

# Application to Undertake Civil Works

For Works and Structures under Roads Act 1993 Sections 138, 139 and 218

## APPLICATION/REFERENCE NUMBER:

### ABOUT THIS FORM

Effective 01 July 2023 to 30 June 2024

Use this form to obtain approval to undertake civil works within the road reserve. Civil Works include, but are not limited to:

- a) Driveways/Access paths within public road reserves.
- b) Any works in, on or over a public road, including footpath and nature strip areas (e.g. footpath, kerb and gutter, drainage connections to Council stormwater pit/pipe).
- c) Work on an existing structure; or construct a new structure within (on/above/under) the public road reserve.

*This form should be read in conjunction with the "Building a Driveway" web page on the Randwick City Council website.*  
<http://www.randwick.nsw.gov.au/services/parking/driveways-and-works>

*Applications involving the construction of a new driveway will not be approved unless the car space within the property has been approved, or the proposed development requires a S138 approval under the Roads Act is required prior to the Complying Development Certificate (CDC) being issued. Details of the approval (DA/BA number) must be provided where requested on this form.*

*Applications involving 'Street Tree Removal' as part of a Complying Development Certificate (CDC) can take longer to process due to the nature of such requests.*

**Construction works on a public road must not commence until you receive written Consent from Council on this application. Please allow up to 8 weeks for this application to be processed.**

### APPLICANT AND/OR CONTRACTOR DETAILS

Applicant's Title: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Company Name / Contact: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No(s): \_\_\_\_\_ Mobile: \_\_\_\_\_

### LOCATION OF PROPOSED WORKS

Unit/Street No: \_\_\_\_\_ Street: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## DESCRIPTION OF WORKS

(Please tick appropriate boxes)

### Works within the property that relate to the civil works on Council Land:

☐ Are approved under a DA/BA

Please provide the DA/BA number: \_\_\_\_\_

☐ Are to be approved under a CDC. However, I require this approval under the Roads Act first

☐ There are no works inside the property.

### The proposed works within the road reserve includes:

☐ Renewal, alteration and/or addition of driveway and/or footpath

☐ Alteration and/or extension to the Council stormwater drainage network

☐ Alteration and/or addition of retaining walls

☐ Alterations and/or addition of any other structure within Council road reserve.

Please specify: \_\_\_\_\_

Provide a brief description of the works proposed: \_\_\_\_\_

**To further explain your application, you are required to attach a site plan confirming the location of proposed works, dimensions and details of any structures or drainage lines proposed to be installed or adjusted within the road reserve. Council may seek additional information as well as Structural Certification.**

## DESIGN OF THE WORKS

Council charge a design fee for all applications which include vehicular crossings unless the scope is to replace existing vehicular crossing that meets the requirement of the Australian standard and no design is required.

Council's fee for this service is \$408 inclusive of GST.

Council staff will survey the site and prepare a design for the vehicular crossing between the road and the property. The design by Council will ensure that the property can be accessed without scraping in accordance with Australian Standard AS2890.1. The design will also ensure that the design meets Council's requirements with regards to other assets and road user groups that may be impacted by the work. Council will provide typical construction details relating to driveways, kerbs, footpaths or drainage structures that may be required with our letter of approval.

## CONSTRUCTION OPTIONS

(Please tick appropriate boxes)

There are two options for construction:

### Option 1: Construction by Council's contractor

This option is not available to developments which require other concrete works within the property. Council also recommends that applicants use their own contractor if the works are required to be completed prior to the issuing of an Occupation Certificate.

Randwick City Council obtains quotations from a list of Council nominated contractors. The cheapest quote is selected and the applicant is sent a letter detailing the cost of the proposed construction. This cost will also include work quality inspection fees.

When full payment is made by the applicant, the work is scheduled and the civil works are constructed under the supervision of a delegated Council officer.

## Option 2: Construction by a contractor of your choice

Under this option, the applicant is sent the approved design and a letter detailing the cost of the work quality inspection fees and workmanship bond.

The applicant is then able to select a contractor of their choice, provided that they satisfy the following requirements:

- \$10 million public liability insurance
- Prior evidence of satisfactory workmanship
- Full understanding of the requirements of WorkCover and Work Health and Safety Regulations (including Traffic Control)

Prior to commencing any works, Council must approve the chosen contractor and all fees and bonds must be paid. The workmanship bond is 50% of the total cost of Council's estimate of the value of the work. This bond is refundable upon satisfactory completion of the work.

The civil works will be undertaken by the applicant's contractor with a delegated Council officer undertaking work quality inspections at nominated times throughout the work.

**Note:** The applicant should not pay the contractor until the works have been approved by Council.

☐ I would like to proceed on the basis of using Council's Contractor (**Option 1**)

☐ I would like to proceed on the basis of using my own choice of contractor (**Option 2**)

## ROADS AND MARITIME SERVICES

If your proposal involves works on a state or classified regional road, you must obtain a Road Occupancy License from the Roads and Maritime Services. These roads are listed in the table below.

STATE ROADS	
ROAD	LOCATED BETWEEN
Alison Road	Anzac Parade – Avoca Street
Anzac Parade	Alison Road – Beauchamp Road
Avoca Street	Anzac Parade – Frenchmans Road
Botany Road	Beauchamp Road – Bunnerong Road
Bumborah Point Road	
Bunnerong Road	Botany Road - Gardeners Road
Carrington Road	Frenchmans Road - Darley Road
Dowling Street	
Frenchmans Road	
Gardeners Road	
Rainbow Street	Anzac Parade - Avoca Street
Oxford Street	York Road - Lang Road

CLASSIFIED REGIONAL ROADS	
Anzac Parade	South of Beauchamp Road
Belmore Road	Avoca Street – Coogee Bay Road
Bunnerong Road	Botany Road – Anzac Parade/Canara Avenue
Coogee Bay Road	Belmore Road – Mount Street
Cuthill Street	Coogee Bay Road – Avoca Street

For further information regarding applications for occupancy of State and Regional Roads, please contact the Roads & Maritime Services (Transport Management Centre)

## DECLARATION

I have attached site plans and relevant engineering details necessary to describe the works.

I have read, understood and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application. I declare that all the information given is true and correct. I also understand that if incomplete, the application may be delayed or rejected.

Signature: .....

Name: ..... Date: .....

## HOW TO LODGE THIS APPLICATION

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council Post: 30 Frances Street, Randwick NSW 2031

**ONLINE** through Council's [Online Services](#)

Please refer to Council's website for more information.

## FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays, please ensure application fees are paid at the time of lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

FEE TYPE	RECEIPT CODE	FEE	GST
Civil Works Application Fee - Development Application (DA)	AP	\$232.00	N/A
Civil Works Application Fee – Comply Development Certificate (CDC)	AP	\$450.00	N/A
Civil Works Design Fee	AP	\$408.00	N/A

## PRIVACY NOTIFICATION

The personal details requested on this form will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

## OFFICE USE ONLY

Application received by: ..... Date: .....

Receipt No: ..... Date: .....

Fee: \$ .....