

Driveway Application Checklist

Use this checklist to identify documentation required to lodge a S138 Roads Act with Byron Shire Council.

The checklist and documentation identified below **MUST** be uploaded to the NSW Planning Portal when submitting your application.

Failure to submit the required documentation may cause delay in processing your application.



Documents to be submitted	Yes	NA
Plans which include the following: <ul style="list-style-type: none"> A schedule on the plan with the plan author details, numbers, date and revision numbers. Architectural Plan/Civil Design Drawings/Structural Design Drawings including detailed plans, drawn to a suitable scale and consisting of a block plan and a general plan, that show: <ul style="list-style-type: none"> a plan of each floor section. a plan of each elevation of the building or works. section through details of all levels within buildings or works including long section. block plan showing any restrictions on site such as services (above and below ground), easements, retaining walls, battered slopes, sedimentation controls and trees, 	<input type="checkbox"/>	<input type="checkbox"/>
Provide a design statement / certification that the works will be completed in accordance with: <ul style="list-style-type: none"> the relevant land use approval, road owners consent requirements, Northern Rivers Design Guide (current version), for a structure, relevant section of the Building Code of Australia (Part 2.1 for Class 10). 	<input type="checkbox"/>	<input type="checkbox"/>
Show on your plans how stormwater from the site will be managed and disposed of.	<input type="checkbox"/>	<input type="checkbox"/>
Provide a Traffic Management Plan for works or activities within the roadway as required by Council on its website or included in conditions of a development consent.	<input type="checkbox"/>	<input type="checkbox"/>
Provide Traffic Guidance scheme (TGS) control measures that explains how traffic will be managed: <ul style="list-style-type: none"> during the proposed set up and removal of temporary works (such as hoardings), while works are being undertaken. where multiple stages of works are needed. 	<input type="checkbox"/>	<input type="checkbox"/>
Provide copies of any compliance certificate to be relied on, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Development Consent Compliance - In a separate document, show how you will meet all the conditions of the Development Consent related to your Roads Act Application. Provide detailed explanations of how you will ensure compliance with each condition.	<input type="checkbox"/>	<input type="checkbox"/>



Documents to be submitted	Yes	NA
Complying Development Certificate (CDC) and Traffic Impact Assessment - If your works are related to a Complying Development Certificate (CDC), include a copy of the CDC plans that you will submit to the certifier. Additionally, if required by the Council's Development Control Plan (DCP), provide a Traffic Impact Assessment following the guidelines in Council DCP2014 Chapter B4 .	<input type="checkbox"/>	<input type="checkbox"/>
Beneficiary's Acknowledgment and Acceptance - Include a signed statement from the beneficiary of this application. The statement should confirm that they acknowledge and accept the payment of application fees and the usage fee for Council land, as per the Council's Fee & Charges.	<input type="checkbox"/>	<input type="checkbox"/>
Other Information relating to this application.	<input type="checkbox"/>	

Note: Refer to Councils website on [Electronic document formatting requirements](#) for format and naming conventions of uploaded documents. Additional fees apply where Council has to rename or reformat your uploaded documents.