

*(Pursuant to Section 221 of the Local Government Act 1999 – excludes Underground Electrical Installation)*

The issuing of this Authorisation is subject to:

- The applicant agreeing to the **General Conditions** of this Authorisation.
- The applicant agreeing to the **Special Conditions** of this Authorisation.
- Subject to approval, the applicant is to pay the assessment/investigation fee plus annual fee. If additional fees / higher fee apply in accordance with our fees and charges, a separate invoice for the balance will be issued by Council. *(Please see below for relevant application fees).*

**Please allow four (4) weeks for requests to be assessed. We endeavour to support all requests, however in some instances the proposed use of council land may not be deemed appropriate and therefore may not be approved. A separate Authorisation may be issued by the Adelaide Hills Council if deemed appropriate.**

I/We ('The Applicant'):		
Postal address:		
City:	State:	Postcode:
Phone:	Email:	
Location of works:		
Property Owner/s (if different to Applicant):		

- If a recent Development Approval has been granted for works, you may not require a separate Authorisation *(please check with a Council Planner)*.
- The Local Government Act 1999 (Act) provides that a road extends from property boundary to property boundary and includes the carriageway, footpaths and verges.

The following are considered road altering activities pursuant to the Act where it is an offence to undertake them without an Authorisation from the Council.

**Please tick the applicable nature of proposed alteration:**

New or Alteration of a Driveway Crossover **(\$49.00 Application Fee)**

Encroachment – Erect/install or removal of a structure (including paving, pipes, wires, cables, fixtures, fittings or other objects) in, on, across, under or over the road **(\$123.00 Application Fee)**

Change or interfere with the construction, arrangement or materials of the road **(\$49.00 Application Fee)**

Change, interfere with or remove a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road **(\$49.00 Application Fee)**

Plant, interfere with, or remove a tree or any vegetation from the road **(\$49.00 Application Fee)**

Occupation of Unmade Public Road / Closed Road / Road Reserve (Road Rent) **(\$123.00 Application Fee)**

Management of Declared weeds on road verge – Site to be assessed by Council Officer first if approved **(no fee charged)**

**Property Type:**

Residential

Industrial / Commercial

**Nature of Work:**

Part of an existing or ongoing Development Application being processed.

DA number (if known):

Private work by a property owner (Public Liability insurance details must be provided before this application is progressed for approval).

Retrospective Approval for the alteration of the road.

Weed Management / Grazing / Fire Hazard Reduction.

**Type of Works: (tick applicable works)**

Invert/crossover extension or modification

Second invert/crossover (properties with two street frontages only)

Relocation of existing invert/crossover

Stormwater from boundary to gutter

Erect / installation of a fixed/permanent structure on the road reserve

Plant, interfere with vegetation or remove a tree or any vegetation from the road

Indirect water works

Native Vegetation signs

Change, interfere with or remove a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road

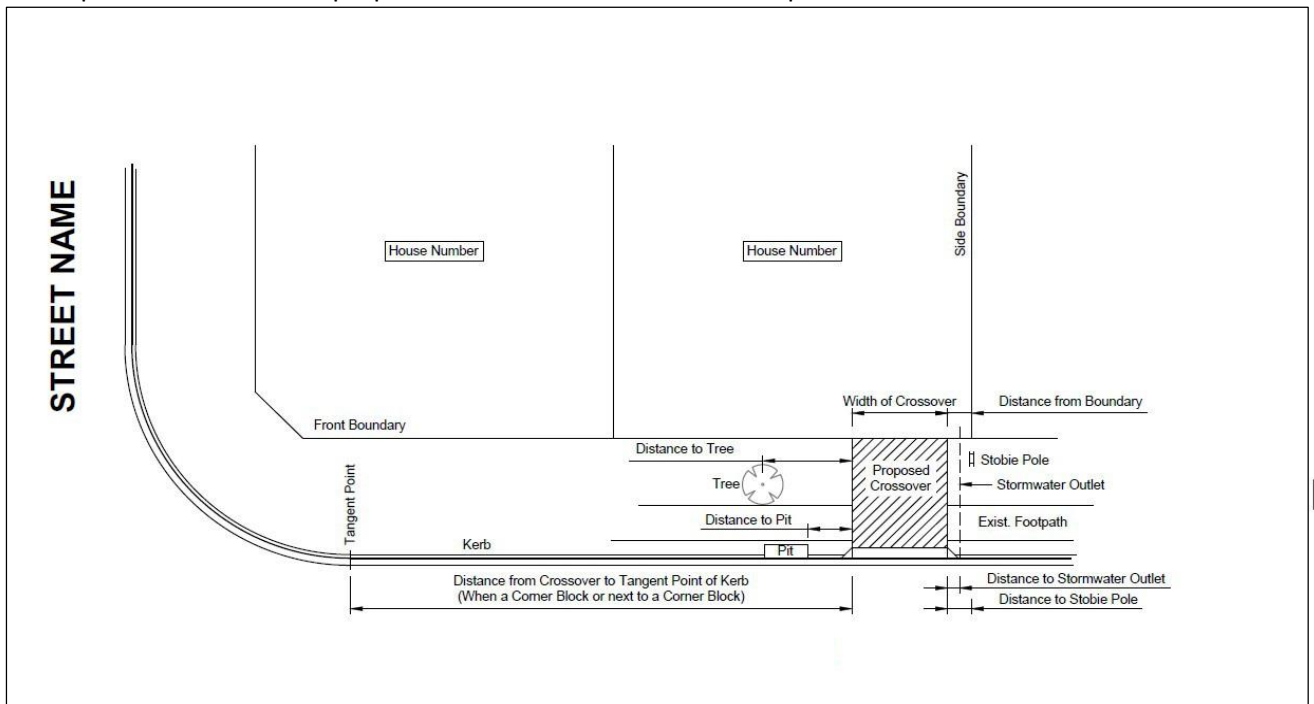
## DETAILS AND SPECIFICATIONS

Details and specifications for the proposed alteration are (include reasons):

Attach plan showing measurements of the proposed works, existing road, property boundaries and existing fixed objects. Plan checklist below:

- |                           |   |
|---------------------------|---|
| Street name               | Stormwater outlets                                  |
| House address             | Stormwater drainage pits and verge width            |
| Footpath                  | Bus stops / shelters                                |
| Council trees             | Verge vegetation                                    |
| Fire plugs / hydrants     | Telstra pits  |
| SAPN stobie poles         | Distances between any of these to location of works |
| Native Vegetation Markers |   |

Your plan should describe proposed features similar to the example.



Photos of existing infrastructure should be taken from the 3 points as indicated above. The photos should capture all of the infrastructure indicated within the drawing.

**Crossover material type:**

Concrete Colour:	Style:
Block Paver Colour:	Style:
Hotmix:	

Is the proposed alteration:

Permanent

Temporary

If temporary indicate period:

From:

To:

**General Conditions:**

The Applicant further agrees:

1. For the term of the Authorisation, to comply with all applicable industry standards, health or safety standards, current Standards Australia or any applicable Code of Practice.
2. To ensure that all works carried out are undertaken:
  - a. To the highest standard.
  - b. Promptly and with due care, skill and diligence.
  - c. Minimising impact on affected neighbouring properties so as not to cause a nuisance or restrict access to other properties.
  - d. Ensuring the road is kept in a clean and tidy condition during any works.
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. At all times to indemnify 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 Council.
7. **The Applicant and any contractor or invitee of the Applicant undertaking the works must ensure they hold valid public liability insurance with cover to a minimum of \$20,000,000.**
8. At the expiration or earlier termination of this Authorisation to remove, if so, directed by Council, any structure or object erected or installed on the road and to reinstate the road to the satisfaction of Council at the Applicant's sole cost. If the Applicant does not undertake reinstatement works as requested to the satisfaction of Council, then Council may undertake the works and reserves the right to recover the costs from the Applicant as a debt.
9. The Applicant must keep this Authorisation and produce it upon request to an Authorised Council Officer and comply with any requirements.
10. Council accepts no responsibility for damage to any private or public infrastructure however so arising, including but not limited to any damage that may be caused by road maintenance and or construction by Council or any other approved/authorised person/entity conducting the works.

11. Any future alterations necessary through road widening or other works by Council shall be carried out by the Applicant with Council's permission at no cost to Council.
12. This authorisation does not confer on the Applicant any exclusive right, entitlement or invest in the road and does not derogate from Council's powers arising under the Local Government Act 1999.
13. Works on Council land must be completed within twelve (12) months of application approval. Council reserves the right to inspect any works approved on the road reserve following completion of approved work.
14. Applications will remain open until either approved / declined or for a six (6) month period, whichever is greater.
15. Upon completion of excavation works the Applicant shall ensure reinstatement works are thoroughly backfilled and compacted as set out in the standard specifications "Technical Services Standard Details". <https://www.ahc.sa.gov.au/resident/planning-and-building>
16. 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.
17. Finished levels on crossover must match the existing footpath levels to ensure that there are no steps, depressions or other tripping hazards within the pedestrian walkway. If levels cannot be matched, the footpath alongside the crossover must be ramped at a slope no steeper than 1 in 20. Ramping of the footpath must be approved by Council.
18. Where a new invert and crossover is constructed to replace an existing invert and/or crossover, the existing invert must be closed and the kerb, footpath and verge area reinstated, in accordance with this specification and in material technique as per adjacent infrastructure.
19. Invert must be poured integrally with water table, ie the entire kerb and water table must be excavated prior to construction. The practice of breaking away the top kerb section of existing integral kerb and water table is unacceptable.
20. Other structures on the street (ie trees, power poles, signs and services etc) must not be moved, altered or interfered with in any way except with the express, written approval of the relevant authority and Council.
21. Standard driveway apron width across the verge area should not exceed (unless otherwise approved):
  - a. 4 metres residential dwelling.
  - b. 6 metres for shared driveway servicing multiple dwellings.
  - c. 6 metres commercial/industrial dwelling.
22. Requests for second driveways will only be approved if a property has more than one street frontage, unless the alteration is required for traffic safety management or to gain access to a new carport or garage (**refer to Appendix 1**).
23. Native vegetation referrals are required for the following applications:
  - a. Secondary access.
  - b. Driveway alterations.
  - c. Shared / out buildings / garage installation.
  - d. Landscaping on road reserve.
  - e. Drainage control.
  - f. Pruning / maintenance of vegetation across driveways.
  - g. Any disturbance of vegetation for any alterations to road or road reserve.
  - h. Tree root protection zones (**refer to Appendix 2**).

<https://www.environment.sa.gov.au/topics/native-vegetation/clearing/clearance-applications>

24. Road Reserve / Verge Revegetation - Adelaide Hills Council promotes the revegetation of road reserves with local provenance native plants and encourages selection of species described in – Native Habitat Landscaping and Gardening Guide and Reducing Fire Risks in Gardens Guide  
[Native Gardens at Home • Adelaide Hills Council \(ahc.sa.gov.au\)](https://www.cfs.sa.gov.au/about/publications/publications/reducing-fire-risk-in-gardens/)  
<https://www.cfs.sa.gov.au/about/publications/publications/reducing-fire-risk-in-gardens/>  
Plant species can be sourced through local nurseries and subject to a species list review (attached within the application), the Adelaide Hills Council may waive the \$49.00 application fee.
25. Declared Weed Control - Landscape Boards have the statutory responsibility under the Landscapes SA Act 2019 for the management of Declared plants on public road reserves. The Hills and Fleurieu Landscape Board are the regional authority for the Adelaide Hills Council district. Under Section 221 of the Local Government Act 1999 an applicant may apply to remove Declared and environmental weeds on a road reserve. The application would be subject to a Council assessment of the road reserve to determine if it is under the Native Vegetation Marker System and to confirm the plant species that is proposed for removal.
26. Inverts and crossovers may not be constructed within ten metres of an intersection.
27. Inverts and crossovers may not be constructed within one metre of stobie poles.

**SPECIAL CONDITIONS**

**Special conditions to erect or install a structure including pipes – indirect water works**

Where crossing a constructed road:

- a. The pipe is to be sleeved to allow withdrawal in the event of damage from soakage, without the necessity of digging up the road.
- b. The pipe is to be connected with union joints adjacent to the boundaries of the properties and the road to facilitate withdrawal if necessary.
- c. The trench to lay the pipe and sleeve is to be excavated so that the pipe and sleeve will be at least 600mm below the water table or lowest elevation of the road.

Where parallel to a road:

- a. The pipe shall be at least 600mm for water below natural surface.
- b. The alignment of the pipe shall be as close to 600mm running parallel to the property boundary.
- c. The water pipe crossing a road is to be at least 600mm below the invert of any stormwater drain to facilitate silt removal.

**ITEMS TO BE ATTACHED**

**Attach the following items** (tick to indicate that items are attached):

Plan showing alteration

Photos of existing infrastructure

Public Liability Insurance (\$20 Million cover)

**DECLARATION**

In making this application to the Adelaide Hills Council (“Council”) for an Authorisation to alter the road, I/we acknowledge that I/we have read, understand and agree to be bound by the Conditions of the Authorisation and declare that the particulars provided by me/us with regard to the proposed alteration are true and accurate.

**Signed by Applicant/s:**

..... Name: ..... Date: .....

..... Name: ..... Date: .....

**Signed by Property Owner/s:**

..... Name: ..... Date: .....

..... Name: ..... Date: .....

## HOW TO SUBMIT YOUR APPLICATION

Please submit your application either by:

- Emailing a saved PDF version of the application form to: [mail@ahc.sa.gov.au](mailto:mail@ahc.sa.gov.au)

**OR**

- **Hard copy application form submission to:**  
Adelaide Hills Council  
63 Mount Barker Road  
STIRLING SA 5152

**OR**

- **Hand deliver to one of our Council Service Centres**, for opening times please refer to our website or via [Adelaide Hills Council - Contact Us](#)

**Stirling Service Centre**  
63 Mount Barker Road  
STIRLING SA 5152

**Gumeracha Service Centre**  
45 Albert Street  
GUMERACHA SA 5233

**Woodside Service Centre**  
26 Onkaparinga Valley Road  
WOODSIDE SA 5244

Please make your application payments by:

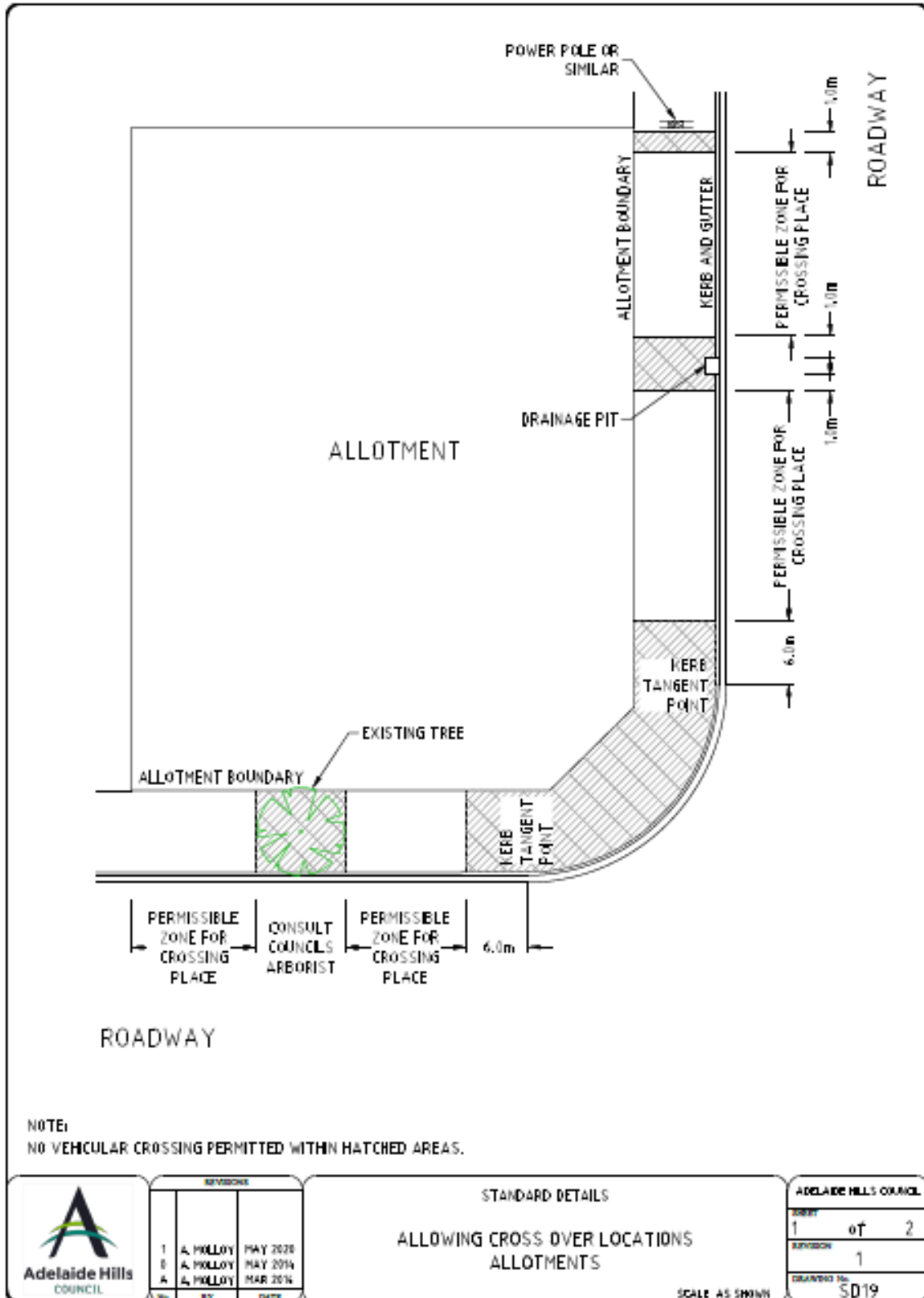
- EFT over the phone
- EFT at one of the above Service Centres

**\*\* PLEASE NOTE:** Council will not accept any application that is not submitted in full.



### APPENDIX 1 – ALLOWABLE CROSSOVER LOCATIONS

*(Only applicable where the property has dual street frontage)*



## APPENDIX 2 – TREE PROTECTION ZONE

### WHAT IS A TREE PROTECTION ZONE?

A Tree Protection Zone (TPZ) is an area precluded or regulated from Development Activity. Simply, it means that activities within this area can lead to tree damage.

### HOW TO CALCULATE THE SIZE OF THE TPZ

A Tree Protection Zone (TPZ) must be calculated in accordance with Australian Standard AS 4970-2009 Protection of Trees on Development Sites and shown on any building plans. Any encroachment within this area that may lead to tree damaging activity, must be approved by Council.

### The Australian Standard AS 4970-2009 Protection of Trees on Development Sites lists a range of activities that are NOT permitted within the TPZ:

- Alteration of soil levels including excavation and fill.
- Mechanical trenching for building footings or the installation of underground services.
- Stockpiling of building materials, equipment and tools.
- Vehicle movements except on paved surfaces.
- Sealing of surfaces with impermeable materials.

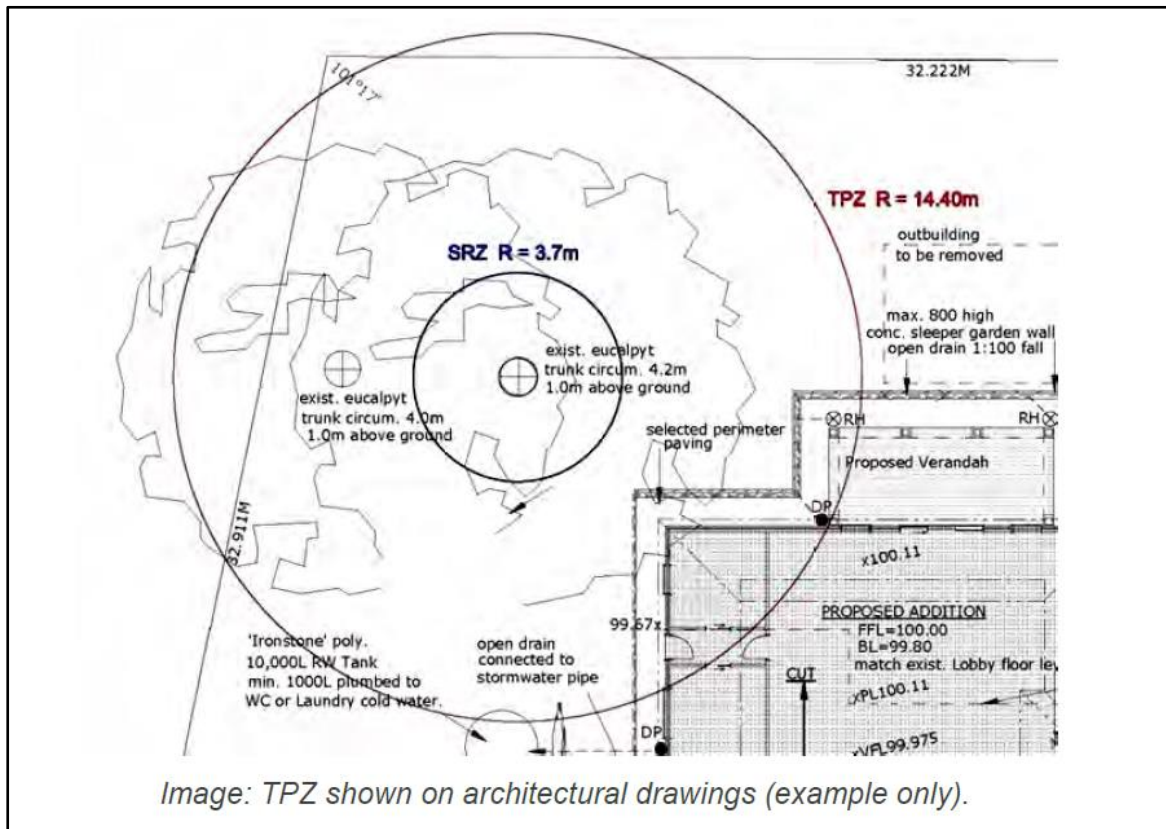


Image: TPZ shown on architectural drawings (example only).

Source: City of Burnside: Guidelines for Protecting Trees During Development

**OFFICE USE ONLY**

<b>Biodiversity Team – Recommendation:</b>	Approve	Decline
<b>Open Space – Recommendation:</b>	Approve	Decline
<b>Technical Services (Specifications) – Recommendation:</b>	Approve	Decline
<b>Technical Services (Traffic) – Recommendation:</b>	Approve	Decline
<b>Property – Recommendation:</b>	Approve	Decline
<b>Planning – Recommendation:</b>	Approve	Decline
Conditions and/or comments:		

**OFFICE USE ONLY**

<b>Authorisation:</b>	Approved	Denied
<b>Council specification for alteration to road attached:</b>	Yes	No
<b>Special Conditions attached:</b>	Yes	No
<b>Notified Civil Maintenance of approval:</b>	Yes	No

**SIGNED BY ADELAIDE HILLS COUNCIL**

**Signed for and on behalf of Adelaide Hills Council:**

**Authorised Officer Name:**

**Authorised Officer Position:**

**Authorised Officer Signature:**

**Date:**

**AHC Receipt Number:**

**Fee Paid:** \$