

# INFORMATION SHEET FOR DRIVEWAY CONTRACTORS

**Contractors wishing to conduct work on Council's road reserves are required to gain approval from Council prior to commencing works. This ensures that the contractors who are performing the work are suitably qualified and are covered by insurance in case of an accident.**

**A road reserve is the area from property boundary to property boundary and includes the footway.**

## Introduction

Council has two levels of approvals for contractors who wish to undertake driveway works. Contractors may either seek long term approval, or seek approval to perform short term (one-off) driveway works.

### Long Term Approvals

Long term approval allows the contractor to be placed on Council's Approved Contractor List, which is distributed to the general public upon request (see Privacy Protection Information). When applying for long term approval a contractor must submit the information below with payment of a bond or bank guarantee to the value of Five Thousand Dollars (\$5,000).

### Short Term (One-Off) Approvals

Short term approvals are one-off approvals which allow the contractors who perform infrequent work within the Queanbeyan-Palerang Regional Council, to undertake driveway works. However these approvals restrict the contractor to a maximum of one (1) driveway at one time, and do not place the contractor on Council's Approved Contractor List.

When applying for short term approval a contractor must submit the information below with payment of a bond to the value of One Thousand Dollars (\$1,000). Bank Guarantees will not be accepted.

## Information Required for Assessment

In order to become an approved driveway contractor, an applicant must submit with the completed agreement the following:

- 1. a copy of current licence which entitles the contractor to perform concrete work, which has been issued by the New South Wales Department of Fair Trading;**
- 2. a copy of Occupational Health and Safety General Induction card for construction work in New South Wales which has been issued by WorkCover New South Wales;**
- 3. a copy of receipt for payment of bond to the value required by the type of approval sought by the contractor;**
- 4. a copy of your public liability insurance certificate of currency. The minimum sum insured under your public liability insurance must be at least \$20,000,000.**



Contractors are responsible for providing Council with up to date licenses and insurance information. Short term contractors are required to re-submit the required information for each driveway to be constructed.

### **The Application Process – To Become an Approved Contractor**

Contractors wishing to gain approval for driveway works must submit all the information listed above to Natural & Built Character – Development Control at 256 Crawford Street, Queanbeyan. If successful the contractor will be provided with all relevant specifications and information to enable completion of driveway works in accordance with Council's requirements.

#### **PRIVACY PROTECTION INFORMATION**

The *Privacy and Personal Information Act 1998* (PPIP) requires Council to adhere to a number of principles regarding the collection, storage and disclosure of personal information contained within private registers, which includes Council's Approved Contractors List.

For those individuals who select to be included on Council's Approved Contractor List, Council is required to inform you that:

- a) personal information is being collected from the attached application form,
- b) the personal information is used to compile a list of Contractors that may undertake driveway works on Council's road reserves,
- c) the intended recipients of the list, i.e. your personal information, is the residents of the Queanbeyan-Palerang Regional Council area,
- d) the supply of personal information is voluntary,
- e) you have rights of access to, and correction of, any personal information that has been collected,
- f) the agency collecting the personal information is Queanbeyan-Palerang Regional Council, PO Box 90, Queanbeyan NSW 2620, and
- g) the information collected by Queanbeyan-Palerang Regional Council will only be used for the purpose of an Approved Contractor List and will not be used for any other purpose.

In order to disclose personal information to the intended recipients, Council requires the Personal Information Consent Section on the attached form to be completed and signed by the applicant.

### **The Application Process – To Construct a Driveway**

Prior to any works commencing, the approved long or short term contractor must obtain and complete an application form for the construction of driveways. A separate form is to be completed for each property the contractor is working at.

The completed form will be assessed by a Council Development Engineer for recommendation to the Program Coordinator - Subdivision to approve or disapprove the construction of the driveway(s).

Once the form has been approved the Contractor can arrange for a Council inspection of the formwork by phoning 6285 6244. At least 24 hours notice must be given prior to the required inspection. The construction of the driveway must not commence until approval of the formwork has been obtained.

A final inspection of the driveway(s) will be conducted a minimum three (3) months after the date of completion of the driveway(s), to determine whether any rectification works are



required. Any rectification work is to be carried out by the contractor within the time specified in a direction.

### **Release of Bonds**

Should Council be required to undertake any rectification work, the cost of the work will be recouped from the bond paid.

#### *Long Term Contractors*

The bond minus any recouped costs will be returned at such time when the contractor no longer wishes to undertake driveway works in the Queanbeyan-Palerang Regional Council area.

#### *Short Term Contractors*

The bond minus any recouped costs will be returned three (3) months after the date of completion of the driveway(s) subject to an inspection by Council officers.

### **Traffic Control Plans for Driveway Construction**

Council has both a moral and legal responsibility for the safety of all persons at work sites on Council's road reserve, including works on the verges and road related areas. This includes Council staff, contractors working for Council or with Council approval and members of the public.

To ensure the safety of people it is necessary to provide a high standard of traffic control past the work sites. Council has adopted the RMS *Traffic Control at Work Sites* manual and where information is lacking in this manual, refers to the Australian Standard 1742.3 *Traffic Control Devices for Works on Roads*.

The RMS *Traffic Control at Work Sites* manual has standard TCP 61 and 109 (copies attached) which are suitable for driveway construction on local roads with low traffic and pedestrian volumes. A driveway Contractor needs to have these standard plans modified and approved to suit the work methods adopted at each site. A copy of the approved traffic control plan should be available at each worksite for inspection by both Council officers and WorkCover officers.

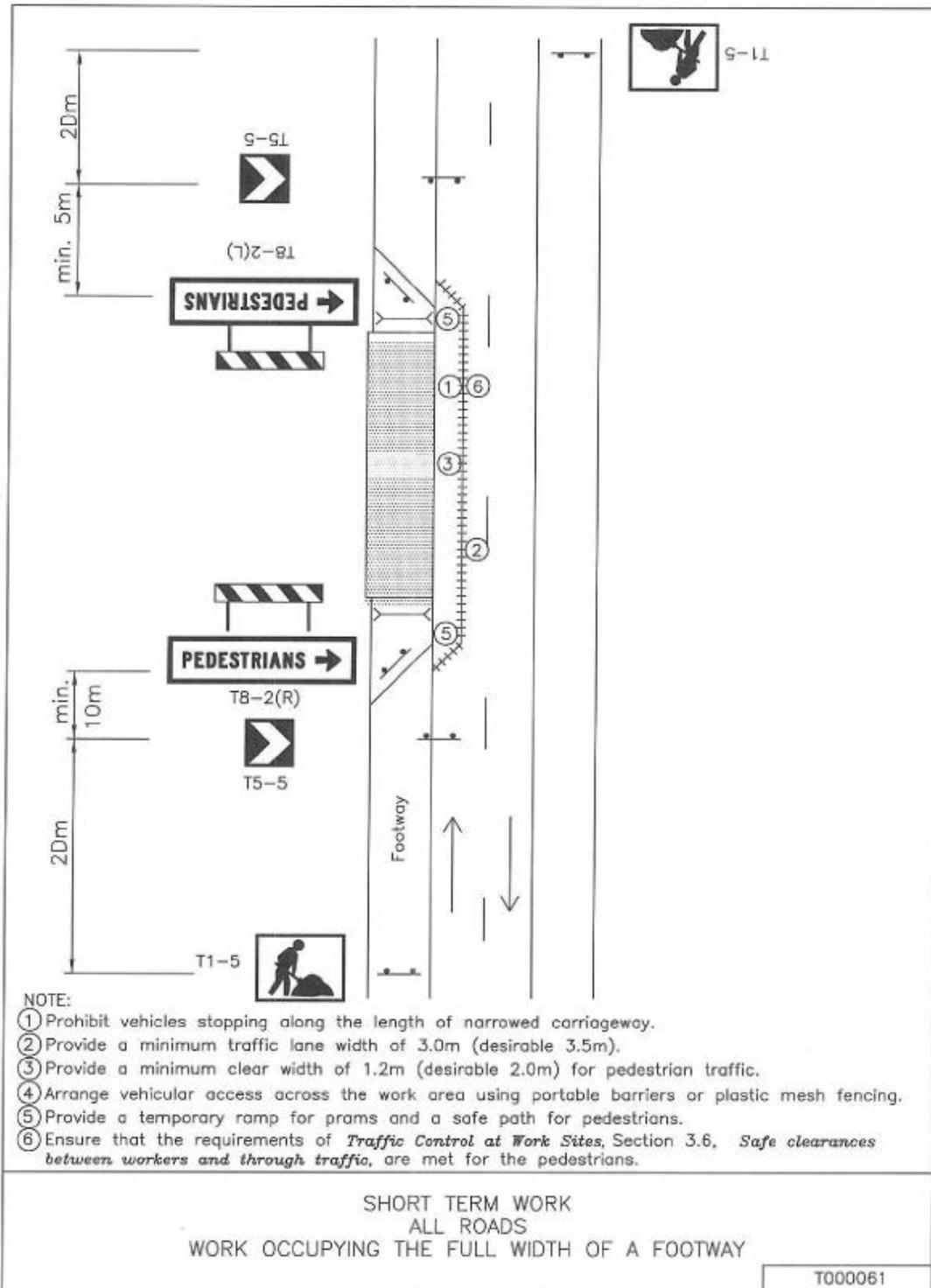
For high volume traffic roads or where higher numbers or special needs pedestrians are expected, specific plans will be required to address the safety of all users. These plans may require the modification of a standard plan or the design of a new plan.

**The selection of or modification of a standard traffic control plan or the preparation of a non standard plan must be undertaken by a person qualified to carry out this work.**

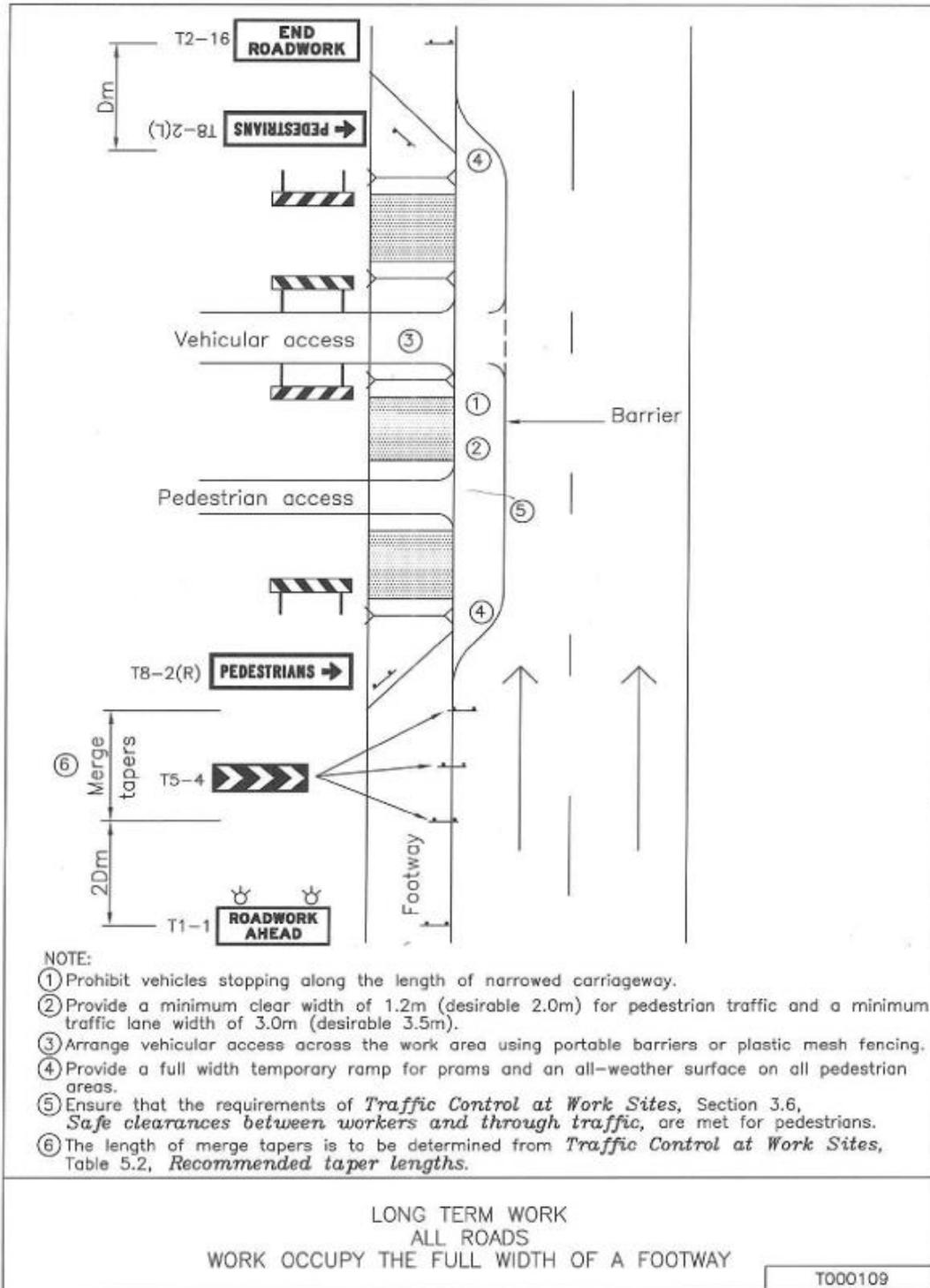
Driveway Contractors who wish to undertake the traffic control themselves will need to attend and pass the appropriate course and their authorisation presented to Council for our records. Alternatively the traffic control would be carried out by authorised traffic control contractors.

**Please refer to Council's *Information Sheet for Traffic Control Plans (TCPs)* for further information on traffic control, traffic control plan development/approval and authorisations for traffic control personnel.**

**Further fees will apply.**



**TCP 61**



## TCP 109



# DRIVEWAY CONTRACTOR AGREEMENT

I, ..... (Print name)

of ..... (Company name)

located at ..... (Business address)

on this ..... day of ....., 20.....

Have fully acquainted myself with Queanbeyan-Palerang Regional Council requirements to carry out work on road reserves, to carry out driveway construction and for use of traffic control, and accordingly the obligations and responsibilities of undertaking works on road reserve, agree to:

1. Construct driveway works strictly in accordance with good industry practice and the specifications adopted by Queanbeyan-Palerang Regional Council for the construction of concrete or paved driveways. In the event that my work does not meet the required specifications, I will:
  - a) Rectify all works as directed by Queanbeyan-Palerang Regional Council, or
  - b) Authorise Queanbeyan-Palerang Regional Council to undertake itself such rectification works, which have not been completed to the Council's satisfaction, and deduct the cost of the work from bond monies held by Council.
2. Perform all work for which I have been nominated as the Contractor;
3. Provide Council with a minimum of 24 hours notice of my intention to construct driveway works;
4. Ensure all utility authorities have no objection to the work and protect all utility services from damage during construction;
5. Provide traffic control:
  - a) which is in accordance with the approved Traffic Control Plan,
  - b) which uses devices within standards and erected by personnel authorised to do so, and
  - c) when directing traffic as necessary using personnel authorised to do so.
6. Maintain current my licence from the NSW Department of Fair Trading, which entitles me to perform concrete work.
7. Maintain current a public liability insurance policy which has a minimum value of \$20,000,000.
8. Notify Council immediately of the lapsing or cancellation of the Department of Fair Trading Licence or the Public Liability Insurance Policy.
9. Notify Council and provide documentary evidence, before expiry date, of the renewal of the Department of Fair Trading Licence.
10. Notify Council and provide documentary evidence, before expiry date, of the renewal of the public liability insurance policy.



## Contractors Details

### Type of Organisation

Company  Partnership  Sole Trader  (please tick)

ABN: .....

State of Registration: .....

Phone: ..... Mobile: .....

Email: .....

Experience: .....

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## Type of Approval Required

Long Term  Short Term  (please tick)

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## Long Term Contractors - Personal Information Disclosure

I consent to the disclosure of my personal information for use as information on Council's Approved Contractor List

I do not consent to the disclosure of my personal information for use as information on Council's Approved Contractor List.

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## Short Term Contractors – Property Details

Address: .....

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Contractor's Signature ..... Date: .....

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## Approval

Approval is given under Section 138 of the Roads Act to carry out the construction of driveways across nature strip on roads within the Queanbeyan-Palerang Regional Council area in accordance with this agreement.

Signature ..... Date: .....

*Program Coordinator - Subdivision*



**Assessment and Approval**  
**(TO BE COMPLETED BY COUNCIL OFFICERS)**

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Receipt for Cash Bond Attached (GL 10.9000.9000.21033)      Short-Term Approval    \$1,000  #:.....

Long Term Approval    \$5,000  #:.....

Or

Bank Guarantee (Long Term Approvals Only)      Dated Received      .....

Council Legal (LED) File No.      .....

Bank      .....

Serial No.      .....

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Public Liability Insurance Certificate of Currency Attached (\$20,000,000)     

Licence Attached (NSW Department of Fair Trading)     

NSW WorkCover White Card Attached (OH&S General Induction Training for Construction Work)     

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**RECOMMENDED FOR:**

Short-Term Approval      Yes       No

Inclusion on Council's Contractor's List      Yes       No

If No, give details: .....

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**Signature of Assessing Officer:** .....      **Date:**.....

**Name of Assessing Officer:** .....