

# STEP 1. APPLICATION FOR DRIVEWAY ACCESS APPROVAL

## DRIVEWAY COMPLIANCE PLAN

### About this form

The application for a Driveway Access Approval, Gutter Crossing and Certificate of Construction comes in four parts. Use this form for approval of proposed driveway alignment levels. (Note: See Driveway Access Approval fee in the 2023/2024 Fees and Charges).

### Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** cityofryde@ryde.nsw.gov.au  
**Phone** (02) 9952 8222

### Important information for the applicant

Please read the 'Driveways and Gutter Crossings Fact Sheet' found online at [www.ryde.nsw.gov.au/forms](http://www.ryde.nsw.gov.au/forms) before completing this form to minimise the risk of submitting an incomplete form, which may delay your application process.

**Step 1** – Approval of Driveway Plans

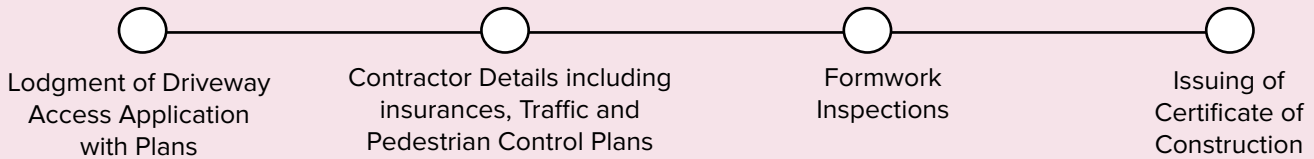
**Step 2** – Contractor Details

**Step 3** – Formwork Inspection

**Step 4** – Application for driveway access and gutter crossing  
Certification of construction

## IMPORTANT INFORMATION WHEN MAKING AN APPLICATION (4 STEPS)

The application for Driveway access levels, Gutter Crossing and Certificate of Construction comes in three parts.



## PART 1: APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

Company / Organisation					ABN No.	
Title	Mr	Mrs	Ms	Miss	Other	
Given Name			Family Name			
Address						
Suburb					Postcode	
Postal Address If different from above						
Suburb					Postcode	
Preferred contact	Mobile	Phone	Email			
Mobile			Phone			
Email						

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY	Receipt number	Amount paid \$	Date received
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## PART 2 : LOCATION OF PROPERTY

Address					
Suburb				Postcode	
Property Type	Residential	Commercial	Industrial		
Residential Type	Dwelling	Duplex	Villa	Townhouse	Units
Reason for Levels	Scraping problem		Renew existing driveway		New development
Development Application number if applicable					<i>Write N/A if not applicable</i>

## PART 3 : DRIVEWAY ACCESS LEVELS PLAN

Single Dwelling \$424      Duplex (Shared driveway only) \$524

Industrial/Commercial or Residential above 3 levels or Residential requiring second entry (2 driveways) \$979

I request Council to provide the item listed above and authorise Council staff to enter the above property if so required.

Please provide a certified copy of the Driveway Access Levels. The application shall include engineering design drawings of the proposed vehicle footpath crossing and gutter crossover. The design shall include a long-sections and plan view of the of the proposed driveway access. Long-section details showing the gradients of each segment of the driveway starting from 2.5m from the face of kerb up to allocated car space within the property.

The drawings shall be prepared by a suitably qualified Civil Engineer using the standard B85 vehicle profile. The drawings shall show the proposed vehicle footpath crossing width, alignment, and any elements impacting design such as service pits, underground utilities, power poles, signage and/or trees. In addition, a benchmark (to Australian Height Datum) that will not be impacted by the development works shall be included.

All grades and transitions shall comply with Australian Standard AS 2890.1-2004 Off-street Parking and Council's specifications. The new crossing shall be between 3.0 m. to 4.0 m wide, without the splays, and shall be constructed at right angle to the alignment of the kerb and gutter, and located no closer than 1m from any power pole and 3m from any street tree unless otherwise approved by Council.

Note: Levels are not required if the driveway is a replacement of an existing driveway and constructed to the existing driveway levels.