

SUBMISSION MATRIX

For use when lodging a S138 application through the NSW Planning Portal

Cessnock City Council (CCC) aim to facilitate the construction of approved driveways or vehicular access crossings 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 submission matrix is to guide applicants and owners to obtain consent for S138 Roads Act.

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

- Restoration of disused Vehicular Access Crossings
- Repairs or maintenance of existing Vehicular Access Crossings, and
- Construction of new Vehicular Access Crossings.

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

For S138 Applications	Driveway Applications	Road Openings	Road Restoration	Footway Occupation (Temporary Closures)
Estimated Cost of Works	●	○	○	○
Driveway plan	●		○	○
Site Plan	●	●	○	●
Section Plan	●	○	●	
Statement of Environmental Effects [^]		○	○	○
Retaining Wall Details		○	○	○
Construction management plan	○	○	●	○
Civil Construction Plan (roads, sewer, stormwater, water supply, etc)	○	●	●	
Geotechnical Report	○	○	○	○
Traffic/Parking Report	○	●	●	○
Stormwater Management Plan		○	○	○

●	This information is required
*	Can include on Site Plan

○	This information may be required (refer to attached explanatory document)
^	Can incorporate into one document

Council may require the submission of additional documentation in some cases, i.e. complex applications due to site constraints. In these cases, it is recommended that discussions occur with a Council Duty Officer, prior to lodgement of the application on (02) 4993 4100.

SUBMISSION REQUIREMENT	REQUIRED INFORMATION
DRIVEWAY PLAN	<p>Plans must be in accordance with Council's Standard Drawing S.D.1, S.D.2 and S.D.3. Details shall include, but shall not be limited to;</p> <ul style="list-style-type: none"> • Details of the material which the proposed driveway is to be constructed from • All material specifications including thickness, strength, reinforcement and cover; • Driveway profile to be included to demonstrate crossfalls are acceptable; • Footpath grade within driveway profile, maximum crossfall of 3% across footpath towards the road; • Driveway width at boundary to be shown on plan, minimum 3m to maximum 6m; • Pipe culverts and headwalls required within table drains where no kerb and guttering exists; • Distance from closest side boundary to be shown, minimum 1.5m; • Notation with regard to any site constraints, and • Notation acknowledging that any existing kerb and guttering to remain, including type of kerb and guttering.
COUNCILS STANDARD DRAWINGS	<p>Materials: Use standard materials to give a uniform street scape appearance and to limits costs to the community of future works and repairs. For urban areas with existing kerb and gutter, design in plain un coloured reinforced concrete, with a non-slip finish and layback in accordance with:</p> <ul style="list-style-type: none"> • SD 1 Layback Kerb and Gutter for Vehicular Entrances • SD 2 Standard Footpath Crossings • SD 3 Standard Driveway Profiles <p>For rural areas, design compacted gravel material with a prime and coat flush seal in accordance with:</p> <ul style="list-style-type: none"> • S.D 3 Standard Driveway Profiles • S.D 13 Rural Property Access <p>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.</p> <p>Drawings: Show the proposed design on detailed drawings suitable for construction in accordance with <i>CCC ENGINEERING GUIDELINES</i> Standard Drawings.</p>
ADDITIONAL DETAILS REGARDING SITE CONSTRAINTS	<p>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 (see below checklist of minimum distances)</p> <p>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 Vehicle Access Crossings (VAC's). The depth of cover over utilities may require adjustment to accommodate finished levels of the VAC, at the owners' expense</p>
TRAFFIC MANAGEMENT PLAN	<p>Working in the road reserve may disrupt pedestrian and vehicular access and impact safety. A traffic management plan prepared in accordance with the requirements of the Cessnock Development Control Plan 2010 may be requested to describe how traffic, vehicles and pedestrians are controlled. The requirements for the TCP are:</p> <ul style="list-style-type: none"> • 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. • 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
TRAFFIC REPORT	<p>Required for traffic generating development, as defined within SEPP (Infrastructure) 2007, or where the application is seeking to vary the provisions of Cessnock Development Control Plan 2010, or where Council deems the type of development proposed requires submission of a site specific traffic report. To be prepared by a suitably qualified person.</p>
DEFINITIONS	
Applicant	<p>The Applicant is the property owner, developer or contractor/person/company undertaking the work, and is seeking consent to do so – Council may only discuss the progress of an application with the identified Applicant.</p>
CCC Engineering Guidelines	<p>Are the specifications that set out minimum standards and guidelines for the engineering works within CCC.</p>
Public Road Reserve	<p>Public space between property boundaries and road including travel and parking lanes, road shoulder, verge, gutter, footpath, and nature strip</p>
Road Authority	<p>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</p>
State Roads	<p>Roads classified by Roads & Maritime Services (RMS) due to their hierarchy in the road network and traffic volumes</p>

APPLICATION AND APPROVAL PROCESS

Step 1	Step 2	Step 3	Step 4	Step 5
PLAN	DESIGN	APPLICATION AND APPROVAL PROCESS	CONSTRUCTION	INSPECTIONS

Step 1 – PLAN	Yes	No
I have inspected the site and chosen a location that is away from street corners, bus stops and guardrails	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
I have ensured my VAC consists of the following setbacks:	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> 500mm from street signs		
<input type="checkbox"/> 500mm from electrical pillars		
<input type="checkbox"/> 600mm clear of any stormwater pit		
<input type="checkbox"/> 900mm side setback		
<input type="checkbox"/> 1m clear of parking meters		
<input type="checkbox"/> 1m clear of power poles or light poles		
<input type="checkbox"/> 9m from a minor intersection		
<input type="checkbox"/> 18m from a major intersection.		
I have identified if there are street trees in the vicinity	<input type="checkbox"/>	<input type="checkbox"/>
I have located all public utilities	<input type="checkbox"/>	<input type="checkbox"/>
I have photographed the existing conditions of the site	<input type="checkbox"/>	<input type="checkbox"/>
Step 2 – DESIGN	Yes	No
I have read all Requirements for VAC's	<input type="checkbox"/>	<input type="checkbox"/>
I have viewed Council's standard drawings relevant to my VAC	<input type="checkbox"/>	<input type="checkbox"/>
I have chosen the correct material as per the standard drawings	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>
I have had Dial Before You Dig locate any services in the location	<input type="checkbox"/>	<input type="checkbox"/>
Step 3 – APPLICATION AND APPROVAL PROCESS	Yes	No
Lodge your Application on the NSW Planning Portal. You will need to complete all the actions in the checklist and upload your plans. Note some of the below may not be applicable to your proposal. <i>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>		
I have lodged via the NSW Planning Portal	<input type="checkbox"/>	<input type="checkbox"/>
I have provided a site plan showing the location, width, setbacks and the location of all tooled joints	<input type="checkbox"/>	<input type="checkbox"/>
I have submitted the construction details including a VAC profile	<input type="checkbox"/>	<input type="checkbox"/>
I have provided captioned photographs detailing the existing condition, features and all existing damage to the kerb and gutter, footpath and/or road surface	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted the Risk Assessment worksheet	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted the Safety Management Plan and Safe Work Method Statement	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted the Traffic Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted Public Liability, accident and motor vehicle insurance	<input type="checkbox"/>	<input type="checkbox"/>
I have completed and submitted the Environmental Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>
I have obtained and submitted all insurance details	<input type="checkbox"/>	<input type="checkbox"/>
Step 4 –Construction	Yes	No
Throughout construction I will implement the Risk Assessment, Safety Management Plan, Safe Work Method Statement, Traffic Control Plan and the Environmental Protection Plan	<input type="checkbox"/>	<input type="checkbox"/>
Step 5 Inspections	Yes	No
I will follow the hold and witness points as stipulated in the permit	<input type="checkbox"/>	<input type="checkbox"/>