



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"> • In a schedule on the plan provide the plan author details, plan numbers, date and revisions No. • Architectural Plans/ 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, 		
Provide design statement/ certification that the works will be completed in accordance with 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.		
Identify on plans how stormwater from the site will be disposed of.		
Provide a Traffic Management Plan for works or activities within the roadway as required by Council on its website or in a Development Consent Notice.		
Provide Traffic Guidance scheme (TGS) control measures that will facilitate the proposed works; <ul style="list-style-type: none"> • set up and removal of temporary works (such as Hoardings), • Whilst works are being undertaken. • If multiple stages of works is needed. 		
Provide copies of any compliance certificate to be relied on (where applicable).		
Demonstrate under separate cover how all conditions of Development Consent related to this Roads Act Application will be satisfied- Please detailed how compliance is achieved.		
If the works are related to a Complying Development Certificate, please provide a copy of the CDC plans to be submitted to the certifier.		
Road owners consent (Byron Shire Council or Transport for NSW)		
Signed statement from beneficiary of this application that they are acknowledge and accept payment of applications, usage fee of Council land in accordance with Council Fee & Charges applicable.		
Other Information relating to this application.		

Note: Refer to Council website for the factsheet on **digital requirements for development & associated applications** for format and naming conventions of uploaded documents. Additional fees apply where Council has to rename or reformat your uploaded documents.