



BYRON SHIRE COUNCIL

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Office Use Only

Application No:
 Application No.:
 Application No.:
 Parcel No(s):.....
 Date Received...../...../.....

E2017/663 Updated January 2018

Activity(s) Approval Application Form *Section 68 of the Local Government Act 1993 & Roads Act 1993*

Description of Land you propose to Develop

Unit No.	House No.	Street Name	Street Type e.g. St, Rd
Suburb or Town			Postcode
Lot No.	DP or SP No.	Sec No.	Owner/s Name
Owner/s Email			

Details of the Applicant/s

Anyone can submit an application but if the applicant is not the owner of the land, then the Owner(s) written consent to lodge the application is required. All correspondence will be sent to the applicant. It is important to notify Council of any change of address and/or telephone number if this occurs during the processing of the application.

Name/ Company Name	
Contact Name (in the case of a Company)	
Postal address	
Email	Fax
Mobile	Alternative telephone

Type of Activity requiring approval **The Activities listed below are the most common approvals, a full list of Activities covered by this form are included overleaf**

<input type="checkbox"/> Road works / driveway (s138 RA) – Refer to ATTACHMENT A	<input type="checkbox"/> Footpath dining / Place goods on footpath (S125/126 RA)
<input type="checkbox"/> Traffic Management Plan (s138 RA)	<input type="checkbox"/> Water / Plumbing connection including Tradewaste fixtures (S68 LGA)
<input type="checkbox"/> Hoardings (Construction of footpath) (S138 RA)	Note: Tradewaste Agreements are applied for under a separate form
<input type="checkbox"/> Stormwater drainage works (S68 LGA)	<input type="checkbox"/> Other (Refer to full list of approvals overleaf and state below)

Description of development:

.....

Related applications **Please indicate if consent has already been granted for your development (where applicable)**

<input type="checkbox"/> Development Application approved: No. 10.	<input type="checkbox"/> Activity Application lodged with DA
<input type="checkbox"/> Complying Development Certificate approved: 16.	<input type="checkbox"/> No related application/s

Detail required	
Stormwater drainage works <i>Refer overleaf for information required to be submitted</i>	
Type of development	Type of connection
<input type="checkbox"/> Domestic	<input type="checkbox"/> Onsite detention
<input type="checkbox"/> Commercial	<input type="checkbox"/> Connection to Council infrastructure
Footpath dining / Place goods on footpath <i>Provide the following information</i>	
Type of furniture to be placed on the footpath	No of pieces of furniture
<input type="checkbox"/> Chairs	
<input type="checkbox"/> Dining tables <input type="checkbox"/> Coffee tables	
<input type="checkbox"/> Other (please specify)	
Other details	
Area of footpath to be used? _____ m ²	Proposed hours of operation: _____
Note: The following information is required to be submitted with your application for footpath dining	
<input type="checkbox"/> Three copies of a site plan indicating the proposed area and seating/furniture layout	
<input type="checkbox"/> Photographs / diagrams of furniture and structures	
<input type="checkbox"/> Photographs of the proposed area showing trees, ramps, etc.	
Water / Plumbing connection - Urban <i>Provide the following information</i>	
Type of connection?	
<input type="checkbox"/> Domestic connection	<input type="checkbox"/> Commercial connection
Type of works <i>Select all types of works you will be carrying out</i>	
<input type="checkbox"/> Carry out water supply work	
<input type="checkbox"/> Install, <input type="checkbox"/> Alter <input type="checkbox"/> Disconnect <input type="checkbox"/> Remove	a meter connected to a service pipework
<input type="checkbox"/> Carry out sewerage work	
<input type="checkbox"/> Carry out stormwater drainage work	
<input type="checkbox"/> Connect a private drain or sewer with a public drain or sewer under the control of a council or with a drain or sewer which connects with such a public drain or sewer	
How will your drains operate?	
<input type="checkbox"/> Gravity	<input type="checkbox"/> Pump
<input type="checkbox"/> Gravity and Pump	<input type="checkbox"/> Other (attach detail)
Information required for specific works	
Dwellings, dwelling additions, swimming pools	Office use – Received?
<input type="checkbox"/> House drainage plan (additions and alterations)	
<input type="checkbox"/> Sewer main location plan – Base plan	
Commercial, industrial or Trade Waste applications	
Water – Plans and Specifications for	Office use – Received?
<input type="checkbox"/> Hot water	<input type="checkbox"/> Elevations
<input type="checkbox"/> Cold water	<input type="checkbox"/> Basement
<input type="checkbox"/> Warm water	<input type="checkbox"/> Landscape
<input type="checkbox"/> Fire service	
Sewer – Plans and Specifications for	Office use – Received?
<input type="checkbox"/> Sanitary plumbing	<input type="checkbox"/> Sanitary drainage
<input type="checkbox"/> Trade waste	
Note: for works associated with subdivisions, boundary adjustments, sewer gravity or rising mains, pump stations and water mains – further information is available from Council’s Water and Waste Services division. Please discuss your proposal with them before lodging an application.	
Plumbers details	
Name	
Address	
Email	
Daytime telephone	

Information required for Engineering Road Works and Stormwater drainage works as required by Development Consent

The following information must accompany applications for Engineering works:

- 3 copies of detailed engineering plans in accordance with Council's adopted engineering standards, currently ['The Northern Rivers Local Government Design & Construction Manuals \(Version 3\) and Standard Drawings \(Version 1\)'](#). (detailed plans may include, but are not limited to the following: earthworks, roadworks, road pavement road furnishings stormwater drainage, landscaping works, erosion control works)
- A letter/report (with all relied upon certificates, reports and calculations) demonstrating compliance with the conditions of development consent.
- Each set of drawings shall be accompanied by a Certification report which must be signed by the Developers Engineer or Registered Surveyor. The Certification Report will comprise the certificate and checklists set out in Annexure DQS-A of Council's adopted engineering specification (as amended)
- Drawings shall be on A1 or A2 size sheets to appropriate engineering scales, suitable for black and white copying and photo reduction to A3 paper size without loss of clarity.

Note: where the proposed subdivision work involves a modification to previously approved plans, the plans must be coloured or otherwise marked to the satisfaction of the certifying authority to adequately distinguish the modification.

Privacy Policy

The information you provide in this application will enable your application to be assessed by Council and any relevant state agency. If the information is not provided, Council can refuse the application. Council will keep the application in a Register that can be viewed by the public at any time. Please contact Council if the information in your application is incorrect or if it changes. Information collected will be used in accordance with Council's Privacy and Personal Information Management Plan.

Payment Options

Council accepts payments by cash, cheque, money order, eftpos or credit card (Visa and Master only) at Council's Administration Office. All cheques are to be made payable to **Byron Shire Council**. Should you wish to mail your application package to Council and wish to use the credit card facility, please download an Authority to Charge Credit Card form which can be found at www.byron.nsw.gov.au/forms or alternatively enclose a cheque or money order.

Lodgement Checklist

Before submitting your application, please ensure that you have attached all the information Council requires to assess your application. Failure to submit all information may result in delays in determination your application.

- Three (3) copies of any plans and reports are to be submitted with this application.
- Fully completed detail as required on the application form (page 3)
- Additional information required for Engineering road works and stormwater drainage work
- Payment of required fees (see Council's Fees & Charges)

Signature of all Owner/s

All owners of the land to be developed must sign the application

If you are not the owner of the land, you must have all the owner/s sign the application. You can only sign on behalf of the owner/s if you have power of attorney or a letter of authority. Refer to Council’s **Factsheet regarding Owners Consent** for more information.

As the owner/s of the above property, I/we consent to this application and consent to the Council, its servants or agents entering upon the property without first having given notice, for the purpose of carrying out all or any inspections which the Council may deem appropriate in connection with the processing of this application.

Signature	Signature
Name	Name
Date	Date

Signature of all Applicant/s

By signing this application,

1. I confirm that the application form is completed and the information (e.g. Number and type of plans, etc) required by Council is attached.
2. I licence Council to make all documents lodged with this application of which I am the copyright owner publicly available on Council’s website both during the assessment of this application and thereafter, and further licence Council to reproduce all such documents for any purpose associated with the exercise of its functions under the Environmental Planning & Assessment Act 1979 in respect of this application, and for the purpose of complying with its obligations under the Government Information (Public Access) Act 2009.
3. I warrant that to the extent that I do not own the copyright in any documents lodged with this application, the Council is licensed by the copyright owner to use the documents lodged with this application in accordance with paragraph 2 above.
4. I indemnify the Council against all claims and actions in respect of a breach of copyright arising from any unauthorised use of any documents lodged with this application.”

Note: ALL correspondence will be forwarded to the applicant, including the determination.

Signature	Signature
Name	Name
Date	Date

Office Use

Received by:	Date:
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Is additional information required for lodgement of this application?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Attachment “A”

Section 138 – Driveway Crossovers

Applicants SECTION 138 ROADS ACT Lodgement Checklist

Driveway Crossover requirements

Note: A cross over is in reference to the council land (road edge) to the property boundary, not internal driveways. For a complete design guide, refer to the “Handbook For Driveway Access to Property”, found on the BSC website.

Boxes under the applicant column to be ticked to certify required information has been assessed.

IMPORTANT NOTE: Council charges for each time the application is assessed.
Therefore it is in your interest to submit the required information first time.

Applicant/designer to tick “Applicant” column boxes in order for assessor to acknowledge the corresponding details have been accounted for in the design. If the applicant/designer believes a particular detail is not applicable, “N/A” to be circled.

Development Support Officer to Check	Applicant	Council
<ul style="list-style-type: none"> • 3 Sets of Plans • Drawings are to Scale, PROFESSIONALLY DRAWN. (Scale shown, a scale of 1:100 on A3 paper is preferred.) • The following information SHALL be supplied on the plans: <ul style="list-style-type: none"> - Applicants name, block/house/shop/flat number, street/road name, town or locality and council’s reference number. - Lot Number, section number, DP number. (Noted on rate notice / land title) - Measurements in metric - The position of true north - Revision number and date - Draftsperson/Author /Architect/Designer/Engineer name & date of plan 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Does the combined total number of existing and proposed cross overs exceed the maximum allowable? See below: <ul style="list-style-type: none"> • Residential Dwelling: 1 only • Residential Dual occupancy or multi-dwelling: 1; or 2 if it is deemed a benefit to council • Non-residential/rural land use: 1 or 2 with justification <p>Detail on the plans or provide a statement if an existing cross over is to be removed or relocated, in order to not exceed the allowable amount.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Site Plan, Showing:</p> <ul style="list-style-type: none"> • Locations of existing cross overs and proposed. • Existing Stormwater infrastructure (eg. Kerb, swale, piped) • Showing existing and proposed RL’s, • Relevant dimensions 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Long Section showing:</p> <ul style="list-style-type: none"> • Existing levels • Proposed levels - (from kerb to property boundary) <p>Please refer to <i>Northern Rivers Local Government Development Design and Construction Manuals and Standard Drawings</i>, on our web site http://www.byron.nsw.gov.au/development-design-manuals typically it is as follows: R-06D for kerbed and residential roads</p>	<input type="checkbox"/>	<input type="checkbox"/>

<p>R-15D for non kerbed and rural roads</p> <p>If the cross over cannot achieve the required profile. Please refer to AS2890.1, clause 3.3 Gradients and Access. Council may accept 5% gradients if there is no footpath.</p> <p>NOTE: a long section may be omitted if it is deemed flat and will comply with NRLG standard drawing R-06D, is a residential cross over, is noted on the drawings that it will comply.</p> <p>NOTE: If upon inspection the levels do not comply, removal of cross over and resubmission of amended plans will be require. This may become costly.</p>		
Detail of proposed cross over plan (may be included on site plan if appropriately scaled)		
<p>Cross Over is;</p> <ul style="list-style-type: none"> compliant with maximum (6000mm) and minimum (3000) widths . Perpendicular to the road. Not within 500mm of the property boundary Not within 6500mm of another cross over for the same allotment of land. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Plan has been designed and reflects the applicable Northern Rivers Local Government Standard drawings:</p> <ul style="list-style-type: none"> For roads with kerbs R-05C For non kerbed roads R-14C and R-16B 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Line of Sight in accordance with AS2890.1 requirements have been met. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is there any trees or vegetation on the council land to be removed in order for the cross over to be constructed. If yes, has a tree removal application been submitted? If yes, please provide application number. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Plans detail construction materials. <ul style="list-style-type: none"> Residential: 100mm N25 concrete with SL72 mesh. From kerb to property boundary. For a road with no concrete kerb, concrete cannot be used within 1000mm of existing bitumen road. 25mm AC10 on 150mm DGB20 for the first 1000mm is to be detailed on the plans. Rural: 25mm AC10 on 150mm DGB20 <p>Refer to R05C and AS2890.2 for commercial/industrial</p>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All existing council services (such as hydrants and man holes) are detailed on the plan and are survey accurate. YES/NO IS the cross over proposed to impact an existing water meter, valve, hydrant or sewer manhole or the like. YES/NO Is the existing cover over the assets to be reduced? YES/NO 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Detail proposed restoration of impacted surfaces/services. (for example: "new drive way to be installed on east side of property, existing west side drive way to be removed and nature strip re-instated via top soil and seeding) 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> (If new concrete is abutting existing concrete) Details concrete doweling for bonding between new and existing concrete edges. Concrete doweling to all be N12 steel rods, 600mm max centers spacing and 150mm embedment in existing concrete, 450mm long. 	<input type="checkbox"/>	<input type="checkbox"/>