

# APPLICATION TO CONSTRUCT FOOTPATH CROSSING & GENERAL CONCRETE WORKS 2022-2023

*Use this 2022-2023 form to apply for permission to carry out driveway crossing and pathway works in Council controlled road reserves. An application fee is payable.*

**Up to 48 hours (two full business days) shall be allowed for processing of an application. Work (including excavation) shall not commence until payment has been acknowledged by Council.**

At least 24 hours notice is to be given to Council when work has reached the following stages:

- i. when the site is excavated with formwork and reinforcing in place, ready for pouring of concrete
- ii. at each stage of any road pavement construction
- iii. when all work has been completed and the site has been tidied up.

**Note:** Orders of ready mixed concrete should not be confirmed until the formwork and reinforcing has been approved by Council's driveway inspector.

Contact our Driveway Inspector on (02) 4232 0429 or 0407 014 138 to arrange inspection

## PART 1 – OWNER DECLARATION

Owner's name(s):	
Address:	
Phone number(s):	

As the owner(s) of the property, I/we consent to this application and declare that I/we have read and accept the requirements and conditions of Notes 1, 2 & 3 overleaf.

<b>Owner's signature:</b>		<b>Date:</b>	
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## PART 2 - CONTRACTOR DETAILS

Contractor name:	
Company name:	
Contractor address:	
Phone:	
24 hour contact no.:	
Email:	

<b>Contractor signature:</b>		<b>Date:</b>	
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**PART 3 – PROPERTY DETAILS OF PROPOSED WORKS**

Address:	
Lot & DP no. (if known):	
Nearest cross street:	

**PART 4 – DETAILS OF PROPOSED WORKS**

Proposed construction activities: (tick as appropriate)	Gutter crossing	<input type="checkbox"/>	Kerb and gutter	<input type="checkbox"/>
	Gutter layback	<input type="checkbox"/>	Concrete footpath	<input type="checkbox"/>
	Replacement of redundant kerb with layback			<input type="checkbox"/>
	Replacement of redundant layback with kerb			<input type="checkbox"/>
	Second driveway access ( <b>see Note 1</b> for requirements)			<input type="checkbox"/>
	Other (provide details):	<input type="checkbox"/>		
Type of finish ( <b>see Note 2</b> ): (tick as appropriate)	<b>ALL SURFACES MUST BE OF NON-SLIP FINISH</b>			
	Plain concrete	<input type="checkbox"/>	Kerb and gutter	<input type="checkbox"/>
	Other (provide details):	<input type="checkbox"/>		

**Note 1: Second access details required**

1. The owner must apply in writing to Council requesting permission for a second driveway access. This letter of request must set out the reasons for the necessity of the second driveway access.
2. Dimensional sketch plan of the site including:
  - a) location of dwelling
  - b) location of existing/future garage/carport/hardstand
  - c) width of property
  - d) distances of existing/future parking area from front and side boundaries
  - e) distances between existing/proposed layback.

**Note 2: Type of finish**

Council recognises the increasing desire for residents to create a less harsh and a more natural or “attractive” appearance in the construction of footpath crossings. To achieve this aim Council will accept coloured concrete, brick or concrete block paving, and patterned or moulded concrete finishes in the footpath crossing subject to the following conditions:

- a) coloured concrete to be restricted in range to colours which blend in with, and do not conflict with, the existing street scene
- b) brick and block paving to be constructed on an appropriate sound base and the joints to be formed so as to provide an even walking surface
- c) in the case of patterned or moulded concrete finishes, Council will accept no responsibility for any reinstatement work
- d) they are only approved in streets which are fully serviced and in which the need to provide additional underground services within a reasonable time period is not evident
- e) the Director of Engineering and Works, or his representative, approves of the particular surface finish from the aspects of its structural adequacy and its relative convenience for maintenance work.

**Note 3: Replacement Laybacks**

Coloured laybacks that require replacement by council will be replaced with plain concrete.

## PART 5 – PAYMENT DETAILS

### Driveway application fee \$225

Payment can be made in person at our Administration Centre, by phone (02) 4232 0444 with credit card details or by cheque. Cheques should be payable to “Kiama Municipal Council”.

If you would like us to phone you for credit card details, please provide the name and contact number of the cardholder below:

Contact name:

Phone:

### CASH PAYMENTS CAN ONLY BE MADE IN PERSON AT COUNCIL’S ADMINISTRATION BUILDING

#### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess your application to construct footpath crossing and general concrete works. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** The supply of this information is compulsory and the personal information you provide will enable Council to assess your application. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council’s Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444 or by email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council’s Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council’s Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)