

**Note before filling this form:**

A vehicular crossing application form is used to apply for a permit to construct vehicular driveway crossing on the public road or footpath.

Council recommends your application be lodged online by Council's [ePathway Portal](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/>). By using online lodgement, Council will receive your application in real time, resulting in faster approvals.

**Important: If the application is for a secondary driveway, contact Council and discuss the proposal before lodging an application.**

## 1 Applicant Details

Full Name

Company Name & ACN (if applicable)

Postal Address

Phone

Email

## 2 Location

Street No.

Street Name

Suburb

Postcode

Lot No

Deposited / Strata Plan No:

## 3 Proposed Work

Type of Vehicular Crossing

- ☐ Residential Light Duty
- ☐ Medium Density (Units/Townhouses)
- ☐ Heavy Duty (Industrial/Commercial)
- ☐ Pipe Crossing Culvert
- ☐ Dish Drain

The proposed surface finish/material must be Plain Concrete.

Council may not approve other finishes that do not comply with: AS/NZS 4663:2002, AS/NZS 4586:1999, AS 3661.2:1994

## 4 Required Documents

You are required to provide following information with this application:

- ☐ Public Liability Certificate of Currency (value at a minimum of \$10 million)

## 5 Applicant's Declaration

Please complete the declaration below—

I/We acknowledge that:

- I/We are aware Council will not be responsible for any Public Risk Claims for accidents or otherwise, arising from an incorrectly installed vehicular crossing or conditions that are not strictly adhered to
- I/We undertake, that in the event that the completed vehicular crossing is found to be unsatisfactory as a result of the contractor's failure to carry out the work in accordance with the information supplied by Council, or the use of faulty materials or workmanship, the crossing shall be removed and replaced at my expense
- For any additional driveways to a property or extension of driveways, prior approval is required and a letter issued by Council. This letter will be required when submitting the application.

I/We, the undersigned, formally apply for approval to construct a vehicular crossing in accordance with the attached plans and specifications. I/We have read and understood the information attached and I/We am aware of my obligations in carrying out work within the nature strip.

This application form and documentation is open access information for the purposes of the Government Information (Public Access) Act 2009 and Council is obliged to publish it on its website. These details contain your personal information. Please indicate whether or not you consent to the form and documentation being published as submitted to Council.

- ☐ I consent to Council publishing this form and documentation as submitted and I acknowledge that any personal information contained within, may be seen by third parties. If ticked, personal information will not be redacted from the form and documentation, prior to it being published.

Signature:

Date:

## General information

- (a) Under the Roads Act 1993, property owners are liable for all costs associated with the construction, maintenance and repair of vehicular crossings between the road pavement and property boundary line
- (b) Works shall comply in all respects with the plan and specification provided by Liverpool City Council and with the issued information
- (c) It is the owner's responsibility to ensure that their contractor is licensed and has a current \$10,000,000 public liability cover. Council will NOT accept any liability for injury or damage to any person or property during the course of work
- (d) The contractor shall take every precaution to locate and protect all public utility services. Any damages or alterations to these utility services shall be repaired by the appropriate authority at the owner's/contractor's cost
- (e) Council accepts no responsibility for the identification or position of property boundaries. The property owner/contractor is to identify block boundaries
- (f) No concrete is to be poured until Council has given approval. If there is no approval notice left on site, Council's Contact Centre is to be contacted to obtain the inspection result. If a contractor pour a vehicular crossing without an approval by Council, further approval to work on Council property by the offending contractor may be withdrawn
- (g) Crossings not conforming to Council specifications are not approved Therefore Council: Will not accept any liability for the injury or death to any person or damage caused to anything due to the existence of the non-approved crossing; May require modification, removal or replacement of the crossing at full cost to the owner at any time
- (h) No tree is to be cut down without the written consent of the Council in accordance with Council's Tree Preservation Order
- (i) Redundant laybacks are to be replaced by kerb and gutter (must be formed up prior to approval being given to pour vehicular crossings).

## Applicant's responsibility and compliance

- **IMPORTANT: This application cannot be accepted without all applicant and registered owner's signatures, which are to be completed at the end of the form.**
- The owner is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/ consent conditions and likewise responsible for compliance in respect of all agents, subcontractors and anyone else carrying out part or all of the activity authorised under the permit/ consent
- Any personal information that you provide on this form will be used by members of Council staff to process this application. The provision of this information is deemed to be voluntary. However, if you do not provide the information requested on this form, Council may be unable to process your application in a timely manner. Please note that information collected by Council in relation to development applications and associated documents is open access information that may be obtained by members of the public under the Government Information Public Access Act 2009.

## Processing and approval

- The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.
- An appropriate fee must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. **Cheque clearance is required prior to issue of the permit.**
- At the time of lodgment, a copy of the owner's and/or principal contractor's public liability insurance cover to the order of at least \$10m, including number/expiry date, needs to be submitted and if there are any unknown details such as start and end dates of the work, etc.

## Notes on Scheduled Fees

- Detailed schedule of fees and charges can be checked via [Council's website \(www.liverpool.nsw.gov.au/fees\)](http://www.liverpool.nsw.gov.au/fees).
- All fees are payable in advance.
- The fee payable will be assessed by the City Maintenance according to the schedule of fees.

## How to lodge an application

All applications are accepted in following ways:

- Submit online at Council's [ePathway Portal \(https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/\)](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/) or
- Lodge at Council's Customer Service Centre on Shop R1, 33 Moore Street Liverpool;

## Refunds

- Any refunds will be made only to the person/company that paid the fee, and
- Where a refund is required, the applicant must provide contact details for the person/company (if different from applicant) to arrange refund.

Family Name(s)/Surname(s) (or company & ACN)::

Full Given Names or Company Contact Person:

House No

Street

Suburb

Business Phone

Home Phone

Mobile

Email

Fax

## Owner's Declaration

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

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☐

I consent to Council publishing this form and documentation as submitted and I acknowledge that any personal information contained within, may be seen by third parties. If ticked, personal information will not be redacted from the form and documentation, prior to it being published.

Signature:

Date:

## Owner's consent requirements

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
- Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.

Family Name(s)/Surname(s) (or company & ACN)::

Full Given Names or Company Contact Person:

House No

Street

Suburb

Email

Contact Number

Licence Number

Expiry Date

Public Liability Insurance Number

Expiry Date

Signature:

Date:

To book an inspection, please contact 1300 36 2170 between 8.30am to 5.00pm Monday to Friday

## OFFICE USE ONLY

Additional Information required?

Yes ☐ No ☐

Pathway Lodgement to:

☐ DX: Driveway Crossing - Section 138

Application Number:

Comments

Received by:

Date Received:

Fees

Amount (\$)

Receipt Number

Receipt Date

Vehicular Crossing Application