DRIVEWAY CROSSOVER AUTHORISATION FORM

PORT ADELAIDE ENFIELD

USE THIS FORM IF YOU ARE

- Proposing to extend an existing driveway crossover
- Proposing to alter or remove an existing driveway crossover or invert
- Proposing to install a secondary driveway crossover
- Requesting a quotation from Council to construct a new driveway crossover
- Requesting authorisation to complete other infrastructure reinstatement or rectification works

IMPORTANT INFORMATION

Authorisation Requirement:
You must obtain Council authorisation before undertaking any works on Council land. This may be in the form of Development Approval or a written Authorisation email from Council.

Permit Requirement:
An On-Street Activity Permit (Section 222 Authorisation) must be obtained from the Council Permits Team before commencing any works on Council land. Works may only proceed once the permit has been issued.

Exemption:
If your development has been granted full Development Approval from Council, you do not need to complete this form or apply for any additional permits (Section 221 Authorisation or Section 222 On-Street Activity Permit), as these works are already covered under your Development Approval.

All construction must be undertaken in accordance with the approved engineering plans, Council specifications, and standard engineering details. Council's Engineering Standards & Driveway Crossover *Specification* is available at https://www.cityofpae.sa.gov.au/development/engineering-standards

Pending Development Applications and Enquiries:
For any enquiries relating to active Development Applications, please contact Council's Customer Relations team on (08) 8405 6600.

Penalties for Non-Compliance:
Failure to comply with Development Approval conditions, Council specifications, or to obtain the necessary authorisations and permits may result in compliance action, including expiation notices.

Further Information:
For more information, visit: *Works on Council Land Permits*. For specific permit enquiries, contact PAE Permits *permits@cityofpae.sa.gov.au*
If you are unsure which category applies to your enquiry or require further assistance, please contact us at service@cityofpae.sa.gov.au or call (08) 8405 6600.

Please complete all sections and relevant check boxes.

SECTION 1 – LOCATION OF DEVELOPMENT

Street address: _____

Suburb and postcode: _____

SECTION 2 – APPLICANT DETAILS

Please note all correspondence will be sent to the applicant

Name: _____

Postal address: _____

Email address: _____

Phone number: _____

SECTION 3 – LAND OWNER DETAILS

If same as applicant, please leave blank

Name: _____

Postal address: _____

Email address: _____

Phone number: _____

SECTION 4 – DEVELOPMENT DETAILS

☐ Existing Dwelling ☐ New Dwelling

Does your proposal relate to an approved Development Application?

☐ Yes ☐ No

If **Yes**, please provide Development Application Number: _____

Please indicate the frontage of the development to a public road:

☐ 20 metres or less ☐ Greater than 20 metres

SECTION 5 – QUOTATION REQUEST

☐ I request a quotation from Council to undertake the proposed works
☐ I do not require a quotation from Council and confirm that, subject to approval, a Licensed Civil Contractor will be engaged to carry out the works

SECTION 6 – PROPOSED WORKS

☐ Construct new crossover ☐ Extend existing crossover ☐ Install secondary crossover

☐ Construct new invert ☐ Extend existing invert ☐ Alter or remove existing crossover or invert

☐ Footpath Works (specify) ☐ Upright kerb & gutter works (specify) ☐ Other (specify)

Any additional information about proposed works can be added on the next page.

Please provide any additional information relevant to your application, if applicable.

SECTION 7 – PROPOSED MATERIAL

☐ Plain grey concrete ☐ Interlocking block paving ☐ Exposed aggregate concrete - *(permitted only in specific locations- contact Council's Reinstatements Coordinator for further advice)*

☐ Asphalt

SECTION 8 – OBSTRUCTION CHECKLIST

Complete the checklist only if applicable to your proposed works.

Is the proposed driveway crossover located:

A minimum 0.5m away from existing lamp posts or stobie poles?	☐ Yes	☐ No
A minimum 1.0m away from existing Council stormwater pits?	☐ Yes	☐ No
A minimum 2.0m away from Council Street trees?	☐ Yes	☐ No
A minimum 6.0m away from the tangent point of an intersection?	☐ Yes	☐ No

SECTION 9 – SITE PLAN OF PROPOSED WORKS

Please note: You must complete one of the following options

☐ Draw or ☐ Attach a diagram with exact measurements clearly showing the proposed works

☐ Attach a copy of the approved site drainage plan

To return this form – send all documents by email to service@cityofpae.sa.gov.au or lodge in person at the Civic Centre, 163 St Vincent Street, Port Adelaide. **Please allow up to 14 working days for your application to be processed. We will respond via email or may contact you by phone to advise you of the outcome of the application.**