

# DRIVEWAYS, FOOTPATH /GUTTER CROSSINGS AND FOOTPAVING

## DO I NEED TO LODGE AN APPLICATION TO CONSTRUCT/ RECONSTRUCT A DRIVEWAY?

A driveway application is required for each footpath/ gutter crossing or point of vehicular access to a property to ensure that works in Council's footpath verge complies with the relevant standards and Council's policies and that the safety of all road users, including pedestrians and cyclists, is protected, both during and after construction.

## WHAT PROCESS MUST I FOLLOW?

Driveways are only permitted in conjunction with the provision of access to an approved garage, carport or parking space. Separate written approval, typically as part of development consent, must be obtained for access driveways to other land or facilities. The design and construction of all works must comply with Council's separate document "Driveways, Footpath/ Gutter Crossings and Footpaving Specifications", a copy of which is available from Council's website.

Before any works are carried out, a "Footpath Crossing Application" must first be completed and submitted to Council for each individual driveway. A copy of this form is available from Council's website. Both the property owner's and the contractor's details must be included, along with a certificate of currency for the contractor's public liability insurance policy.

The application can be lodged and the fee paid either:

1. In person, at Council's Customer Service Centre, Castle Hill Library or Rouse Hill Library.
2. Over the phone, by contacting Council's Customer Service Centre on 9843 0555, who will request that the application form be either faxed or emailed. Once the form is received, we will call you to arrange payment of the applicable fee over the phone.

Council has no facility to take EFT payments.

Once the application has been accepted by Council, the contractor is able to undertake preliminary works on site, including excavation, the placing of formwork and reinforcement and the relocation of existing services. Once these preliminary works are finalised Council must be contacted to arrange for an inspection, 24 hours in advance. To arrange for an inspection, contact Council's Customer Service Centre on 9843 0555.

Council's inspector will visit the site to determine if the preliminary works have been undertaken in accordance with Council's "Driveways, Footpath/ Gutter Crossings and Footpaving Specifications". Should the preliminary works be approved, the contractor will be able to pour concrete. Once

the driveway has been poured a final inspection can be carried out, if requested. To arrange for an inspection contact Council's Customer Service Centre on 9843 0555.

## HOW MUCH DOES AN APPLICATION COST?

The cost for each residential driveway crossing is set out in Council's adopted Schedule of Fees and Charges, a copy of which can be found on Council's website.

## COMPLYING DEVELOPMENT CERTIFICATES:

Clause 1.18 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 requires written consent from the roads authority for any road opening before a Complying Development Certificate (CDC) can be issued. Because the contractor who will carry out the driveway works is normally not known at this stage, and this information is required to lodge a driveway application, a CDC may be issued before a driveway application is lodged, subject to the driveway application being approved and the driveway constructed before an Occupation Certificate is issued for the development.

## FURTHER INFORMATION

If you are unsure, please ask  
Time spent early may avoid delays later

### Customer Service Centre:

3 Columbia Court, Baulkham Hills NSW 2153 Phone: 9843 0555

Duty Subdivision Officer: 9843 0374

Hours: 8:30 am to 4:30 pm, Monday to Friday

Website: [www.thehills.nsw.gov.au](http://www.thehills.nsw.gov.au)

## DISCLAIMER

*This fact sheet provides a summary of the major issues concerning the design and construction of driveways, footpath/ gutter crossings and footpaving. Any person using this document must do so on the basis that not every scenario and issue can be addressed, and discussion with relevant staff at Council's Customer Service Centre should be undertaken. This document is subject to change without notice.*

## THE HILLS SHIRE COUNCIL

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