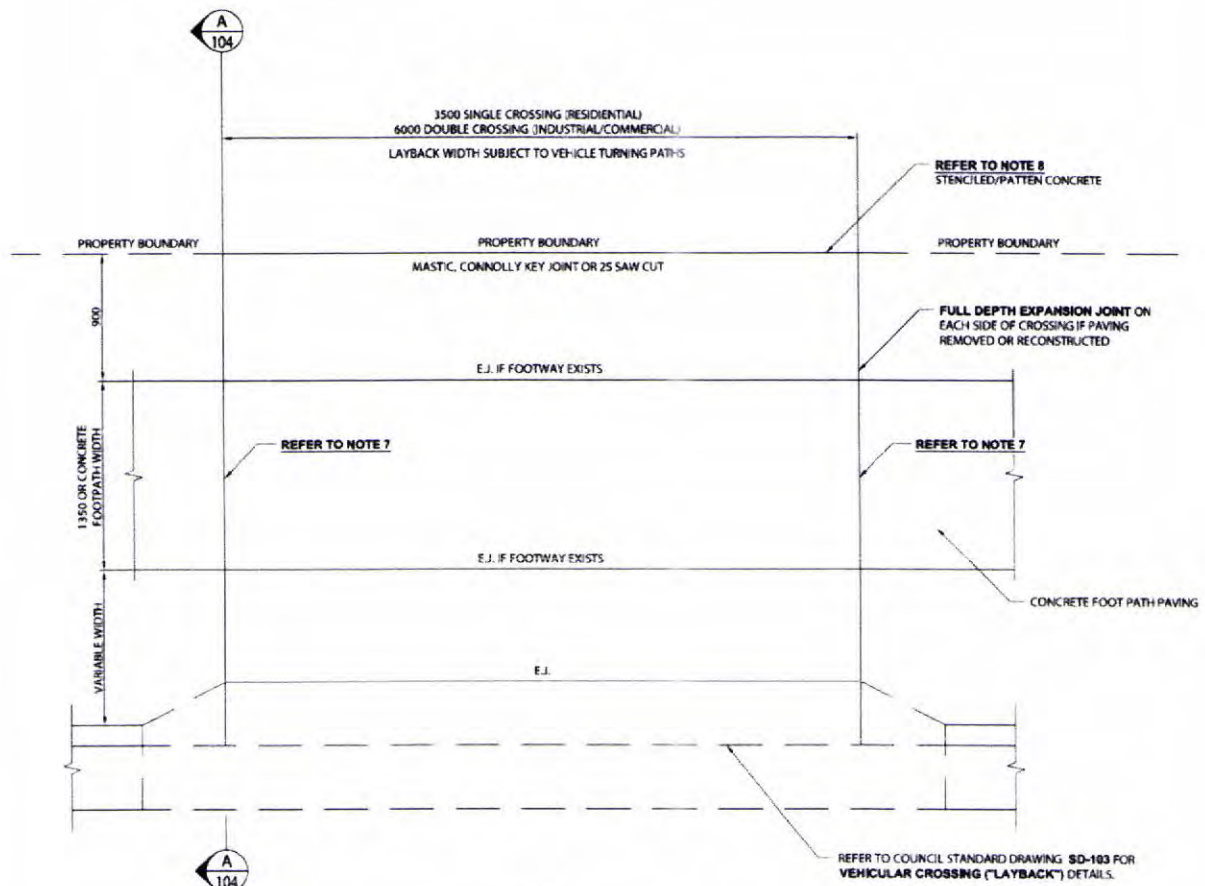
DWG. No.

SD-101

DATE

07-01-2014

DO NOT SCALE



PLAN

**NOTES:**

1. REFER TO NARRABRI SHIRE COUNCIL'S 'SPECIFICATION FOR THE CONSTRUCTION OF CONCRETE VEHICULAR FOOTPATH CROSSING' AND STANDARD DRAWING SD-105 IN CONJUNCTION WITH STANDARD DRAWING SD-104.
2. THE STANDARD SHAPE OF THE CROSSING SHALL BE MAINTAINED. HOWEVER, IN SPECIFIC CIRCUMSTANCES AND WITH THE APPROVAL OF AN AUTHORISED COUNCIL OFFICER THE DIMENSIONS MAY BE ALTERED.
3. FOOTWAY CROSSING AND LAYBACK MUST BE A MINIMUM OF 1m OFF POWER POLES AND ELECTRICAL BOXES AND 1m FROM STORMWATER PITS. TELSTRA PITS WILL NOT BE ALLOWED IN FOOTWAY CROSSING.
4. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS NOTED OTHERWISE.
5. E.J. = EXPANSION JOINT (MASTIC MATERIAL OR SIMILAR)
6. ALL WORKS ARE TO BE INSPECTED BY AN AUTHORISED COUNCIL EMPLOYEE PRIOR TO POURING OF CONCRETE (24 HOURS NOTICE REQUIRED).
7. WHERE MATCHING TO EXISTING FOOTPATH, LINE AND LEVEL OF NEW WORK SHALL MATCH NEATLY TO EXISTING.
8. STENCILED/PATTERNED CONCRETE IS TO BE LIMITED TO OWNERS SIDE OF PROPERTY BOUNDRY ONLY.

# NARRABRI SHIRE COUNCIL

46-48 MAITLAND STREET NARRABRI NSW 2390 PH: (02) 6799 6866 FAX: (02) 6799 6888

## VEHICULAR FOOTPATH CROSSING DETAILS

DESIGNED : GLATHAM

APPROVED : A.SMETANIN

DRAWN : GLATHAM(07-01-2014)

REVISION : D

DWG. No.

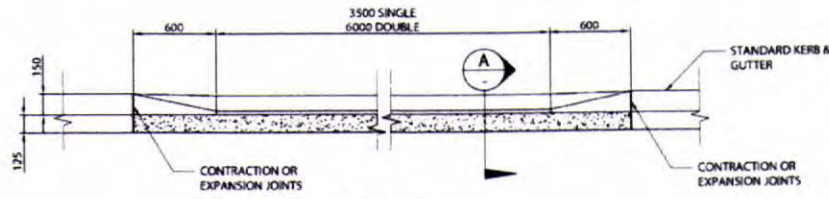
SD-104

DATE

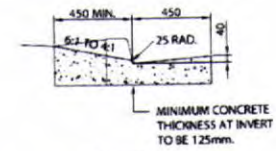
07-01-2014



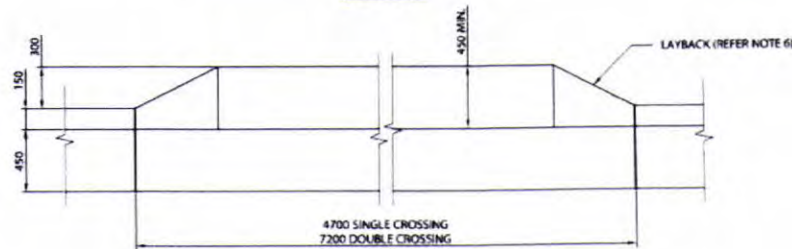
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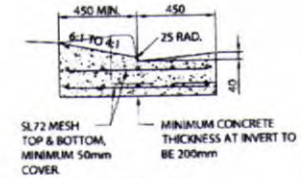
ELEVATION



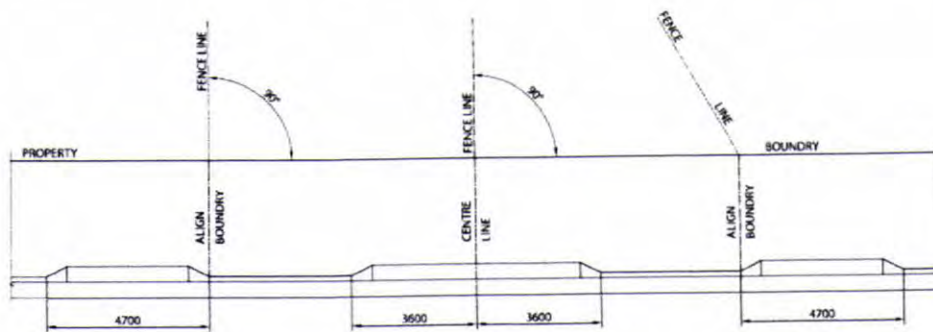
SECTION 'A'  
STANDARD/DOMESTIC LAYBACK



PLAN



SECTION 'A'  
HEAVY DUTY/COMMERCIAL LAYBACK



PLAN SHOWING VEHICULAR CROSSING LOCATIONS

**NOTES:**

1. ALL WORKS ARE TO BE **INSPECTED BY AN AUTHORISED COUNCIL EMPLOYEE** PRIOR TO POURING OF CONCRETE. 24 HOURS NOTICE REQUIRED.
2. CONTRACTION **CONTROL JOINTS** CUT 75mm DEEP & FINISHED WITH A GROOVING TOOL IN MACHINE MOULDED KERB & GUTTER OR 10mm THICK FULL SECTION EXPANSION JOINTS IN HAND CONSTRUCTED KERB & GUTTER, SHALL BE PROVIDED AT LOCATIONS SHOWN ON THIS DRAWING.
3. AT **DOUBLE VEHICULAR CROSSINGS** A 10mm FULL SECTION EXPANSION JOINT SHALL BE CONSTRUCTED IN THE CENTRE OF THE CROSSING.
4. REFER TO SHEET **SD-109** FOR A TYPICAL **DETAIL ON ASSOCIATED FOUNDATION** AND PAVEMENT WORKS.
5. **CONCRETE STRENGTH** TO BE IN ACCORDANCE WITH THE REQUIREMENTS AS FOR THE STANDARD KERB & GUTTER SHAPES.
6. **BACK SECTION OF VEHICLE CROSSING** IS TO BE A MINIMUM OF 6:1 GRADE WITH MAXIMUM OF 4:1 GRADE. CAN BE VERIFIED SUBJECT TO APPROVAL BY AN AUTHORISED COUNCIL EMPLOYEE.
7. REFER TO NARRABRI SHIRE COUNCILS STANDARD DRAWINGS **SD-104 & SD-105** FOR DRIVEWAY CONSTRUCTION DETAILS.

# NARRABRI SHIRE COUNCIL

46-48 MAITLAND STREET NARRABRI NSW 2390 PH: (02) 6799 6866 FAX: (02) 6799 6888

VEHICULAR CROSSING  
URBAN ACCESS

DESIGNED : G.LATHAM

APPROVED : A.SMETANIN

DRAWN : G.LATHAM(07-01-2014)

REVISION : D

DWG. No.

SD-103

DATE

07-01-2014