



Application Form – Alteration of a Council Road

WHEN TO USE THIS FORM

This form is to be used when seeking to make an alteration to a Council road reserve.

Applications are made in accordance with Section 221 of the *Local Government Act, 1999*.

NATURE OF PROPOSED APPLICATION (please indicate)

- New or Altered Driveway (see Part A)
- Private Water Pipe or Irrigation Pipeline (see Part B)
- Underground Electrical Connection (see Part C)
- Other (please describe) e.g landscaping a verge _____

APPLICANT DETAILS

Location of Proposed Works/Property to be served _____

Property Assessment Number or Valuation Number) _____

Name _____

Address _____

Phone _____ Mobile _____

Email _____

Proposed date of Work (Note: Minimum 2 weeks required) _____

Applicants must complete and submit only the part/s of this form as they relate to the proposed works

Please Note: All applications must return a signed 'Applicant Declaration'

Enquiries: Council's Development Engineer

Phone: 8525 3200 or Email: light@light.sa.gov.au

APPLICANT DECLARATION

On making this application, I have read the conditions contained in this application form and associated Appendices. I agree to indemnify Council and accept and to abide by all conditions and have the works undertaken in accordance with them. I acknowledge the fact that I am responsible for all works and on-going maintenance associated with the proposal.

Signature _____

Name _____

Date _____

Please submit the completed form by post, fax or email* to:

Light Regional Council
Attention: Development Engineer
PO Box 72, Kapunda SA 5373
Fax: 8566 3262
Email: light@light.sa.gov.au

*Emailed submissions must be scanned, so as to show an image of the applicant's signature.

DETERMINATION OF APPLICATION

Applicants will be advised of the outcome of your application in writing. If any additional conditions are imposed, you will be required to comply with these should you choose to proceed with the works.

UNDERTAKING THE WORKS

Council will inspect the site prior to, during and after the completion of works to ensure compliance with the conditions of approval. Please advise the Council's Development Engineer prior to commencing works onsite to facilitate necessary inspections.

Applicants are advised to undertake a thorough investigation to ascertain the location of existing underground utility services (e.g. telecommunications, water, sewerage, gas and electricity) prior to undertaking any excavation. This may extend beyond a Dial-Before-You-Dig search.

PART A – NEW OR ALTERED DRIVEWAY

Note: Property owners are responsible for constructing and maintaining all vehicular crossings from a public road to their property. Property owners/developers are responsible for the rectification of any damage caused by them to a public road or footpath during construction works on private property, and a 6-month warranty for work on Council roads and verges free from subsidence and consequent cracking from the date construction is completed.

TYPE OF WORK PROPOSED

- Construct new driveway crossover and/or kerb invert
- Reconstruct existing driveway crossover and/or kerb invert
- Widen/alter an existing driveway crossover and/or kerb invert
- Resurface existing driveway crossover
- Close existing driveway crossover and kerb invert
- Repair or reconstruct footpath (e.g. due to damage during building works)
- Other (please describe) _____

TYPE OF PAVING MATERIAL PROPOSED

- Pavers** (must match existing footpath type)
- Concrete** (only permitted where existing footpath is concrete or heavy commercial situations)
- Hotmix asphalt** (only permitted where existing footpath is asphalt)
- Other** (e.g. rubble, dolomite etc.) _____

CONTRACTOR DETAILS

Name _____

Contact Phone Number _____

Email _____

Company Name _____

TERM OF AUTHORISATION

Where an application for a Section 221 permit is associated with an application for a Section 222 permit (Permit to Use Road Reserve for Business Purposes) concurrent permits will not be issued for a period greater than five (5) years.

CONDITIONS OF AUTHORISATION

The granting of this Authorisation is subject to the following conditions:

- The Applicant agreeing to the General Conditions of Authorisation as contained in **Appendix A**;
- The Applicant agreeing to the Specific Conditions of Authorisation as contained in **Appendix B**;
- The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Authorisation.

PUBLIC LIABILITY INSURANCE

Prior to the issuing of any authorisation, applicants are responsible for obtaining Public Liability Insurance to an appropriate level of cover per claim in respect of the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council for the term of the Authorisation.

SPECIFICATIONS AND STANDARDS

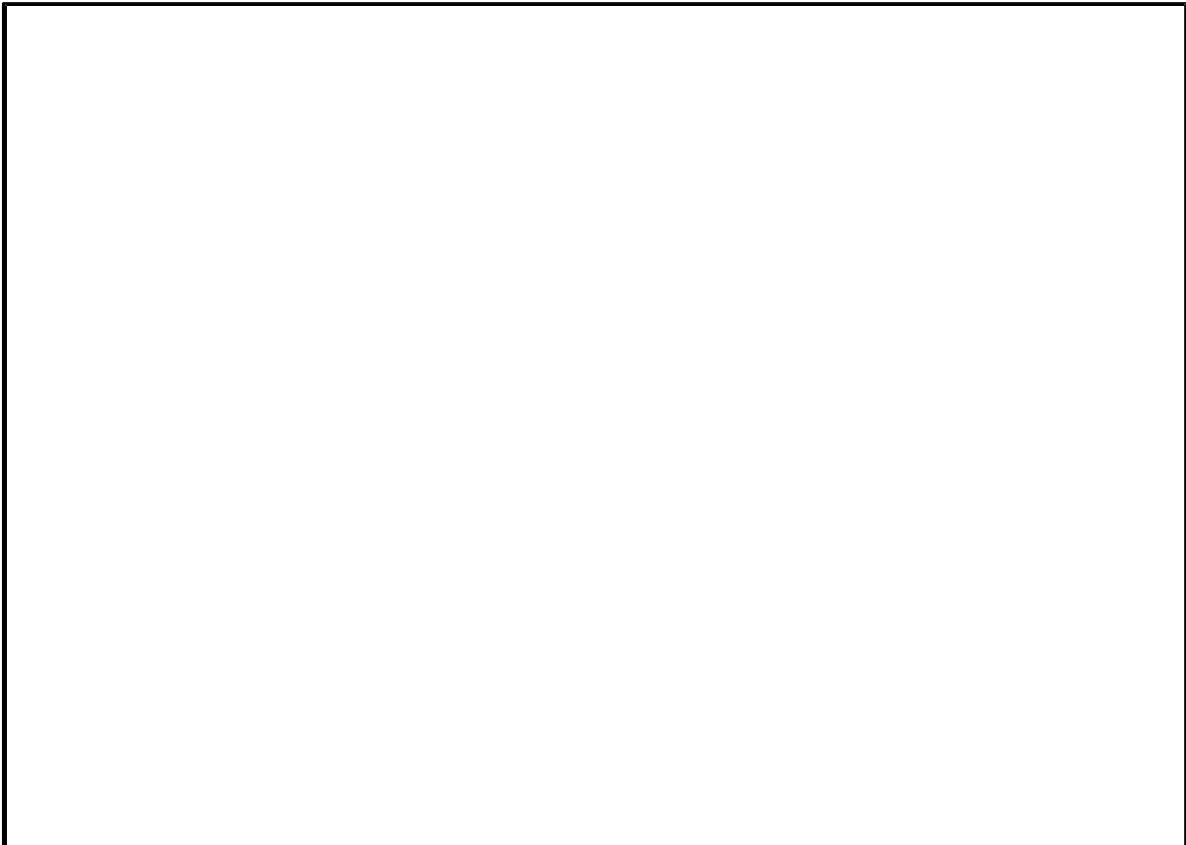
All works shall be carried out in accordance with Council Specifications and Standard Drawings. Council Standard Drawings for driveways can be found on Council's website www.light.sa.gov.au/engineering

Additional relevant applicant information can be found in **Appendix A**.

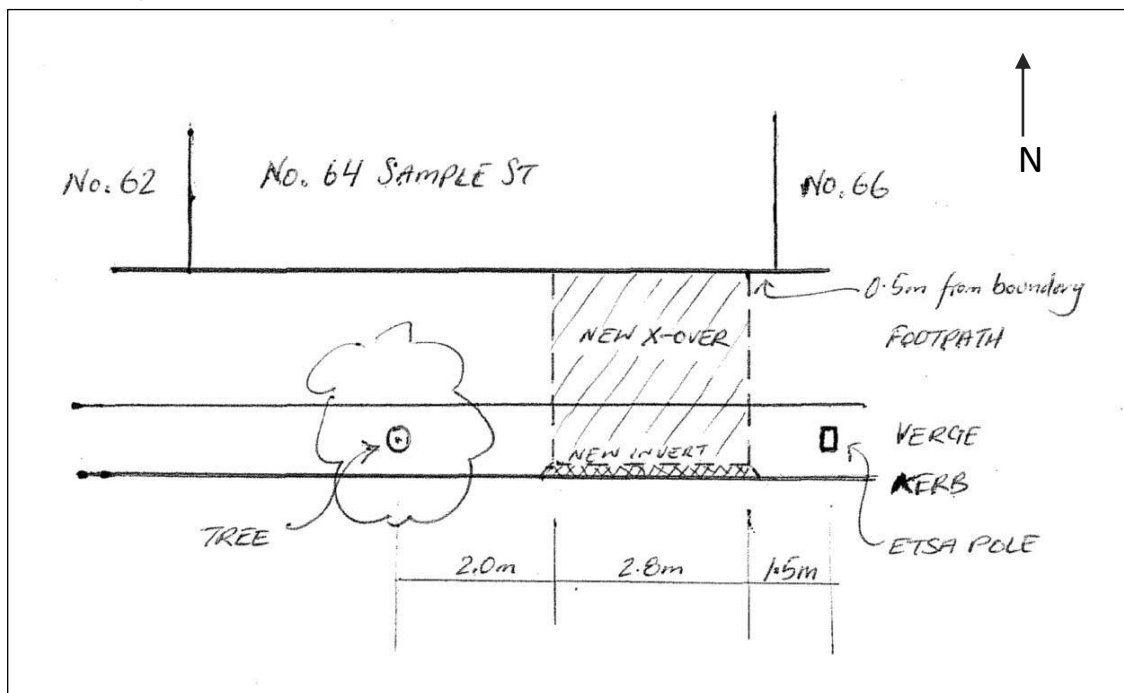
PLAN OF PROPOSED WORKS

Please provide a sketch/drawing indicating the extent and location of the proposed works.

1. Front boundary of the property, and location of side boundaries;
2. Precise location of proposed driveway alteration showing offsets/setbacks from boundaries and roads;
3. Direction of North, street names, block number;
4. Location of any structures, trees etc. near the relevant location that may be affected by the proposed alteration.



Sketch Plan example



PART B – PRIVATE WATER PIPE OR IRRIGATION PIPELINE

PLUMBER DETAILS

Name _____

Contact Phone Number _____

Email _____

Company Name _____

Licence Number _____

DETAILS AND SPECIFICATIONS OF PROPOSED ALTERATIONS

Pipeline Diameter (mm) _____ Type of Materials _____

Pressure Rating _____ Length of Run _____

Other Details _____

(Note: Please specify any structures or objects, including details or location, extent of alteration, materials proposed and/or any vegetation to be planted or removed.

TERM OF AUTHORISATION

Commencing on the date of issue, and expiring 20 years after the date of issue unless an alternative expiry date is agreed by Council.

CONDITIONS OF AUTHORISATION

The granting of this Authorisation is subject to the following conditions:

- The Applicant agreeing to the General Conditions of Authorisation as contained in **Appendix A**;
- The Applicant agreeing to the Specific Conditions of Authorisation as contained in **Appendix C**;
- The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Authorisation;
- The Applicant paying the cost of any works required to be undertaken by the Council, such as surface reinstatement.

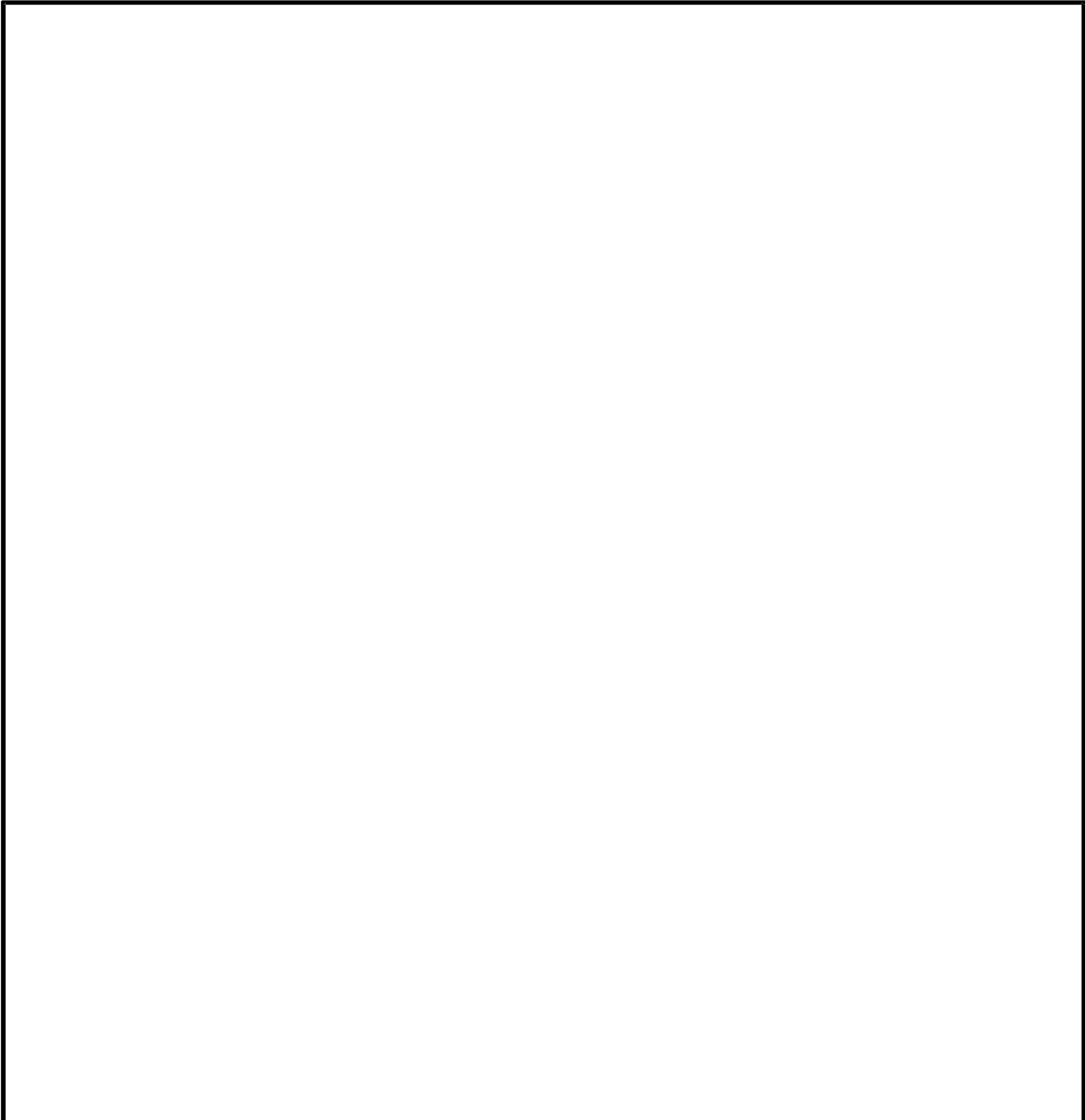
PUBLIC LIABILITY INSURANCE

Prior to the issuing of any authorisation, applicants are responsible for obtaining Public Liability Insurance to an appropriate level of cover per claim in respect of the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council for the term of the Authorisation.

PLAN OF PROPOSED WORKS

Please provide a sketch/drawing (at a scale of approximately 1:500) indicating the extent and location of the proposed works, identifying:

1. Front boundary of the property, and location of side boundaries;
2. Precise location of proposed pipeline showing offsets/setbacks from boundaries and roads;
3. Direction of North, street names, block number;
4. Kerbing location and lengths of trenching;
5. Location of any structures, trees etc. near the relevant location that may be affected by the proposed alteration.



PART C – Underground Electrical Connection

ELECTRICIAN DETAILS

Name _____

Contact Phone Number _____

Email _____

Company Name _____

Licence Number _____

DETAILS AND SPECIFICATIONS OF PROPOSED ALTERATIONS

Cable Diameter (mm) _____ Type of Conduit _____

Cable Rating _____ Length of Run _____

Other Details _____

(Note: Please specify any structures or objects, including details or location, extent of alteration, materials proposed and/or any vegetation to be planted or removed.)

TERM OF AUTHORISATION

Commencing on the date of issue, and expiring 20 years after the date of issue unless an alternative expiry date is agreed by Council.

CONDITIONS OF AUTHORISATION

The granting of this Authorisation is subject to the following conditions:

- The Applicant agreeing to the General Conditions of Authorisation as contained in **Appendix A**;
- The Applicant agreeing to the Specific Conditions of Authorisation as contained in **Appendix D**;
- The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Authorisation;
- The Applicant paying the cost of any works required to be undertaken by the Council, such as surface reinstatement.

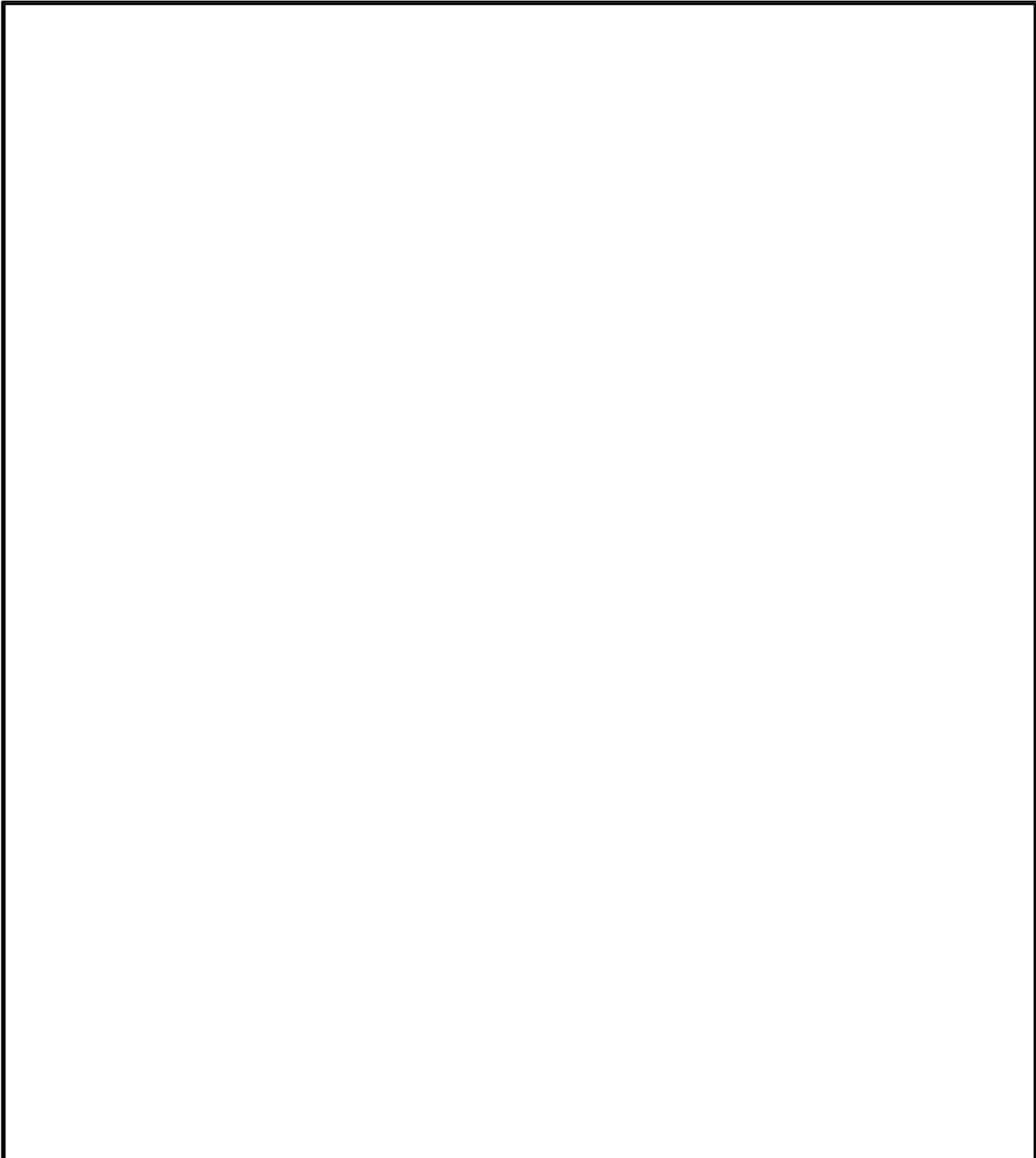
PUBLIC LIABILITY INSURANCE

Prior to the issuing of any authorisation, applicants are responsible for obtaining Public Liability Insurance to an appropriate level of cover per claim in respect of the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council for the term of the Authorisation.

PLAN OF PROPOSED WORKS

Please provide a sketch/drawing (at a scale of approximately 1:500) indicating the extent and location of the proposed works, identifying:

1. Front boundary of the property, and location of side boundaries;
2. Position of SA Power Networks poles and/or pits;
3. Precise location of proposed cable showing offsets/setbacks from boundaries and roads;
4. Direction of North, street names, block number;
5. Kerbing location and lengths of trenching;
6. Location of any structures, trees etc. near the relevant location that may be affected by the proposed alteration.



PART D – Other

ACTIVITY DETAILS

Proposal (e.g. landscaping of verge) _____

TERM OF AUTHORISATION

Commencing on the date of issue, and expiring 20 years after the date of issue unless an alternative expiry date is agreed by Council.

CONDITIONS OF AUTHORISATION

The granting of this Authorisation is subject to the following conditions:

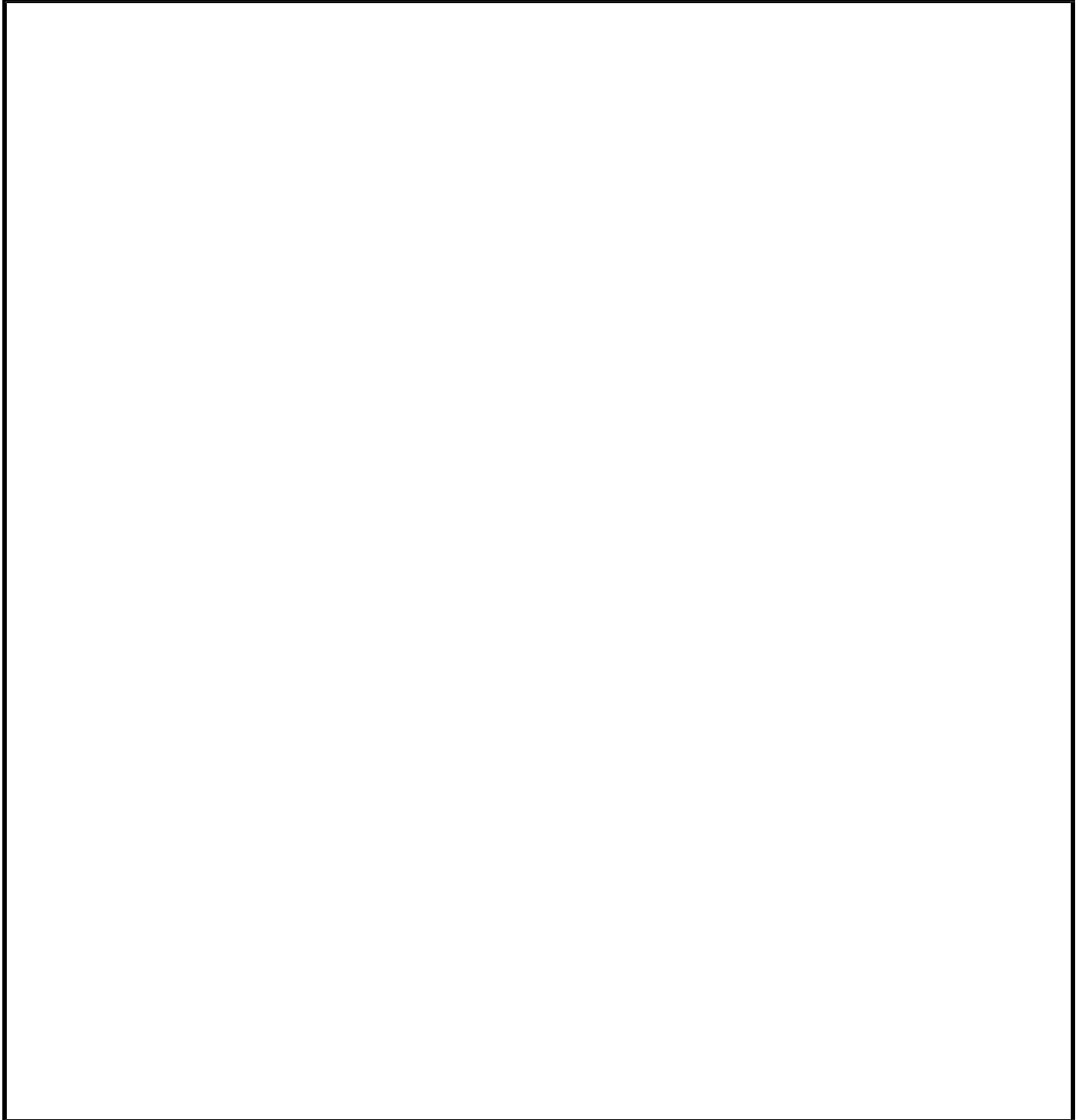
- The Applicant agreeing to the General Conditions of Authorisation as contained in **Appendix A**;
- The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to this Authorisation;
- The Applicant paying the cost of any works required to be undertaken by the Council, such as surface reinstatement.

PUBLIC LIABILITY INSURANCE

Prior to the issuing of any authorisation, applicants are responsible for obtaining Public Liability Insurance to an appropriate level of cover per claim in respect of the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council for the term of the Authorisation.

PLAN OF PROPOSED WORKS

Please provide a sketch/drawing (at a scale of approximately 1:500) indicating the extent and location of the proposed works and identifying the location of any structures, trees etc. near the relevant location that may be affected by the proposed alteration.

A large, empty rectangular box with a black border, intended for a sketch or drawing. The box is currently blank, providing space for the user to illustrate the proposed works and their location relative to structures and trees.

**APPLICANT TO RETAIN THE FOLLOWING
PAGES**

Appendix A – General Conditions of Authorisation

The following conditions are applicable when seeking authorisation in accordance with Section 221 of the *Local Government Act, 1999* and shall **apply in all circumstances**:

The applicant agrees:

1. To be responsible for all works associated with the proposal, including the cost of altering any infrastructure required to enable the works to proceed. The Council will **not** contribute to the cost of the works.
2. For the term of the Authorisation, to comply with any applicable industry or public health and safety standards and any other applicable Code of Practice in relation to the alteration of the road.
3. To ensure that all works carried out are undertaken by suitably qualified professionals in accordance with relevant Council standards and are carried out promptly and with all due care, skill and diligence.
4. To take all reasonable precautions to ensure that any alteration to the road does not interfere with or cause damage to or in any way affect Council owned or other property located on or adjacent to the road.
5. That Council may (where circumstances demand) take a suitable bond to be determined by Council for the works being undertaken. Such bond will be taken for the purpose of reinstating Council infrastructure in the event that an applicant does not complete the approved works.
6. That all fixtures and equipment erected or installed in, on, across, under or over the road remain the property of the Applicant in accordance with Section 209 of the *Local Government Act 1999*, and therefore must maintain all fixtures and equipment erected or installed in, on, across, under or over the road, in good, safe and proper repair and condition to recognised standards.
7. To be responsible for maintaining the works and the Council will **not** undertake, or contribute to the cost of or on-going maintenance of, the works.
8. To make good, at the applicant's cost, any work completed which does not comply with the Council's Specification, Drawings or any other terms and conditions of the approval as directed by Council.
9. That the granting of this Authorisation does not release the Applicant from the obligation to obtain all other relevant consents, approvals and authorisations which may be required.
10. To comply with any direction given by any authority, statutory authority or Council to remove, maintain or otherwise modify the alteration to the road subject to this Authorisation.
11. This Authorisation does not confer on the Applicant any exclusive right, entitlement or proprietary interest in the Council Land and does not derogate from the Council's powers arising under the *Local Government Act 1999*.

12. They shall surrender this Authorisation upon receiving two (2) months' notice in writing from the Council if the Council determines, in its sole discretion, that the Road is reasonably required by the Council for an alternative use.
13. To indemnify the Council, its servants and/or agents against all actions, costs, claims and damages which may be brought or claimed against the Council arising out of or in relation to the negligent acts or omissions of the Applicant, the alteration to the road, the granting of this Authorisation or the general and special conditions contained herein except where any action, cost, claim or damage is caused by the negligence or default of the Council, its officers, employees or agents.
14. For the term of the Authorisation, to take out and keep current a public liability policy of insurance to an appropriate level of cover per claim in respect of the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council.
15. To note that all native vegetation in South Australia is protected under the *Native Vegetation Act 1991*. Native Vegetation can consist of native grasslands, shrub lands as well as trees. All efforts must be made to minimise detrimental impacts on native vegetation from trenching and associated works and appropriate permits obtained where necessary. If the applicant is unsure about the presence of native vegetation the applicant shall contact Council for advice and that any significant damage to native vegetation will be reinstated or offset at the expense of the applicant.
16. If there shall be any default or non-observance on the part of the applicant of any term, stipulation or condition on its part herein contained Council may give the applicant notice in writing requiring the applicant to rectify such default or non-observance within a time to be stipulated in the notice and if such default or non-observance shall not be rectified within the time so allowed this permit may thereafter be terminated without any further notice by Council.
17. At the expiration or earlier termination of this Authorisation to remove, if so directed by the Council, any structure or object erected or installed in, on, across, under or over the road, and to reinstate the road to the satisfaction of the Council;
18. To any other conditions listed on the application and approval form must be adhered to.
19. Authorised works must be carried out within 12 months of the date of approval, otherwise the authorisation will lapse.
20. Within 60 days of completion of the construction work, to supply the Council with fully dimensioned as constructed drawings showing the location of the installed infrastructure.

Appendix B – Specific Conditions of Authorisation

The following conditions are applicable when seeking authorisation in accordance with **Part A – New or Altered Driveway**.

1. Property owners are responsible for maintaining driveway crossovers and inverts. The Council will **not** undertake, or contribute to the cost of or on-going maintenance of, the driveway crossover or invert.
2. Driveway crossover and invert works must comply with the Council's current Specification and Drawings relevant to the work.
3. At any time, the Council may require part or the entire crossing place to be altered or removed for any reason. If such works are required in order to satisfy the conditions of this approval, the responsibility for the works (including costs) will rest with the applicant.
4. For the purposes of *Section 221(6) of the Local Government Act 1999*, approval of this application constitutes authorisation for the act of undertaking the approved works.
5. If the installation or alteration of a driveway crossover renders another crossover to the same property redundant, the applicant shall remove the redundant crossover and kerb invert and reinstate to match adjacent footpath and kerbing.
6. Authorised works must be carried out within 12 months of the date of approval, otherwise the authorisation will lapse.

NOTE: Applicants are advised to undertake a thorough investigation to ascertain the location of existing underground utility services (e.g. telecommunications, water, sewerage, gas and electricity) prior to undertaking any excavation.

Redundant Driveway Crossovers and Kerb Inverts

Please note Condition 5 which requires you to remove any driveway crossovers or kerb inverts which become redundant as a result of the installation of a new crossover. You must reinstate the removed crossover and invert to match the adjacent footpath, verge and kerbing.

Additional Applicant Information - New or Altered Driveway

The following information is provided to applicants seeking authorisation in accordance with **Part A – New or Altered Driveway**.

- Applicants are reminded that all work shall be carried out in accordance with the Specifications and Standards Drawings. Where any doubt exists, the Council's Development Engineer shall be contacted.
- Should work be deemed unsatisfactory upon inspection, any unsatisfactory work shall be removed and replaced at the owner's expense.

Provisions Relating to Works

Notice of Commencement of Work

The owner shall give the Council's Development Engineer at least seven (7) days' notice of intention to commence work. Works must be completed within three (3) months of commencement.

Location

Driveway crossovers and inverts will not be permitted on a corner radius at an intersection or junction and may not be permitted at a location where it will interfere with street trees or existing drainage infrastructure.

Where a new invert is superseding an existing invert which is no longer required, the applicant must close off the disused invert by its total removal between the construction joints on either side of the invert and recast a new kerb and gutter to the Council's specification.

The Council has a policy on the provision of second driveways - *Light Vehicle Crossover Policy*. Applications for second driveways should be discussed with the Development Engineer as early as possible.

Finished Levels

Finished surface levels for crossovers shall match the existing footpath levels at each end of the works. The applicant must ensure that surface levels on the property match in with the existing footpath level at the entrance point. Steps or steep inclines will not be permitted to be constructed on the footpath to match the driveway level of the property.

Concrete inverts shall be constructed so as to ensure the free flow of water along the gutter.

Where a concrete footpath is in existence in the position where the new crossover is to be constructed, the concrete footpath must be cut with an abrasive saw at the nearest construction joints that are wider than the proposed crossover and removed between those cuts and reconstructed in accordance with the attached details and specification.

The invert is to be constructed by removal of existing kerb AND gutter and constructed to details as shown in the attached drawing. (Diagram 1)

Trees

Applicants are advised that approval to construct a driveway crossover may not be granted where the construction of a driveway crossover will require the removal of a street tree or disturbance of street tree roots. Applicants should discuss any works that may interfere with street trees with the Council's Infrastructure and Environment Department as early as possible.

Should approval to remove a street tree be granted, the applicant will be required to meet the cost of the removal of the tree and its replacement.

Bluestone Kerbing

Where bluestone kerbing is removed as part of the works, surplus bluestone pieces shall be carefully transported to the Council Operation Centre, Corner of Coulls & Stephenson Streets, Freeling. Operation Centre attendants must be contacted on 8525 3200 prior to delivery of bluestone pieces.

Public Safety

Public Safety, traffic management and pedestrian management is the responsibility of the property owner during the construction period. An Authorisation to Undertake Works on Council Property, issued by the Council, may be required where applicants are intending to close a portion of the footpath.

Persons carrying out the work shall have suitable public liability insurance.

Where the works are undertaken by the Council, the Council will provide appropriate signage and pedestrian and traffic management.

Existing Services

The applicant is responsible for the location of all underground and overhead services which may be affected by the works, and any costs associated with relocation of affected services. Services that should be considered include, but are not limited to: water, gas, electricity, CWMS and telecommunications.

Damages

Any damage to existing services or public/private property as a result of the applicant's or contractor's activity, shall be the responsibility of the applicant, who shall arrange for such damage to be made good and meet all costs arising.

Cleaning Up

At all times, the job must be kept clean and tidy and free from all surplus materials, spoil and debris of all kinds. All surplus earth, clay and excavated material from the job shall be removed from the site and disposed of by the applicant or contractor.

Subgrade

The subgrade shall be free from organic matter or other deleterious material and be thoroughly compacted to prevent subsidence and consequent cracking.

Basecourse and Sub-base

Basecourse shall be thoroughly compacted and the materials used shall comply with Department of Planning, Transport and Infrastructure Master Specification, 20 mm crushed rock PM1/20 QG basecourse, 20 mm quarry rubble PM2/20 QG sub-base course.

Concrete

Ready mixed concrete conforming to the standards outlined shall be used. Concrete to be a nominal 4:2:1 mix with minimum 28 day strength of 25 MPa (residential area) and 32 MPa (industrial area).

- 80 mm maximum slump using ordinary Portland cement, maximum aggregate size 20 mm.
- Concrete slabs shall be reinforced with steel fabric and placed with 50 mm clear cover except where shown otherwise.
- The surface should be finished with a textured non-slip surface (i.e.: broom finished) and a steel edging should be used on joints and edges.
- Concrete slabs shall be protected during the first seven days of curing.

Bitumen Hotmix

Bituminous Hotmix shall consist of either AC 7 mm, AC 10 or AC 14 as required by Department of Planning, Transport and Infrastructure Standard.

Footpath

TYPE	PAVING	BASE LAYER	SUBGRADE	DRAWING REFERENCE
Asphalt	30mm AC 7	100mm PM2/20QG – 96% Modified Compaction	98% Standard Compaction	SD 215
Concrete – Existing Residential	100mm 25MPa with SL62 centrally	100mm PM2/20QG – 96% Modified Compaction	98% Standard Compaction	SD 205 SD 210
Concrete – New Residential	125mm 25MPa with SL72 centrally			
Concrete – Exposed Aggregate	125mm 32MPa with SL 72 centrally			
Concrete – Commercial/Industrial	150mm 32MPa with SL82 50mm top cover			
Block Paved	60mm interlocking Type 'A or B' concrete block pavers to Council's approval	20-30mm bedding sand & 100mm PM2/20QG – 96% Modified Compaction	98% Standard Compaction	SD 220

Driveway Crossover

TYPE	PAVING	BASE LAYER	SUBGRADE	DRAWING REFERENCE
Concrete - Residential	125mm 25MPa SL72 centrally	100mm PM2/20QG – 96% MMDD	98% Standard Compaction	SD 225
Concrete - Industrial	150 mm 32 MPa with SL82 50mm top cover	100mm PM2/20QG – 96% Modified Compaction	98% Standard Compaction	SD 240
Block Paved	60mm – 80mm slip resistance concrete/clay block pavers to Council's approval	30mm bedding sand & 100mm PM2/20QG – 96% Modified Compaction	98% Standard Compaction	SD 220 SD 235
Asphalt - Residential	30mm AC 7	100mm PM2/20QG – 98% Modified Compaction	98% Standard Compaction	Dimensions to match SD 235

Appendix C – Specific Conditions of Authorisation

The following general conditions of authorisation are applicable when seeking authorisation in accordance with **Part B – Private Water Pipe or Irrigation Pipeline** and are additional to those noted in Part B above.

The Applicant agrees:

1. To take all reasonable precautions to ensure that any alteration to the road does not interfere with or cause damage to or in any way affect Council owned or other property located on or adjacent to the road.
2. That the trench shall be backfilled and any road surface reinstated in accordance with the Infrastructure Guidelines SA – Standards and Requirements for the Design and Construction of Infrastructure Assets in South Australia or any other Council Standard Drawing as the case may be.
3. That they shall, at the direction of the Council and at its own cost and expense, alter or relocate any Structure erected or installed in, on, across, under, over or near the Road in the event that the Council requires such alteration or relocation as a result of any necessary maintenance or capital works to be carried out in respect of the Road in the future.
4. That all pipelines shall be laid in conformance with SA Water Standards.
5. That all pipelines shall be laid at a minimum depth of 1.1 metres below the road surface for the length of at least 5 metres either side of the road centre line where the pipeline crosses under a Council road. RURAL - all pipelines are to be located at the edge of carriageway, but not within the roadside table drain if running parallel to road. TOWNSHIP - all pipelines are to be located as close as practicable to the road reserve boundary fence.
6. When located within the road carriageway, that the pipe or conduit will be sleeved within a pipe of larger diameter so as to permit removal at a later date without disturbing the road's surface.
7. To ensure all pipelines are located at the edge of carriageway and not within the alignment of the roadside table drain.
8. That if need shall arise for repair or maintenance work to be carried out on the pipeline the owner shall promptly notify Council of its intention to carry out such work, and where practicable, the date upon which such work is to be commenced.

Appendix D – Specific Conditions of Authorisation

The following general conditions of authorisation are applicable when seeking authorisation in accordance with **Part C – Underground Electrical Connection** and are additional to those noted in Part C above.

The Applicant agrees:

1. That at the direction of the Council and at its own cost and expense, alter or relocate any Structure erected or installed in, on, across, under, over or near the Road in the event that the Council requires such alteration or relocation as a result of any necessary maintenance or capital works to be carried out in respect of the Road in the future.
2. That the underground cables shall be laid at a minimum depth of 1 metre below the road surface for the length of at least 5 metres either side of the road centre line where the cable crosses under a Council road; and at a minimum depth of 900mm below the present or future surface within the road verge.
 - a. RURAL - The underground cables are to be located at the edge of carriageway, but not within the roadside table drain if running parallel to road.
 - b. TOWNSHIP - The underground cables are to be located as close as practicable to the road reserve boundary fence. In no circumstances is the infrastructure to be installed beneath and along the line of the roadside table drain.
3. That the underground cables shall be laid in accordance with Australian Standard 3000 1981 (SAA Wiring Rules), the SA Power Networks Service Requirements, and laid from the SA Power Networks pole/pit to the frontage of the property at 90 degrees to the road alignment.
4. That the trench shall be excavated and backfilled in accordance with Council Standard Drawings.
5. That if need shall arise for repair or maintenance work to be carried out on the underground cables the owner shall promptly notify Council of its intention to carry out such work, and where practicable, the date upon which such work is to be commenced.