

Application to Complete Works on Council Land



Last Updated: 10/07/2021

Section 1 – Authorisations Requested

- ☐ Driveway Crossover Installation / Removal (complete section 5) ☐ Tree Removal (complete section 6) ☐ Underground Electrical Connection (complete section 7) ☐ Stormwater Connection (complete section 8)

i All applications require sections 1-4, 9 and 10 to be completed, in addition to those ticked above.

Section 2 – Location of Development

Street Address

<input type="text"/>	OR	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
HOUSE NUMBER		LOT NUMBER	DP/FP	CT VOLUME	FOLIO

<input type="text"/>
STREET, SUBURB, STATE, POSTCODE

Development Application Number (if applicable)

<input type="text"/>

Section 3 – Applicant (Permit Holder) Details

i Please note all correspondence will be sent to the Applicant

Name

<input type="text"/>
GIVEN NAMES, SURNAME

Postal Address

<input type="text"/>
No., STREET, SUBURB, STATE, POSTCODE

Email

<input type="text"/>

Phone

<input type="text"/>

Section 4 – Land Owner Details

i If same as Applicant please leave blank

Name

<input type="text"/>
GIVEN NAMES, SURNAME

Postal Address

<input type="text"/>
No., STREET, SUBURB, STATE, POSTCODE

Email

<input type="text"/>
No., STREET, SUBURB, STATE, POSTCODE

Phone

<input type="text"/>

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City of Port Adelaide Enfield • T (08) 8405 6600 • E service@cityofpae.sa.gov.au • www.cityofpae.sa.gov.au
Civic Centre 163 St Vincent Street Port Adelaide South Australia • PO Box 110 Port Adelaide SA 5015
Regional Offices Enfield Library - Council Office • Greenacres Library - Council Office

Section 5 – Driveway Crossover Application

i Only complete this section if applying to install or remove a driveway crossover or invert.

General Requirements:

1. All works shall be completed by a Licenced Civil Contractor.
2. All works be designed and constructed in strict accordance with:
 - City of Port Adelaide Enfield Standard Engineering Construction Details:
 - SK1006 - Driveway Crossover Invert (Residential and Industrial)
 - SK1007 - Driveway Crossover Layout (Concrete)
 - SK1008 - Driveway Crossover Layout (Block Paved)
 - SK1009 - Driveway Crossover Section (Concrete)
Driveway Crossover Section (Block Paved)
 - SK1010 - Driveway Crossover Dimensions
 - SK1011 - Concrete Footpath, Asphalt Footpath and Block Paved Footpath
 - City of Port Adelaide Enfield "Specification for the Construction of Driveway Crossovers"

All of which can be obtained from Council's website. It is recommended that the Applicants review these standards prior to completing their Application.

3. All redundant crossovers and driveway inverts shall be reinstated with upright kerbing.
4. The design and layout of driveway crossover should attempt to maximise on-street parking (e.g. pair and/or provide a minimum 5.5m between crossovers where possible).

Is an authorisation for the installation or removal of a driveway crossover or invert requested? Yes ☐

Date works are proposed to be undertaken:

Start

End

Works proposed:

Construct new crossover

☐

Extend existing crossover

☐

Remove existing crossover / invert

☐

Does an existing footpath exist?

Asphalt

☐

Plain Concrete

☐

Exposed Aggregate Concrete

☐

Block Paved

☐

Are there any obstructions in proximity to the proposed crossover (e.g. street trees, stormwater / services pits, bus stops, speed humps, traffic control devices, street signs, stobie poles, lamp post, fire hydrants)?



Unless approved by Council, the Applicant must answer YES to the following questions. Failure to answer YES to these questions may result in your Application being declined, or a delay in the Application being processed.

Do the dimensions of the proposed crossover(s) comply with Council standard detail SK1010 "Driveway Crossover Dimensions"?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located a minimum 0.3 metres away from existing lamp posts or stobie poles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located a minimum 0.5 metres away from existing stormwater outlets?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located a minimum 1.0 metres away from existing Council stormwater pits?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located a minimum 2.0 metres away from Council street trees?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located a minimum 6.0 metres away from the tangent point of an intersection?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are proposed crossovers located away from an existing speed hump, or traffic control device?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will one on-street car parking space (minimum 5.5m long) be available immediately adjacent the every two dwellings or allotments?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Section 6 – Tree Removal Application



Only complete this section if applying to remove an existing Council street tree.

General Requirements:

1. Approval to remove an existing Council street tree should be obtained prior to lodging a Development Application and/or Land Division. In the event that a Development Application and/or Land Division has been approved prior to a tree removal approval being obtained, if Council does not support the removal of an existing Council Street tree, a variation Development Application may need to be submitted which provides amended access details such that the existing Council street tree can be retained.
2. Council do not support the removal of existing Council Street trees where they are considered to be in good health and provide high amenity value. Every attempt should be made to retain existing street trees where possible.
3. All tree removals and replacements shall be completed by Council. Tree removals and replacements will only occur once full payment has been received and full development approval has been granted (where the works form part of a development application).
4. Council use a recognised formula to determine the value of existing street trees based on a based on amenity value. The cost of tree removal will vary depending on the size and location of the tree (minimum \$405 including G.S.T). A tree replacement fee of \$299 including G.S.T. will be applicable per tree. A minimum of two street trees shall be replaced for every one tree which is removed.

Is an authorisation for a Council street tree removal requested?	Yes	<input type="checkbox"/>
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Number of Council Street trees proposed to be removed:	<input type="text"/>
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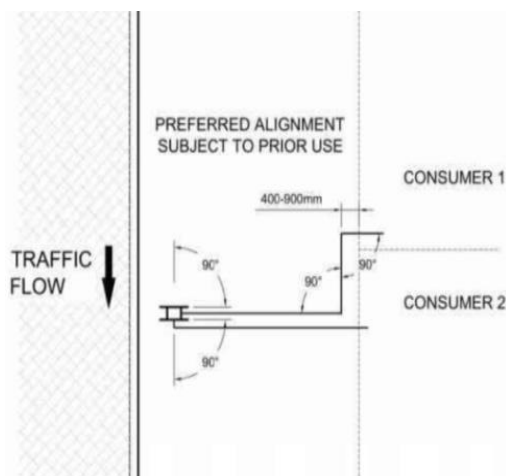
Reason for removing trees:	<input type="text"/>
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Section 7 – Underground Electrical Connection Application

i Only complete this section if applying to install an underground electrical connection.

General Requirements:

- All cables shall be laid in accordance with the current Australian Standard Specification AS/NZS 3000:2000, (SAA Wiring Rules) and the Current SA Power Networks installation rules.
- Underground electrical cable(s) shall be laid a minimum 0.6 metres below the present or future surface, whichever is the greater.
- The electrical Contractor shall issue a Certificate of Compliance as required by the Electricity Act 1996 and amendments to the Land Owner.
- Any future alterations to the electrical services necessary through road widening or other works shall be carried out at no cost to the Council.
- Underground consumer mains that are supplied from a service fuse box on an SA Power Networks (SAPN) pole shall comply with the following:
 - Where the pole is located either on the alignment of the property boundary or in front of the property, the underground consumer mains are to be installed across the footpath at 90 degrees to the property line.
 - In general, consumer mains must not be laid underground diagonally across a footpath. Where it is impractical for the consumer mains to enter the customers property directly opposite the pole from which it originates, a square route from the pole along a strip in the footpath reserve between the lines 0.4m to 0.9m out from the building line and across to the property at 90 degrees to the property line shall be followed as shown in the diagram below:
 - Unless specifically approved by the SAPN Engineer, the consumer mains shall not be installed in a course parallel with the footpath and in line with the SAPN pole.



Is an authorisation for an underground electrical connection requested?

Yes ☐

Date works are proposed to be undertaken:

Start

End

Contractor Name

Lic. No.

REGISTERED BUSINESS NAME

Postal Address

No., STREET, SUBURB, STATE, POSTCODE

Email

Phone

Does an existing footpath exist?

Asphalt

☐

Plain Concrete

☐

Exposed Aggregate Concrete

☐

Block Paved

☐

i

Unless approved by Council, the Applicant must answer YES to the following questions. Failure to answer YES to these questions may result in your Application being declined, or a delay in the Application being processed.

Will the proposed works comply with all of the *General Requirements* outlined above?

Yes

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No

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Section 8 – Stormwater Connection Application

- Only complete this section if applying to install an underground stormwater connection which has not been approved as part of an existing development application (that has full development approval).
- An application does not need to be submitted for a stormwater connection which discharges to a kerb outlet, or for an underground connection which was approved as part of an existing development application that has full development approval, however all works must be completed in accordance with the general requirements listed below, and are subject to all conditions listed in Section 9 “Applicant (Permit Holder) Agreement” and Section 11 “Council Authorisation” below.

General Requirements:

1. All stormwater connections shall be designed and installed in accordance with Council standard details:
 - SK1017 Stormwater Connection (Kerb Outlet)
 - SK1019 Stormwater Connection (Under Verge)
 - SK1021 Service Trench Reinstatement
2. All kerb outlet stormwater connections shall be installed using either;
 - a combination of 90mm diameter uPVC footpath pipes, or;
 - a combination of 300mm x 100mm x 8mm thick (Class D) galvanised steel chequer-plate culverts;in accordance with Council standard detail SK1017.
3. All under verge stormwater connections shall be installed using a minimum 225mm diameter, class 3 reinforced concrete pipe (RCP) and connected in accordance with Council standard detail SK1019, and shall only be completed by a licensed plumber or civil contractor.
4. Industrial and commercial developments which have an existing underground Council stormwater located immediately adjacent the land must be connected directly to the underground stormwater drains and should not discharge to the kerb.

Is an authorisation for a stormwater drainage connection requested?

Yes ☐

Date works are proposed to be undertaken:

Start

End

Contractor Name

Lic. No.

REGISTERED BUSINESS NAME

Postal Address

No., STREET, SUBURB, STATE, POSTCODE

Email

Phone

Does an existing footpath exist?

Asphalt

☐

Plain Concrete

☐

Exposed Aggregate Concrete

☐

Block Paved

☐

Unless approved by Council, the Applicant must answer YES to the following questions. Failure to answer YES to these questions may result in your Application being declined, or a delay in the Application being processed.

Will the proposed stormwater connection comply with Council standard detail SK1017 (kerb outlets) and SK1019 (under verge connections)?

Yes

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No

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For under-verge connections, is the proposed stormwater drain a minimum 225mm diameter, class 3 reinforced concrete pipe (RCP)?

Yes

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No

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Has a sketch, site plan or engineering design plan for the proposed stormwater connection been provided?

Yes

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No

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Section 9 – Applicant (Permit Holder) Agreement

To be completed by Applicant

General Conditions:

1. The Permit Holder agrees to:
 - a) Take out and keep current a public risk insurance policy for at least \$20.0 million to protect against potential risks associated with the constructing, and maintaining the proposed easement encroachment on the land.
 - b) Before proceeding with any work, complete a Dial Before You Dig (DBYD) enquiry and consult with relevant service providers to ascertain the location of all existing services, then engage an underground service locating Contractor to confirm the location of existing services on-site.
 - c) Erect traffic management signs, safety signs, barricades and lights adjacent to the excavation, sufficient for the protection of pedestrians using the footpath including the time until full reinstatement of the footpath surface is complete in accordance with Australian Standard for Works on Road SA.1742.3.
 - d) Complete all work within 3 months (unless otherwise approved by Council) from the date this permit is issued. A new application and permit will be required if the work has not commenced, or is not completed within this time period.
 - e) Within 48 hours of completing the work reinstate all footpaths in accordance with Council standard detail SK1011 and match in neatly with the adjoining footpath levels.
 - f) Back-fill all trenches in accordance with Council standard detail SK1021 “*Service Trench Reinstatement*” using clean fill material in layers not exceeding 200mm to achieve 98% standard compaction at the surface.
 - g) Ensure that all other permits or approvals are obtained from other relevant Authorities and Land Owners who may be affected by the Proposed Works.
 - h) Ensure that all works are completed strictly in accordance with this Permit, Council standard specifications, details, and to the reasonable satisfaction of Council.
 - i) Modify and/or repair any existing services and/or infrastructure which may be affected and/or damaged as a result of completing the proposed works, at their expense, to the satisfaction of the relevant Service Provider(s) and/or Land Owner(s).
2. Accepting these conditions shall:
 - a) Indemnify Council from and against all actions, costs, claims and damages, which may be brought or claimed against the Council arising out of or in relation to the granting of this permit.
 - b) Release Council from all actions, liabilities, penalties, claims or demands for any damage, loss, injury or death occurring on, or to the Council land, infrastructure and any structures or improvements thereon.
3. Failure to construct the works fully or satisfactorily may result in Council requesting the Land Owner or Permit Holder to remove and/or construct the required works. Should the Land Owner or Permit Holder not comply with Council’s request will likely result in Council completing the required works and recovering the cost as a debt from the Land Owner under section 217 of the Local Government Act which may also attract a fine not exceeding \$5,000.

Signature of Applicant (Permit Holder):

I hereby acknowledge that I have read and understood all of the above conditions and hereby accept, and agree to comply with them any additional conditions imposed by Council in Section 11 “Council Authorisation”.

Applicant (Permit Holder) Name

Signed

Date

Next Steps:

Please send completed applications to (via email / counter / post):

Attention: Council Reinstatements Officer
service@cityofpae.sa.gov.au
163 St Vincent Street, Port Adelaide SA 5015

Please allow 14 working days for your request to be processed.

Where an application is either declined or Council require more information the Applicant will be contacted.

Section 10 – Site Plan



A site plan of the proposed works shall be provided for all driveway crossover, tree removal, and stormwater drainage connection applications. As an alternative to providing a sketch below, Applicants may wish to provide engineering / architectural siteworks plans as attachments.

PLAN MUST INCLUDE:

- Postal numbers.
- Street names.
- Allotment boundaries.
- Existing kerbing / footpaths.
- Proposed and existing crossovers (with dimensions).
- Proposed stormwater drainage connections (must include diameter and levels).
- Existing street trees to be removed / retained.
- Any other services, pits or objects within the roadway or verge including (but not limited to):
 - Service pits (e.g. electrical, communication)
 - Bus stops / shelters
 - Stobie poles / lamp posts
 - Street signs
 - Traffic control devices /speed humps
 - Stormwater pits
- Clearance measurements to existing obstructions (0.0 metre accuracy).

Date:

Revision (A, B...):

Section 11 – Council Authorisation



To be completed by Council

Council hereby authorise:

The construction of driveway crossovers and inverts subject to the conditions outlined below.

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The removal of existing Council street tree(s) subject to the conditions outlined below.

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The installation of a stormwater drainage connection(s) subject to the conditions outlined below.

☐

The installation of underground electrical connection(s) subject to the conditions outlined below.

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Driveway Crossover Conditions:

1. The Permit Holder shall:
 - a) Engage a Licenced Civil Contractor to complete the required works.
 - b) Ensure that all works are completed in accordance with the *General Requirements* as outlined in the *Driveway Crossover Application* section.
2. The Permit Holder is authorised to:

Remove:

Existing driveway crossover(s).

Metres of existing driveway invert.

Construct:

Square metres of driveway crossover.

Lineal metres of driveway invert.

Residential crossover(s).

Industrial crossovers(s).

Using (either):

Concrete
(plain)

☐

Concrete
(exposed aggregate)

☐

Block
Paving

☐

3. To protect the development against inundation from street stormwater flows, allotment boundary levels must be constructed a minimum 100mm above top of kerb.

☐

4. The Permit Holder is required to take note of additional amendments which have been made by Council to their original site plan.

☐

5. The Permit Holder is required to Contact Council's Reinstatement Officer on (08) 8405 6817 to arrange an inspection of the works once completed.

☐

Tree Removal Conditions:

6. The Permit Holder shall:

Pay a tree removal and replacement fee in the amount of:	<input type="text"/>	(including G.S.T).
For the removal of:	<input type="text"/>	existing street tree(s)
And the installation of:	<input type="text"/>	new street tree(s)

Trees removals and replacements will not be completed by Council until such time that; full payment has been received and full development approval has been granted (where the works form part of a development application). To pay the required fees, please contact Council's Customer Relations department and quote:

Agreement Number:	<input type="text"/>
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Underground Electrical Connection Conditions:

7. The Permit Holder shall:

- a) Ensure that all works are completed in accordance with the *General Requirements* as outlined in the *Underground Electrical Connection Application* section.

Stormwater Drainage Connection Conditions:

8. The Permit Holder shall:

- a) Ensure that all works are completed in accordance with the *General Requirements* as outlined in the *Stormwater Drainage Connection Application* section.

9. The Permit Holder is required to Contact Council's Public Assets Coordinator on (08) 8405 6815 to arrange an inspection of the works prior to back-filling trenches.

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Additional Comment / Conditions:

Council Authorisation:

Approving Council Officer

Signed

Date Issued

The granting of this permit authorises the Permit Holder to complete works over Council land in accordance with Section 221 of the Local Government Act.

**SHOULD THE APPLICANT NOT AGREE TO THESE CONDITONS, PLEASE
CONTACT COUNCIL'S CITY ASSETS DEPARTMENT IMMEDIATELY**

**A COPY OF THIS APPROVAL AND APPROVED SITE PLAN SHOULD BE
PROVIDED TO ALL CONTRACTORS WHO WILL BE UNDERTAKING WORKS**