

**Application:**  
**Construct a Vehicular Crossing**  
**Place**  
Pursuant to Section 221 Local Government Act

Civic Centre  
165 Sir Donald Bradman Drive  
Hilton, SA 5033  
**Tel:** 08 8416 6333  
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**Licence Reference**  
**(Office Use ONLY)**

Please read Council's Verge Policy and the information on this form, then submit to: [info@wtcc.sa.gov.au](mailto:info@wtcc.sa.gov.au)

### 1. Applicant Details

Title:	Given Name		Family Name	
Company Name				
Postal Address				
	Suburb		Post Code	
Telephone	Mobile	Fax	Email	

### 2. Construction Location

Construction Address			
	Suburb		Post Code
Development Application No. (if applicable)			

### 3. Contractors Details

Contractor Name			
Company Name			
Postal Address			
	Suburb		Post Code
Telephone	Mobile	Fax	Email

### 4. Application Fee

<b>Application fee \$34.00 payable on lodgement.</b>	<b>Paid:</b>	Yes	No
Date Paid		Receipt No.	

### 5. Special Conditions

1. The Applicant is responsible for obtaining information on the location of underground pipes and cables from communications, gas, water and electricity providers. Plans can be requested via the Before You Dig website – [www.byda.com.au](http://www.byda.com.au).
2. A Street Tree Protection Zone (STPZ) may be required prior to any excavation or construction work in close proximity to a street tree. A **minimum 2.0 metre** radius clear from the trunk of the street tree must be maintained at all times (unless otherwise specified by an authorised Council officer). A greater distance may be required depending on the size or species of an individual tree.
3. Structures on the street (e.g. trees, power poles, signs and services etc) may not be moved, altered or interfered with in any way except with the express, written approval of the relevant public utility or service provider and Council.
4. Where a new crossing place is constructed to replace an existing crossing place, the existing crossing place must be closed and the footpath and kerb reinstated in accordance with Council specifications.

5. All cutting of roadways and of concrete or bitumen footpaths must be carried out using a saw cut in straight lines. Concrete slab footpaths are to be cut to the nearest control joint. Concrete block paving is to be lifted and stacked neatly so as not to cause a hazard to the public.
6. Crossing places are to be constructed a minimum distance of no less than 1.00 metre from a stobie pole.
7. The standard cut-out distance on a road for the construction of a crossing place shall be 350mm from the edge of the watertable and shall extend no less than 350mm either side beyond the extent of the crossing place being constructed.
8. The excavation is to be back-filled in layers using selected material and compacted such that the compacted surface matches the adjacent footpath level and is to be at least to the standard of the existing surface in thickness and quality of materials. The Applicant must remove excess spoil and leave the site clean and safe to the public.
9. The Council shall not accept responsibility for any damage or claims arising from the works, or from the opening or breaking up of the footpath surface.
10. Any future alterations necessary through road widening or other works shall be carried out at no cost to the Council.
11. The crossing place shall remain during the pleasure of the Council.

## 6. General Conditions

The applicant agrees:

1. For the term of the authorisation, to comply with all the applicable industry standards, health or safety standards, current standards of Standards Australia or any applicable code of practice.
2. To ensure that all works carried out are undertaken to the highest standard and are carried out promptly and with all due care, skill and diligence.
3. To ensure that any alteration to the road does not interfere with or cause damage to or in any way affect the property of any other person.
4. To comply with any direction given by any authority, statutory authority or Council to remove, maintain or otherwise modify the alteration to the road subject to this authorisation.
5. That all fixtures and equipment erected or installed in, on, across, under or over the road remain the property of the applicant pursuant to Section 209 of the Local Government Act, 1999.
6. For the term of the authorisation, to maintain all fixtures and equipment erected or installed, or vegetation planted, in good condition and to recognised standards.
7. To indemnify the Council, its servants and/or agents, against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the applicant in relation to the alteration to the road, the granting of this authorisation and the general and special conditions contained herein and such indemnity shall be in addition to any statutory immunity in favour of the Council.
8. For the term of the authorisation, to take out and keep current a public liability policy of insurance to an appropriate level of cover per claim in respect of any negligent act or omission of the applicant in relation to the alteration to the road or any activity arising out of or from the granting of this Authorisation by the Council.
9. At the expiration or earlier termination of this authorisation to remove, if so directed by the Council, any structure or object erected or installed on the road and to reinstate the road to the satisfaction of the Council.
10. This authorisation does not confer on the applicant any exclusive right, entitlement or interest in the road and does not derogate from the Council's powers arising under the Local Government Act, 1999.

## 7. Special Notice - Street Trees

Where an application to 'Construct a vehicular crossing place' necessitates the removal of a street tree, the tree in question will require assessment by Council's Arborist to consider whether it is appropriate to be removed. Should approval be granted, a fee will be generated and must be paid prior to removal (in most circumstances). The fee is calculated based on Council's standard schedule of fees and charges, which is used to offset the loss of the asset (street tree) to the community, with the funds received invested in Council's annual Greening Program.

Under no circumstances is an individual, other than a member of Council's arboricultural staff (or agent acting on the behalf of Council), permitted to interfere with any street tree(s). Street trees will only be removed once the applicant has obtained written confirmation from Council.

Vehicular crossing place applicants, who wish to have a new street tree(s) planted in the verge, must apply by contacting Council on 8416 6333.

Council policy directs that where individual street tree(s) are planted by Council at a resident's written request, they shall be planted on the understanding that it is the resident's responsibility to water the tree(s) until established (for approximately 3 years).

## 8. Declaration

I undertake to be responsible for the works approved under this application, and undertake to effect reinstatement of the footway and road pavements, as may be required, to a standard equivalent to that existing prior to the commencement of this work.

I am aware of the general conditions of authorisation as contained herein.

I agree to any/all special conditions that the Council may determine and attach to this authorisation.

I am aware of the administration fee to be paid prior to approval of this application.

**Signature of property owner or applicant on behalf of the property owner:**

\_\_\_\_\_

**Dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_**

## OFFICE USE ONLY

Application approved: Yes ☐ No ☐

Tree removal approved: Yes ☐ No ☐

Work site inspected: Yes ☐ No ☐

Tree removal fee \$ \_\_\_\_\_

Administration fee(s) \$ \_\_\_\_\_

Total amount payable \$ \_\_\_\_\_

Application approved by: \_\_\_\_\_ Date:     /     /  
(authorised officer of Council)

Reinstatement inspected by: \_\_\_\_\_ Date:     /     /

## 9. Scale plans

Construction material:	Concrete	Block paving		
Colour (block paving only):				
Type of vehicular crossing place:	Domestic	Commercial	Industrial	
For commercial and industrial crossing places, nominate the largest vehicle types entering and exiting the property:				
B99	SRV	MRV	HRV	Other - provide details:

Architectural plans proved in lieu of sketch plan below	Yes	No
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All work is to be undertaken in accordance with Council specification as detailed in Council drawings numbered **8685 - 300** and **8685 – 330**.

<b>Sketch to include:</b>	
Distance to property boundary	North point
Distances to crossing place	Location(s) of existing tree(s)
Distances to corner (if applicable)	Location(s) of existing Stobie poles
Dimensions of new crossing place	Locations of concrete footways
Street signs (if applicable)	Street name(s)