

**Waverley Council** ABN 12 502 583 608  
**INFORMATION & APPLICATION FOR**  
**Driveways and Associated Works**  
**on Council Land (Application Fee \$337 GST N/A)**



**Waverley Council Customer Service Centre**  
55 Spring Street, Bondi Junction (open 8.30am to 5pm, Monday – Friday)

P O Box 9, Bondi Junction NSW 1355

PHONE: **9369 8000**  
FAX: **9387 1820**  
WEB: **www.waverley.nsw.gov.au**

---

**The following information explains how Council will process your Driveways and Associated Works application.**

1. You need to complete the attached application form and return it to Council with the \$337 (GST N/A) application fee.  
  
Your application will only be processed when the driveway work inside your property has been built to the property boundary levels contained in your approved Notice of Determination.  
  
If the driveway work inside your property has not been done, please inform Council when it has been done so the application can proceed. See Council's contact details below.
2. Following receipt of your application and the application fee, Council will send the following information to the applicant:
  - Scope of works (work required on Council land).
  - Typical driveway drawing.
  - Conditions for the construction of driveways and associated works.
  - Public Liability Insurance requirements for contractors.
3. When you receive this information, you should make arrangements with your preferred contractor to do the work required and approved. Council must receive the contractor's name and a copy of the contractor's Public Liability Insurance details before work starts.
4. Your contractor must contact Council for a formwork inspection before pouring any concrete. The contractor must give 24 hours notice before the inspection is needed.  
  
**Council's contact is:**  
  
**Formwork Inspection:**  
Technical Officer  
Phone: **8305 8416**  
  
**Contractor's Name and Insurance details to:**  
Technical Officer  
Fax: **9387 8527**
5. Council will make a final inspection and check the finish of the concrete. If the finish is not satisfactory, the work must be redone at no cost to Council.

If the crossing is not a standard crossing and needs addition survey and design work by Council, a design fee may be charged.

**Please keep this information page for your records. Submit the completed application form only.**

**Return application and \$337 (GST N/A) application fee to:**

**Waverley Council**  
P O Box 9  
BONDI JUNCTION NSW 1355

**Waverley Council Customer Service Centre**  
55 Spring Street (cnr Newland Street)  
BONDI JUNCTION NSW 2022

# APPLICATION FOR Driveways and Associated Works on Council Land



RETURN APPLICATION AND \$337 (GST N/A) APPLICATION FEE:

BY POST TO: **Waverley Council**, P O Box 9, BONDI JUNCTION NSW 1355

IN PERSON TO: **Waverley Council Customer Service Centre**  
55 Spring Street (cnr Newland Street) BONDI JUNCTION NSW 2022

**This application is for permission to construct a vehicle crossing and associated works by private contractors on Council land.**

*This is NOT an application to build a garage, carport or parking space on private property.*

**A NON REFUNDABLE FEE OF \$337 (GST N/A) IS PAYABLE ON SUBMISSION OF THIS FORM.**

<p><b>SITE ADDRESS</b></p> <p>.....</p> <p>.....</p> <p><b>APPLICANT</b></p> <p><b>Name</b>.....</p> <p><b>Address (incl P/C)</b>.....</p> <p>.....</p> <p>.....</p> <p><b>CONTACT</b></p> <p><b>Name</b>.....</p> <p><b>Phone</b>.....</p> <p><b>Fax</b>.....</p> <p><b>Mobile</b>.....</p>
--

**PLEASE NOTE:**  
This is an application only. You are **NOT** to start work on Council land until you receive written approval.

This application will only be processed when the driveway work inside your property has been built to the property boundary levels contained in your approve Notice of Determination.

If the driveway work inside your property has not been done, please inform Council when it has been done, so the application can proceed.

If the crossing is not a standard crossing and needs addition survey and design work by Council, a design fee may be charged.

<p><b><i>I declare the above information is true and correct in every detail and accept all conditions if approval is granted.</i></b></p> <p><b>Signature</b>.....</p> <p><b>Date</b>.....</p>
---

<p><b>OFFICE USE ONLY:</b> Amount Paid:..... A/C Ref: <b>GUTX</b> Receipt No: ..... Date: ..... / ..... / .....</p> <p>CONTRACTOR ..... FORMWORK INSPECTION.....</p> <p>PUBLIC LIABILITY INSURANCE ..... FINAL INSPECTION.....</p> <p>COMMENTS: .....</p>
---

**Privacy of Personal Information.** The personal information supplied on this form, such as your name, address and contact details, is required in order to properly deal with your application. It will be used by Council staff only for the purpose for which it was provided. The information will be stored in our record system for only as long as necessary. During this time it can be accessed and amended by you, and will only be given to third parties with your consent or as required by legislation.