

## Application for Driveway Access Crossing

Application No: \_\_\_\_\_

Inc. No. GL Driveway App & Inspec \_\_\_\_\_

File Number: \_\_\_\_\_

Fee: \$221.45(2018/19)

Receipt No: \_\_\_\_\_

### Property Details

House Number:	Lot No (s):
Parish:	Deposited Plan (DP/SP) No(s):
Street:	Locality:

### Applicants Details

Name:	Postal Address:
Locality:	
Signature:	Postcode:
Business Telephone:	Home Telephone:

### Owners Details (if different from above)

Name:	Postal Address:
Locality:	Postcode:
Signature:	Date:

I hereby make application to construct/install/relocate (please specify): \_\_\_\_\_

- Bitumen Seal                       Dish Crossing  
 Footpath Crossing (only)             Pipe/Rural Crossing  
 Kerb Layback                             Other (please specify & attach details)

**at the road reserve adjacent the property detailed below. I acknowledge that the work must NOT be commenced until written approval to proceed is received, and must be done in accordance with the plan/s specification and conditions attached to this approval. Forty-eight (48) hours notice is to be given to enable inspection of any formwork prior to concrete being poured.**

**Please provide a plan/map of proposed location of driveway showing distance from side boundary.**

### Contractor Details

If works will be performed by Contractor, please supply the following details with application & payment:

- Name and contact details of Contractor  
 Copy of Contractor's Public Liability Insurance – Certificate of Currency  
 Copy of Contractor's Workers Compensation Insurance

*This information will only be required if your Contractor has not previously provided these details for driveway construction, or if the previous insurance has expired.*

Inspected by:			
Date Inspected:		Date Approval Sent:	
Contractor – required details attached:	CON. DET. Y/N	PLI. Y/N	WCI. Y/N

### INSPECTOR’S RECOMMENDATIONS

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#### Privacy Advice

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIPA). Council will only use this information in accordance with the PPIPA.

The supply of this information by you is voluntary. However, if you cannot provide or do not wish to provide the information sought, the Council may be limited in dealing with your application/request. Council requires this personal information from you in order to process your application.

You may make application for access or amendment to your personal information held by Council. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information.

**Contact Details:**

Postal Address: Locked Bag 23, Grafton 2460

Telephone: (02) 6643 0200

Facsimile: (02) 6642 7647

**Office Locations:**

2 Prince Street, Grafton

50 River Street, Maclean

## Driveway Applications

### Construction and Installation Information Sheet

Please submit completed application form and fee of \$221.45 (2018/2019) to Council's Customer Service Officer at 2 Prince Street, Grafton or 50 River Street, Maclean. To forward by post please send to Clarence Valley Council, Engineering Services, Locked Bag 23, Grafton 2460.

If you require any further information please call 6643 0200.

- ✓ A fee of \$221.45 will apply from 1 July 2018 to 30 June 2019.
- ✓ On submission of application and payment of fee a site inspection will be carried out by a Council representative to determine design type for the proposed location, is suitable.
- ✓ Written approval will be forwarded after the site inspection including any relevant guidelines for the design & location. No works are to commence without written approval.
- ✓ It will be the responsibility of the applicant to ensure that the location of all public service utilities is investigated with the relevant authorities and for repair to any damage.
- ✓ Council's Inspector is to be notified forty-eight (48) hours **before** any concrete is poured.
- ✓ Proper restoration will be carried out to the satisfaction of Council's Inspector.
- ✓ Council's Inspector is to be notified at completion of works for final inspection.

**\*Please retain this sheet for your information\***