



# WORKS AND INFRASTRUCTURE

## Vehicle Access Crossing Information Kit

### AIMS

Cessnock City Council (CCC) aims to facilitate the construction of approved driveways or vehicular access crossings (VACs) from the road to the entrance to properties by assessing applications and granting consent in accordance with the Roads Act 1993. The aim of this Information Kit is to guide property owners and applicants to obtain consent to construct VAC's.

### DEFINITIONS

**Applicant:** The Applicant is the property owner, developer or contractor/person/company undertaking the work, and is seeking consent to do so.

**Dial Before You Dig:** 'Dial Before You Dig' is a free national community service that connects users involved in all forms of excavation with the infrastructure owners of underground services in that area using a fast and effective referral system. Since 2010 it has been compulsory in NSW to notify 'Dial Before You Dig' before any excavation work begins on the site.

**CCC ENGINEERING GUIDELINES:** Are the specifications that set out minimum standards and guidelines for the engineering works within CCC.

**Public Road Reserve:** Public space between property boundaries and road including travel and parking lanes, road shoulder, verge, gutter, footpath, and nature strip.

**Road Authority:** Section 138 of the Roads Act requires that all work undertaken within the public road reserve be approved by Council prior to the works being undertaken as the Council is the Road Authority required to implement the provisions of the NSW Roads Act, 1993.

**State Roads:** Roads classified by Roads & Maritime Services (RMS) due to their hierarchy in the road network and traffic volumes.

**Vehicle Access Crossing:** A vehicle access crossing (VAC) is a driveway or crossing from the road to private property.

### CONSENT FROM CESSNOCK CITY COUNCIL

**Roads Act:** All work in the *public road reserve* requires consent under Section 138 of the Roads Act including:

- Restoration of disused VAC,
- Repairs or maintenance of existing VAC, and
- Construction of new VACs.

As the *Road Authority* CCC is responsible for, and gives consent to construct VACs. Design, obtaining consent and construction of a VAC is the responsibility of the property owner.

### REQUIREMENTS

#### PLAN

**Location:** Consider possible obstructions such as street corners, bus stops and guard rails. Minimise loss of on-street parking by spacing in relation to neighbouring VACs.

**Site Constraints:** Identify obstacles such as traffic medians, drainage pits and structures, service inspection pits, power or light poles, steep grades, street trees, survey marks and stormwater.

**Street Trees:** Stay clear of the canopy dripline of existing street trees. Where excavation or construction activities approach a street tree, seek professional advice from Council's Vegetation Coordinator on ph: 4993 4100.

**Public Utilities/Services:** Locate public utilities such as gas, water, telecoms, and electricity by inspecting the site and obtaining 'Dial Before you Dig' plans. Request from each utility owner their specific requirements and approvals for working near utilities/services. With the utility owner's permission, some utility pits or manholes may be incorporated into VAC's. The depth of cover over utilities may require adjustment to accommodate finished levels of the VAC, at the owners' expense.

**Current Conditions:** Document current site conditions with captioned photographs detailing features such as pit lids, survey marks, and any existing damage to features, kerb and gutter, footpaths and the road surface.

## REQUIREMENTS

### DESIGN

**Standards:** A licensed contractor has the expertise to interpret drawings and provide practical advice. To assist you and your licensed contractor, obtain *CCC ENGINEERING GUIDELINES* Standard Drawings:

- download from [www.cessnock.nsw.gov.au](http://www.cessnock.nsw.gov.au),
- request a posted copy from Council's Customer Service on 4993 4100, or
- drop into Council's Administration Building.

**Materials:** Use standard materials to give a uniform street scape appearance and to limit costs to the community of future works and repairs. For urban areas with existing kerb and gutter, design in plain uncoloured reinforced concrete, with a non-slip finish and layback in accordance with:

- SD 1 Layback Kerb and Gutter for Vehicular Entrances
- SD 2 Standard Footpath Crossings
- SD 3 Standard Driveway Profiles

For rural areas, design compacted gravel material with a prime and coat flush seal in accordance with:

- S.D 3 Standard Driveway Profiles
- S.D 13 Rural Property Access

**Levels:** Achieve levels shown on S.D.3 to allow a vehicle to negotiate the gradient without difficulty or harm to the vehicle, pedestrians or property.

**Drawings:** Show the proposed design on detailed drawings suitable for construction in accordance with *CCC ENGINEERING GUIDELINES* Standard Drawings.

### APPLICATION AND APPROVAL PROCESS

**Existing Conditions:** Document existing site conditions with captioned photographs detailing features such as pit lids, survey marks, and any existing damage to features as well as to kerb and gutter, footpaths and the road surface. Locate and protect existing survey marks so they are not disturbed during construction as they may be required for future property boundary identification.

**Risk Management:** Construction of a VAC is at the risk of the applicant. Assess risks by preparing a Risk Assessment Worksheet to identify:

- Safety hazards inherent to the site
- Measures to eliminate/mitigate harm or injury
- Impact road users and need for a Traffic Control Plan
- Measures to eliminate/mitigate damage
- Obstacles and restrictions on access, amenity, or inconvenience

**Site Safety:** The *Roads Act 1993*, *Work Health and Safety Act 2011*, and *Work Health and Safety Regulation (2011)*, require precautions when working in or near vehicular or pedestrian traffic. Working in the road reserve entails a Duty of Care for the safety of motorists, pedestrians and the general public affected. If the contractor or person doing the work does not have adequate safety systems, documentation and insurance in place they may be at risk should someone be injured or property damaged.

Prepare a Safety Management Plan and Safe Work Method Statements for work in the road reserve covering issues such as:

- Nomination of controller of the site
- Temporary fencing as a barrier to keep pedestrians from entering the work area
- Minimising vehicle movements
- Use of Personal Protective Equipment and power tools

## REQUIREMENTS

**Traffic and Road Safety:** Working in the road reserve may disrupt pedestrian and vehicular access and impact safety. Prepare a site specific Traffic Control Plan to:

- Describe how traffic, vehicles and pedestrians will be controlled

The requirements for the TCP are:

- Comply with "RMS – Traffic Control at Worksites and/or AS 1742.3 Part 3 – Traffic Control for Works on Roads. Copies of appropriate plans can be found at in the RMS website [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au).
- Be prepared and certified by an accredited person with a RMS authorisation number
- Barriers to separate pedestrians and vehicles
- Signage to direct pedestrians past the works in a safe location
- "Use Other Footpath" signage to indicate where the footpath is closed
- Lane closures with safety barriers where safe clearances cannot be achieved

**Insurance:** Provide insurance to cover for:

PUBLIC LIABILITY cover for the general public with a Certificate of Currency stating:

- Name of the applicant or contractor
- The location
- For construction work in the road reserve
- The intended period of the work
- Cover of not less than \$20 million for all State Road locations
- Cover of not less than \$10 million for all Regional and Local Road

ACCIDENT cover:

- Complying with the Workers Compensation Act 1987.

MOTOR VEHICLE cover:

- For all vehicles, items of plant and mobile equipment used in the work
- covers third party injury and property damage for not less than \$10 million.

**Environmental Protection:** Construction work can generate dust, noise, spoil and cause siltation. Prepare a Construction Environmental Protection Plan showing measures to safeguard the environment as relevant including:

- Water spray for dust control
- Wash down area for concrete agitator
- Filter bags to protect drains
- Silt fences to prevent dirty water run-off from the site

Construction work can also affect public and neighborhood amenity. Advise neighbours of the work to avoid complaints.

## CONSTRUCTION

**Safety:** Make a Dial Before You Dig enquiry prior to the start of any work on site to determine the location of public utilities and services within the work area. Visit the website at [www.1100.com.au](http://www.1100.com.au) or call their [National Call Centre on 1100](http://www.1100.com.au). Implement the Safety Management Plan and Safe Work Method Statements.

**Environment:** Minimise disturbance to neighbours and maintain public amenity. Advise neighbours of the work. Implement the Environmental Protection Plan.

**Quality:** Follow the specifications, approved documentation and follow the witness and hold point inspection schedule.

## INSPECTIONS

Arrange for Council's Restoration Officer to undertake an inspection of the work at the nominated hold points for construction. The necessary hold points will be contained within the permit. Any additional inspection fees will be charged in accordance with Council's Fees and Charges current at the time of inspection. To arrange timely inspections Council's Restoration Officer should be advised at least forty eight (48) hours prior to the required inspection time.

**Make Good:** Repair any damage caused by the VAC construction and ensure that the site is 'made good' to an appropriate standard.

APPLICATION AND APPROVAL PROCESS					
Step 1	Step 2	Step 3	Step 4	Step 5	
PLAN	DESIGN	APPLICATION AND APPROVAL PROCESS	CONSTRUCTION	INSPECTIONS	
<b>Step 1 – PLAN</b>				<b>Yes</b>	<b>No</b>
I have inspected the site and chosen a location that is away from street corners, bus stops and guardrails					
I have identified obstructions such as traffic medians, drainage pits and structures, service inspection pits, power or light poles, steep grades, street trees, survey marks and stormwater.					
I have ensured my VAC consists of the following setbacks:					
• 500mm from street signs					
• 500mm from electrical pillars					
• 600mm clear of any stormwater pit					
• 900mm side setback					
• 1m clear of parking meters					
• 1m clear of power poles or light poles					
• 9m from a minor intersection					
• 18m from a major intersection.					
I have identified if there are street trees in the vicinity					
I have located all public utilities					
I have photographed the existing conditions of the site					
<b>Step 2 – DESIGN</b>				<b>Yes</b>	<b>No</b>
I have read all Requirements for VAC's					
I have viewed Council's standard drawings relevant to my VAC					
I have chosen the correct material as per the standard drawings					
I have designed my VAC to have a gradient that is a minimum of 3% and is graded appropriately to protect my property and neighbouring properties from stormwater flowing from the road.					
I have had Dial Before You Dig locate any services in the location					
<b>Step 3 – APPLICATION AND APPROVAL PROCESS</b>				<b>Yes</b>	<b>No</b>
Complete the application form and checklist contained in this kit. You will need to complete all the actions in the checklist and have at least one of the property owners sign the declaration located on the application form. Your permit will contain a set of conditions for VAC construction that you must comply with. If you have hired a contractor to complete the work on your behalf, remember to give them a copy so the conditions can be adhered to.					
I have completed the application form and the property owner/s have signed the declaration.					
I have provided a site plan showing the location, width, setbacks and the location of all tooled joints					
I have submitted the construction details including a VAC profile					
I have provided captioned photographs detailing the existing condition, features and all existing damage to the kerb and gutter, footpath and/or road surface					
I have completed and submitted the Risk Assessment worksheet					
I have completed and submitted the Safety Management Plan and Safe Work Method Statement					
I have completed and submitted the Traffic Control Plan					
I have completed and submitted Public Liability, accident and motor vehicle insurance					
I have completed and submitted the Environmental Protection Plan					
I have obtained and submitted all insurance details					
<b>Step 4 –Construction</b>				<b>Yes</b>	<b>No</b>
Throughout construction I will implement the Risk Assessment, Safety Management Plan, Safe Work Method Statement, Traffic Control Plan and the Environmental Protection Plan					
<b>Step 5 - INSPECTIONS</b>					
I will follow the hold and witness points as stipulated in the permit					



# VEHICLE ACCESS CROSSING APPLICATION FORM

OFFICE USE ONLY	
App No: .....	
Parcel No: .....	
Receipt No: .....	
Date: .....	

**INFORMATION REQUIRED**

*Information required with Submission*  
 1 x A4 set of construction plans in accordance with Council's Engineering Requirements for Development standards and specifications

**PART 1 – APPLICATION DETAILS**

**PROPERTY DETAILS**

Unit No	House No	Street	
Suburb		Site Area m <sup>2</sup>	
Lot(s)	Section	Deposited Plan (DP)	
Other		Strata Plan (SP)	

**APPLICANT DETAILS**

Name		Company	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email		Customer Reference	

**APPLICATION REFERENCE**

Is this application related to a Development Application?	Yes	No
If yes, please provide Application Reference Number	8 / ____ / ____ / ____ (e.g 8 / 2000 / 100 / 1)	

**CONTRACTOR'S DETAILS**

Name(s)		Company	
Licence number		A.C.N	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile

**APPLICANT DECLARATION**

<input type="checkbox"/>	I/We have complied with Council's Standard Drawings.
<input type="checkbox"/>	I/We understand that the construction of a VAC is the responsibility of the property owner.
<input type="checkbox"/>	I/We understand that the construction of the VAC is at the risk of the owner.
<input type="checkbox"/>	I/We understand that alterations to existing kerb and installation of a layback gutter is part of the construction and therefore the responsibility of the property owner.
<input type="checkbox"/>	I/We understand that any damage not identified on the existing condition photos prior to commencing work may be repaired at my expense.
<input type="checkbox"/>	I/We understand that Cessnock City Council has the discretion to remove or modify any vehicle crossover not constructed or maintained to Council's satisfaction or if a reasonable objection is raised by a public utility provider or others and that any such modification will be at my expense.
<input type="checkbox"/>	I/We understand that if I do not comply with the standard drawings, conditions and requirements, Council may direct me to undertake modifications of the VAC at my expense.
<input type="checkbox"/>	I/We understand that if I fail to comply with a direction from Council regarding my VAC, Council may attend to any modifications necessary to ensure compliance with its standard drawings, conditions and requirements at my expense.
<input type="checkbox"/>	I/We apply for approval to carry out the VAC described in this application. I/We declare that all the information in the application and checklist is, to the best of my/our knowledge, true and correct.
<input type="checkbox"/>	I/We give consent to Cessnock City Council to use the application, plans and documents, including designs, provided in support of this application for any advertising and notification purposes.

Applicant(s) Name	Date
Applicant(s) Signature	

**PRIVACY NOTIFICATION**

Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4300, or the Information and Privacy Commission 1800 472679 or email <mailto:ipcinfo@ipc.nsw.gov.au> or the website [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).

**PART 2 – LODGEMENT DETAILS**

**HOW TO LODGE YOUR APPLICATION**

<p><b>Address the application to</b></p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p><b>Payment Method</b> <b>By mail</b> - Cheque, Money Order or Credit Card <i>(complete the section below)</i></p>	<p><b>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</b></p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p><b>Payment Method</b> <b>In person</b> - Cash, Cheque, Money Order, Mastercard, Visa, and/or EFTPOS.</p>	<p><b>How to Contact Us</b> Phone: (02) 4993 4300 Fax: (02) 4993 2500 Email: <a href="mailto:council@cessnock.nsw.gov.au">council@cessnock.nsw.gov.au</a> <a href="http://www.cessnock.nsw.gov.au">www.cessnock.nsw.gov.au</a></p> <p><b>Office Hours</b> 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am &amp; 1 to 5pm</p> <p><b>Fees</b> Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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**If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.**

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

**If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.**

Payment Contact Name:	Payment Contact Phone Number:
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