

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 2026 to 30 June 2027

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

- Driveways/Access paths within public road reserves.
- 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).
- 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 number) must be provided where requested on this form.

Applications which are expected to involve a request to remove a street tree in associated with a potential Complying Development Certificate (CDC) are recommended to consult with Council prior to the lodgement of a Civil Works Application by emailing council@randwick.nsw.gov.au. Council may require the proposed development to be assessed under a Development Application (DA) if there are no suitable alternatives.

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
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

Please provide the DA number: _____

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

No development - renewal of existing driveway only

The proposed works within the road reserve includes:

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

Repair existing 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 survey plan and 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 charges a design fee for all applications involving vehicular crossings and associated works on Council Land (road reserve). 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.

While submitted plans may indicate the proposed location and dimensions of the works, Council staff will survey the site and prepare a design for the works. If the plan deviates from what was original proposed, it is the responsibility of the applicant to ensure that development documentation is adjusted accordingly.

CONSTRUCTION OPTIONS

(Please tick appropriate boxes)

There are two options for construction:

Option 1: Construction by Council's contractor (Existing Driveways Only)

This option is not available to developments which require other concrete works within the property. This option is only available for the repair/renewal of existing driveways which are not associated with development works.

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.

Please be advised, Council contractors are not on standby to carry out the construction of vehicular crossings and associated works. Waiting times may be up to 12 months before contractors are able to commit time to these works given their prior commitments to capital works projects in the public domain. These timeframes are also subject to change due to conflicting priorities within Council's Capital Works program and any emergency works that may arise in the meantime.

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**) - Existing Driveway/s Only

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 survey plans and 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

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

Address: Randwick City Council
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. An email will be sent to arrange payment of the application and design fee once the applicant has been reviewed.

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

Please note:

- *The fees associated with this Civil Works Application are separate from any fees paid for a Development Application (DA).*
- *Development Application fees generally relate to the assessment of development works on private property. Civil Works Application fees relate to works within Council land (Road Reserve).*

FEE TYPE	RECEIPT CODE	FEE	GST
Civil Works Application Fee - Development Application (DA)	AP	\$317.00	N/A
Civil Works Application Fee – Comply Development Certificate (CDC)	AP	\$503.51	N/A
Civil Works Design Fee	AP	\$457.00	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: \$