



APPLICATION FORM

FOR CONSTRUCTION OR MODIFICATIONS ON COUNCIL PROPERTY

I / We the undersigned request permission for the
construction / modification activities on Council property

Applicant Name:

Site Address

No. Street

Suburb

ADVICE REGARDING ANY OF THE WORKS IS AVAILABLE VIA
OPERATIONS DEPOT, PHONE 8374 7722

TYPE OF WORKS

Please tick appropriate box/es

- New/Altered Driveway Invert (alterations to kerb & gutter)
- New/Altered Driveway Crossover
- New Stormwater Drainage
- New Underground Electrical Service
- Alterations to footpath
- Other (specify)

**PLEASE NOTE WRITTEN APPROVAL TO BE GIVEN FROM COUNCIL PRIOR TO
THE COMMENCEMENT OF WORK ON SITE**

**AT LEAST FIVE (5) DAYS NOTICE IS REQUIRED PRIOR TO CONSTRUCTION
COMMENCING**

WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
All other works → Civil Works Officer → Infrastructure-Maintenance-Major (Street) (Suburb)

Name of Applicant/s

Address

.....

Telephone No. Mobile:

I/We understand that all construction works not completed to the satisfaction of Council will be rectified by Council and all costs will be recovered from the owner – as per Section 221 of the Local Government Act 1999, as amended

Contractors Name

Address

.....

Telephone No. Mobile:

License No

Signature/s

Date signed

Date work to start

Date work to be completed

GENERAL CONDITIONS AND STANDARDS FOR WORK TO BE UNDERTAKEN ON THE ATTACHED SHEETS

WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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WHO IS RESPONSIBLE FOR DRIVEWAYS AND KERB CROSSOVERS?

Property owners are responsible for the condition of driveways on the road verge, which is the area between the property and the edge of road. The responsibility and costs of constructing and maintaining the section of driveways and kerb crossovers on Council's verge must be borne by the property owner described under the Local Government Act 1999, Sections 218 and 221.

Property owner's responsibilities include:

Existing Driveways

It is the responsibility of the property owner to maintain or replace existing driveways if they are in a state of disrepair. Council may order the property owner to carry out specified work to construct, remove or repair the driveways at the property owners cost. If the work is not carried out within a reasonable time the Council may have the work carried out and recover the cost of the work from the property owner. Fines may also apply.

New Driveways

It is the responsibility of the property owner to inform and seek approval from Council for any new works within the road verge area including establishing a driveway. Once approved the works are required to be carried out to Council's specification and during the course of the construction the property owner (or assigned contractor) must ensure that the site is safe for pedestrians and users of the road.

This approval will remain in force with the transfer of ownership of the property.

Public Safety

Failure to address public safety may expose the owner/resident to potential public liability claims.

Footpath Works Program

Council may construct paved footpaths as part of its footpath works program. As part of this program, driveways will also be upgraded to ensure consistency and safety for pedestrians and footpath users. If an existing sealed driveway (asphalt, concrete, block/brick paving) is in poor condition then the driveway will be replaced with the same blocks as used in the new footpath at no cost to the resident paved driveways. If an existing paved driveway (concrete, or block/brick paving) is in good condition then it will be retained and the new footpath constructed up to each edge. Asphalt driveways will be removed and replaced with pavers regardless of their condition. If a property owner has an existing unsealed driveway (rubble, gravel etc) they may wish to pave their driveway at the time the Council upgrades the footpath. A quotation for this work can be arranged with Council's approved contractor at a slightly discounted rate

Other Works

The Local Government Act 1999 also requires a person (property owner or resident) to obtain approval from Council to alter, erect, install, or remove, a structure (including stormwater pipes, underground electrical connections, sprinkler systems, retaining walls, obstructions to pedestrian passage etc) associated with the footpath and road reserve. Approval is also required for the planting of trees, lawn or other vegetation and for any activity which involves interference or removal of vegetation from the footpath or road.

For more information please do not hesitate to contact the City of Mitcham on 8372 8888 or visit our Customer Service Centre at the City of Mitcham's Civic Centre, 131 Belair Road, Torrens Park.

WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
All other works → Civil Works Officer → Infrastructure-Maintenance-Major (Street) (Suburb)

GENERAL CONDITIONS OF APPROVAL FOR WORKS ON COUNCIL PROPERTY

1. Council's Delegated Officer must approve works on Council property.
2. The work site must be protected by approved safety barriers at all times in accordance with AS 1742.3.
3. Damage to Public Utilities will be the responsibility of the owner of the property.
4. NO material may be stockpiled on the road or footpath.
5. All work must be completed in a tradesman-like manner and the site, adjoining road and footpath cleared of all rubbish, spillage, excess fill or material and form work as it accumulates.
6. Driveway inverts/crossovers cannot be constructed within six (6) metres of an intersection.
7. No street furniture (eg. street signs, traffic signs, etc.) may be removed for any purpose except with the approval of Council's Delegated Officer or relevant authority.
8. Council must approve the removal of street trees and such work can only be undertaken by Council.
9. All reinstatement work shall remain the responsibility of the owner.
10. Any future alterations necessary through road widening or other works shall be carried out at no cost to Council.
11. The work shall be kept safe for pedestrians and road users at all times.

REQUIREMENTS FOR CONTROL OF STORMWATER

1. Drains under the footpath are to be the appropriate size and may be 80 or 100 mm steel pipe, otherwise must be steel channel.
2. PVC PIPING UNDER THE FOOTPATH IS NOT ACCEPTABLE!
3. Steel channels are to be 100 or 150 mm in height and of a width to comply with Clause 4.
4. Down pipes and drains are to have a cross section of 50 mm² for every 1 m² of roof or paved area to be drained.
5. Where practicable, pipes shall be angled in the direction of the flow in the street water table and positioned to the satisfaction of the Council's Delegated Officer.
6. Surface water from private property is not permitted to flow out over entrances or over footpaths.
7. Specifications for steel channels:

WIDTH	MINIMUM THICKNESS OF BASE AND SIDES	MINIMUM THICKNESS OF WELDED CHECKER PLATE TOP
Up to 150 mm	3 mm	4.75 mm
150 mm to 300 mm	4.75 mm	6 mm
300 mm to 450 mm	4.75 mm	9.5 mm
450 mm to 600 mm	6 mm	9.5 mm

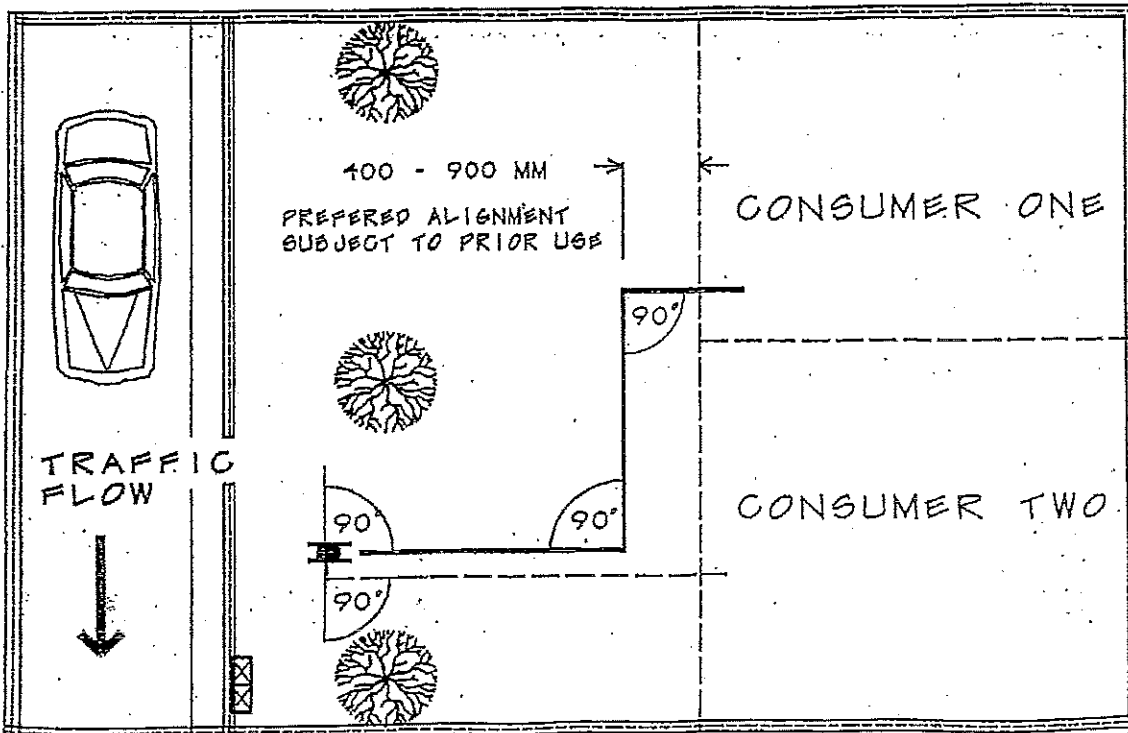
WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
 All other works → Civil Works Officer → Infrastructure-Maintenance-Major (Street) (Suburb)

REQUIREMENTS FOR INSTALLATION OF UNDERGROUND ELECTRICAL SERVICE

1. A suitably qualified electrician only may undertake the work of installing electrical cables.
2. The underground cable shall be laid at a minimum depth of 600 mm below the present or future surface, whichever may be lower.
3. The cable shall be laid from the ETSA pole to the building alignment of the property at 90° to the kerb line.
4. Cables shall be in accordance with Australian Standard Specification CCI Part 1, 1986 (SAA Wiring Rules) and the ETSA Service Requirements.
5. The plan, at a scale of 1:100, shall show location of property in relation to street alignment, position of ETSA pole and precise location of cable showing measurements.
6. Consumer's mains must not be laid underground diagonally across a footpath.
7. Where the consumer's mains are attached to an ETSA pole they shall be provided with mechanical protection not inferior to the protection afforded by an appropriate size medium-duty galvanized water pipe to a height of at least 2.5 metres above ground level. Where it is impracticable to enter the property directly opposite the pole, a square route from the pole along a strip in the footpath reserve between 400 mm and 900 mm out from the property line and across to the property at 90° to the property line, as shown in the diagram below.

REQUIREMENT FOR THE INSTALLATION OF UNDERGROUND ELECTRICAL SERVICES



WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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REQUIREMENTS FOR INVERTS/CROSSOVERS ON PUBLIC STREETS

1. Inverts/crossovers are not permitted within six (6) metres of the property line at an intersection.
2. Finished level on a crossover at boundary must be a minimum of 75 mm above the level on top of adjacent kerb, unless other suitable means of preventing the ingress of street stormwater are adopted.
3. Invert must be poured integrally with the water table; that is, the entire kerb and water table must be excavated prior to construction.
4. **CONCRETE**
 - Readymix must comply with AS 1379 and have a minimum compressive strength of 25 MPa.
 - Inverts should have a smooth finish
 - Crossovers should have a broom or wood float finish
 - Colouring may be added in accordance with accepted concrete practices
 - Reinforcement need not be used in residential crossovers
 - Minimum thickness: 100 mm for crossover, 120 mm for invert and water table
 - **Non-residential properties:**
 - Concrete must be a minimum of 150 mm thick
 - F72 reinforcing mesh must be provided – 50 mm above base of slab
5. **PAVING BRICK OR BLOCK**
 - Interlocking type bricks or blocks, minimum thickness 60 mm
 - Pavers must be bedded in sand bedding, minimum 20 mm thick, spread on a suitable base of compacted material 75 mm thick (eg. Quarry rubble)
 - A concrete retainer in accordance with established good practice must restrain edges
 - **Non-residential properties:**
 - Rubble base must be a minimum of 150 mm thick
 - Pavers must be 80 mm thick
6. **HOTMIX OR ASPHALT**
 - **Residential properties:**
 - Minimum thickness 25 mm
 - To be laid within 40° C of supply temperature
 - An approved bonding agent must be applied to base material and allowed to cure
 - Base must be compacted quarry rubble, minimum thickness 100 mm thick
 - **Non-residential properties:**
 - As above but Hotmix must be a minimum 40 mm compacted thickness

Attached are Standard Detail Drawings for:

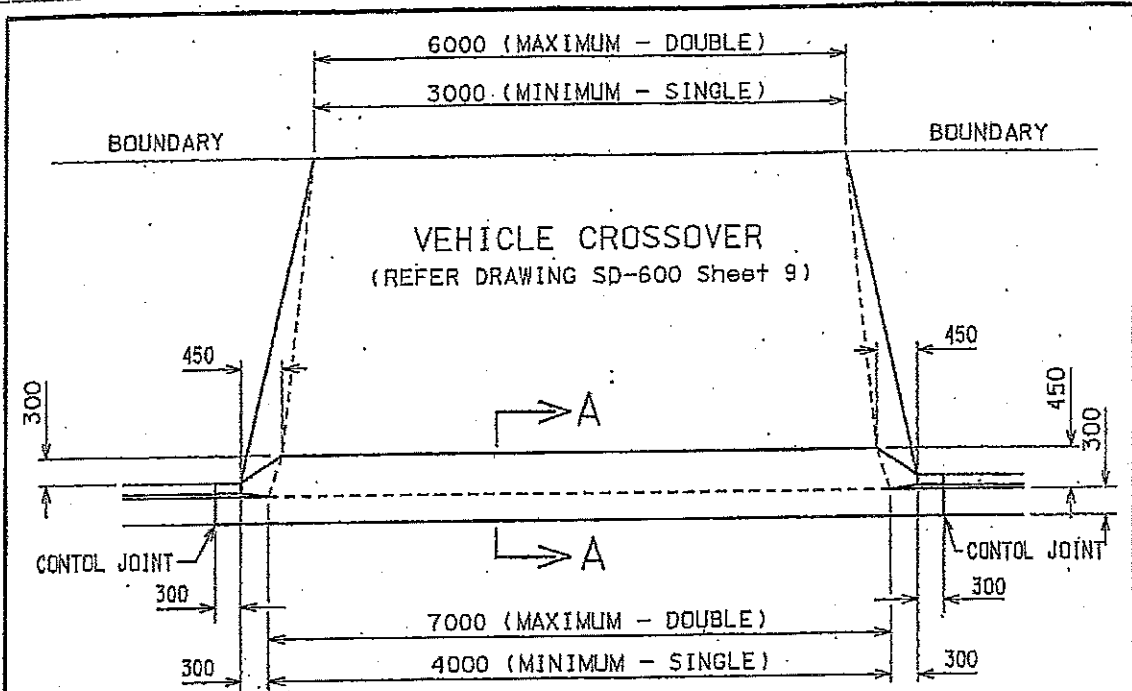
- Pavement reinstatement of Trenches
- Backfilling of Trenches
- Crossovers
- Inverts

COUNCIL MAY QUOTE ON ANY OF THE WORKS

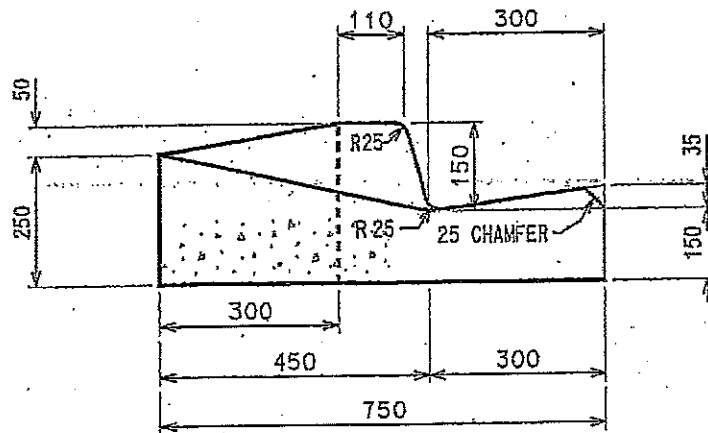
COUNCIL RESERVES THE RIGHT TO MAKE GOOD ANY WORKS NOT COMPLETED TO COUNCIL STANDARDS AND RECOVER COSTS FROM THE PROPERTY OWNER

WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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VEHICLE CROSSOVER



KERB CROSSOVER (A-A)

NOTE:-

1. ALL KERBING TO BE IN ACCORDANCE WITH AS 2876-2000, CONCRETE KERBS AND CHANNELS (GUTTERS)
2. ALL KERBING CONCRETE TO CONTAIN BLACK OXIDE UP TO THE RATE OF 10Kgs./Cu.m. TO MATCH EXISTING.
3. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH COUNCIL'S "TECHNICAL SPECIFICATION FOR CONCRETE WORK"

STANDARD DETAIL
RESIDENTIAL ENTRANCE
KERB CROSSOVER
FOR 150mm BARRIER KERB



CITY OF
MITCHAM

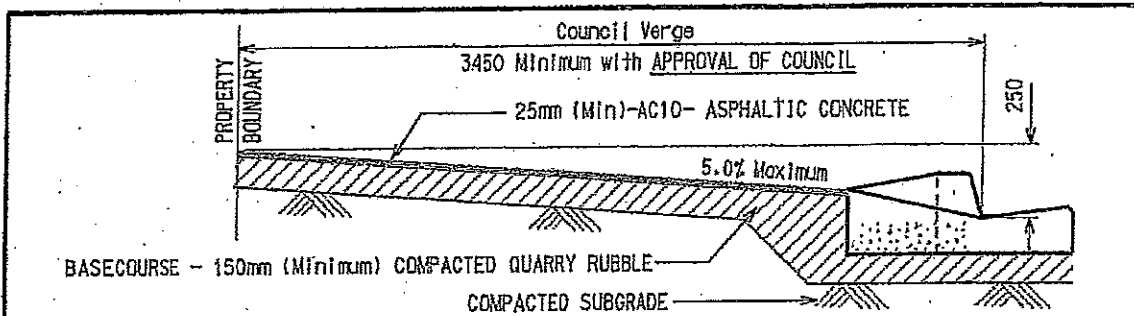
DRAWING No.
SD-600

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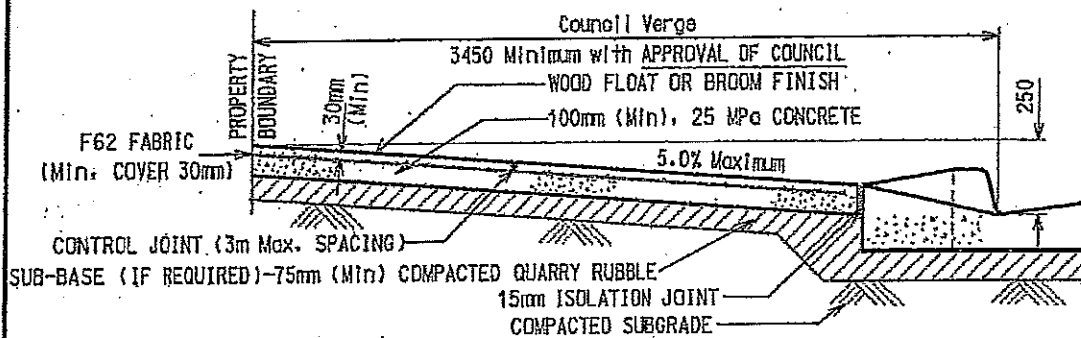
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WORKFLOW -

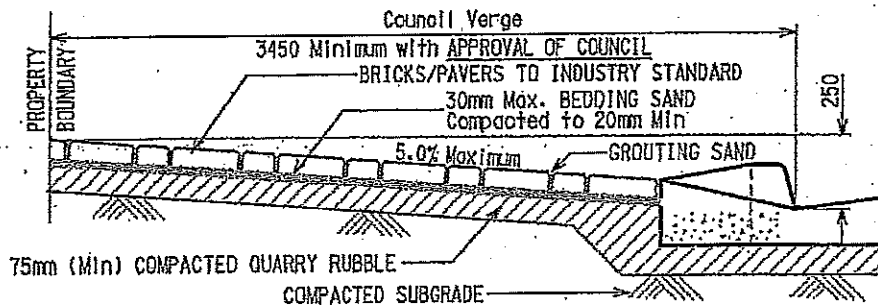
New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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HOTMIX VEHICLE CROSSOVER SECTION



CONCRETE VEHICLE CROSSOVER SECTION



PAVED VEHICLE CROSSOVER SECTION

NOTE:-

1. 250mm FREE BOARD FROM KERB INVERT (or EDGE OF ROAD) IS IN ACCORDANCE WITH THE "QUEENSLAND URBAN DRAINAGE MANUAL" SECTION 5.35.
2. ALL KERBING TO BE IN ACCORDANCE WITH AS 2876-2000, CONCRETE KERBS AND CHANNELS (GUTTERS)
3. CROSSOVER PAVEMENTS:- REFERENCES; AS 3727, GUIDE TO RESIDENTIAL PAVEMENTS; CMAA T44, T45, & T46
4. ALL KERBING CONCRETE TO CONTAIN BLACK OXIDE UPTO THE RATE OF 10Kgs./Cu.m., TO MATCH EXISTING.
5. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH COUNCIL'S "TECHNICAL SPECIFICATION FOR CONCRETE WORK"

STANDARD DETAIL
COMPLYING RESIDENTIAL ENTRANCE
VEHICLE CROSSOVER



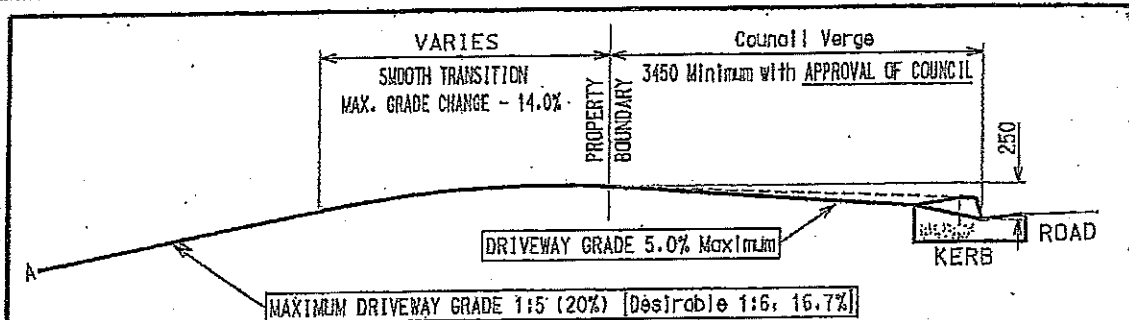
CITY OF
MITCHAM

DRAWING No.
SD-600
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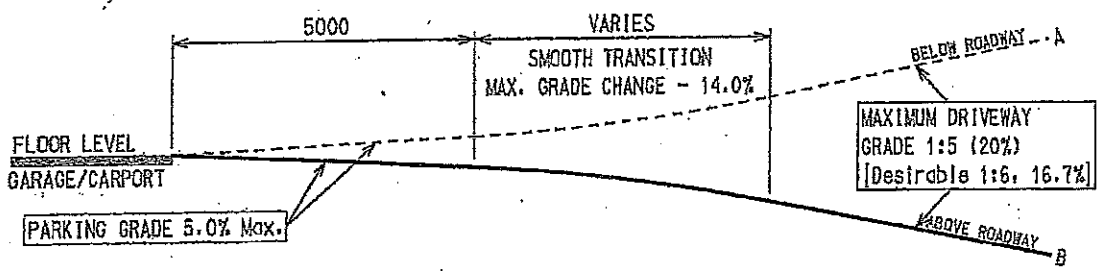
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WORKFLOW -

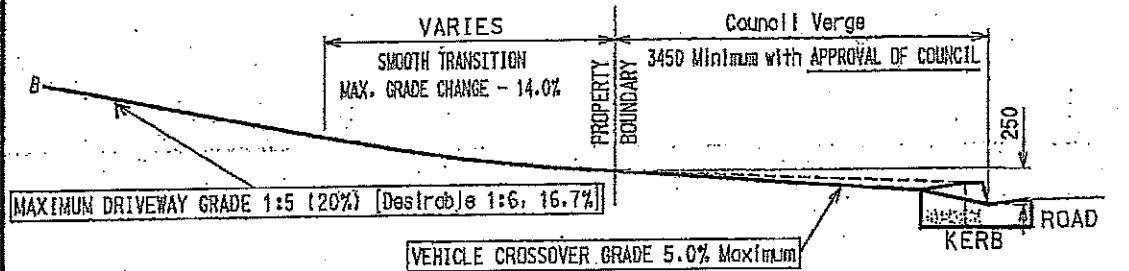
New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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LONGITUDINAL DRIVEWAY & VERGE SECTION
LOWER SIDE OF ROADWAY



LONGITUDINAL DRIVEWAY & PARKING AREA



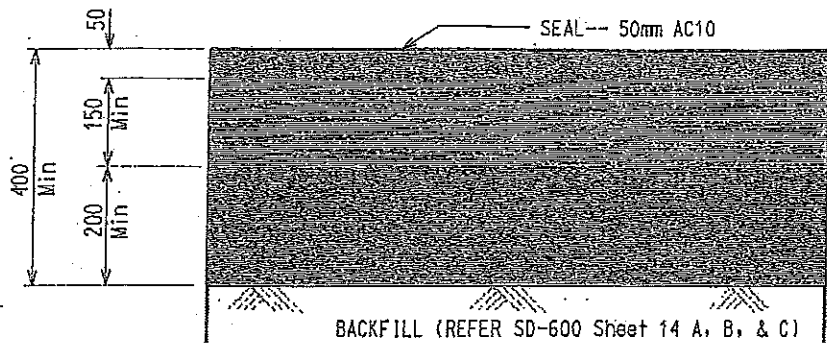
LONGITUDINAL DRIVEWAY & VERGE SECTION
HIGHER SIDE OF ROADWAY

NOTES:-

1. MAXIMUM DRIVEWAY GRADE WITHIN THE PROPERTY - 20% (1:5). - [Desirable 1:6, 16.7%]
2. MAXIMUM VERGE AREA GRADE - 5.0% (1:20) FROM KERB TO PROPERTY BOUNDARY.
3. WHERE A DRIVEWAY CROSSES AN EXISTING FOOTPATH/BIKEPATH THE MAXIMUM CROSSFALL SHALL BE MAINTAINED AT 5.0%.
4. THE ABOVE DRIVEWAY GRADE DETAILS ARE BASED ON AUSTRALIAN STANDARD AS2890.1-1993
5. 250mm FREE BOARD FROM KERB INVERT (or EDGE OF ROAD) IS IN ACCORDANCE WITH THE "QUEENSLAND URBAN DRAINAGE MANUAL" SECTION 5.35.

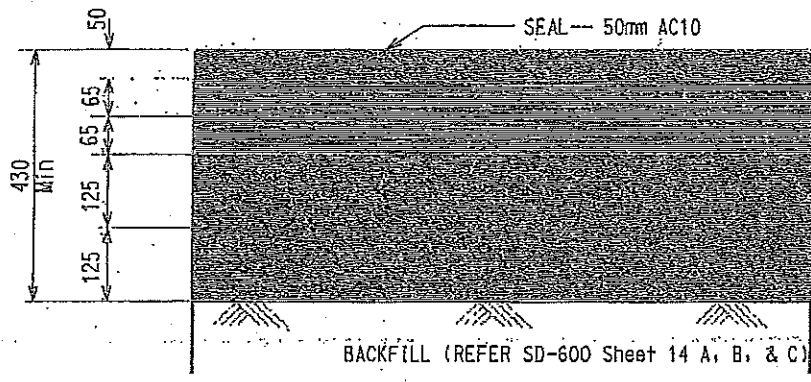
<p>STANDARD DETAIL COMPLYING DRIVEWAY LONGITUDINAL GRADES GARAGE/CARPORT STANDING AREA</p>					<p>CITY OF MITCHAM</p>	
DRAWING No.		SD-600				
DRAWN/DESIGNED J.R.	COPY ISSUE DATE	PREVIOUS ISSUE DATE FEB 2003	ISSUED DATE JUNE 2003	SHEET 10	A4	

WORKFLOW -
New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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BASE
 PM1/20 (PM32)
 COMPACTION - 98% MMDD
 SUB-BASE
 PM2/20 (PM21)
 or PM1/20 (PM32)
 COMPACTION - 98% MMDD

RESIDENTIAL STREET - LESS THAN 2000 VPD



BASE
 AC14 IN TWO LAYERS
 ON AN EMULSION PRIME
 SUB-BASE
 PM2/20 (PM21)
 or PM1/20 (PM32)
 COMPACTION - 98% MMDD

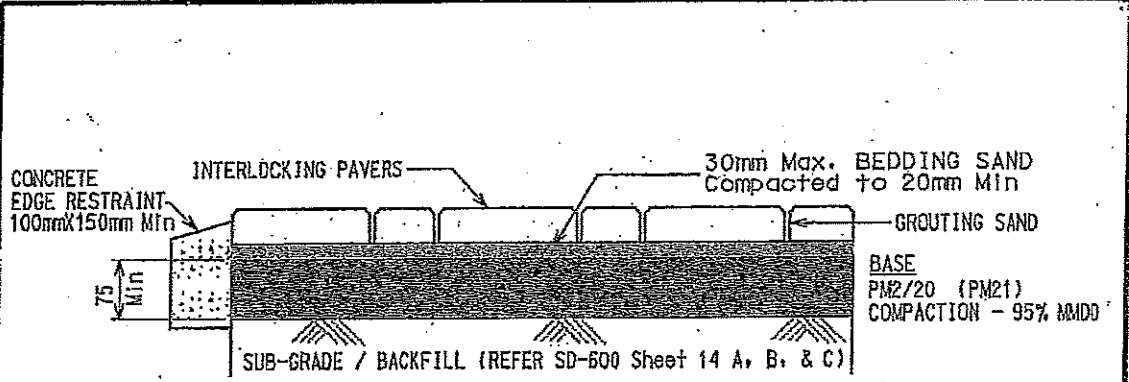
COLLECTOR ROAD - GREATER THAN 2000 VPD

NOTES:-

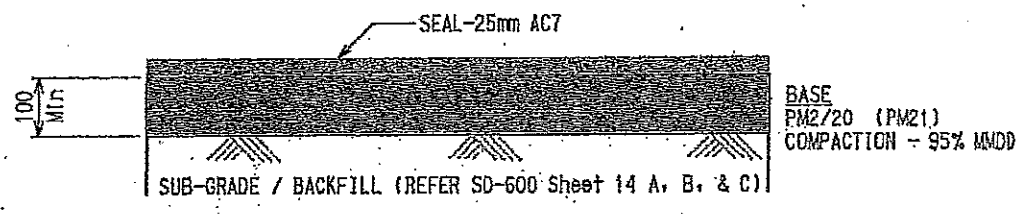
1. EXCAVATED MATERIAL SHALL NOT BE REUSED IN THE REINSTATEMENT OF THE TRENCHES AND SHALL BE REMOVED FROM SITE.
2. THE CONTRACTOR SHALL PROVIDE ALL REGULATORY SIGNS AND WARNING DEVICES FOR THE PROTECTION OF THE PUBLIC IN ACCORDANCE WITH THE ROAD TRAFFIC ACT AND OCCUPATIONAL HEALTH AND SAFETY ACT.

STANDARD DETAIL					CITY OF MITCHAM	
ROAD PAVEMENT REINSTATEMENT OF TRENCHES					DRAWING No. SD-600	
DRAWN / DESIGNED <i>J.R.</i>	COPY ISSUE DATE	PREVIOUS ISSUE DATE <i>JULY 2002</i>	ISSUED DATE <i>SEPT 2002</i>		SHEET 15 A A4	

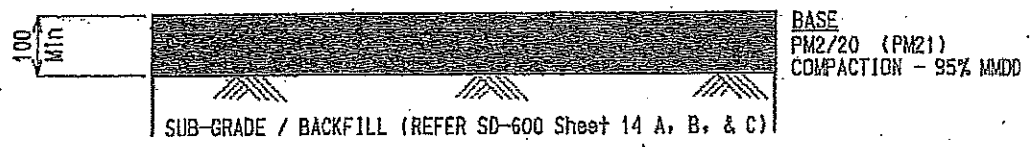
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FOOTPATH/CYCLEWAY - BLOCK PAVED



FOOTPATH/CYCLEWAY - BITUMEN



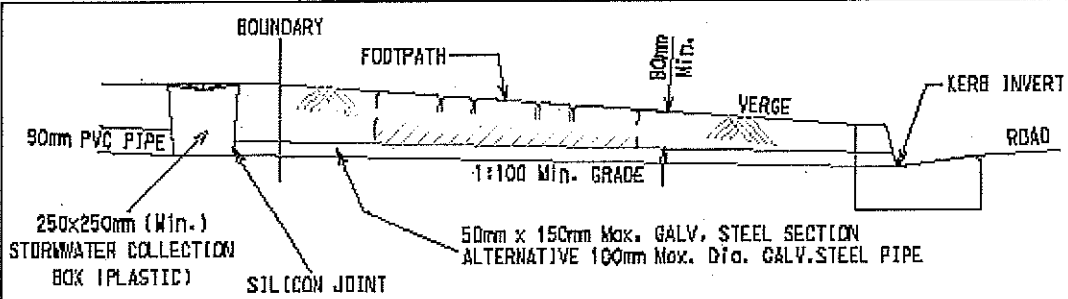
FOOTPATH/CYCLEWAY - UNSEALED

NOTES:-

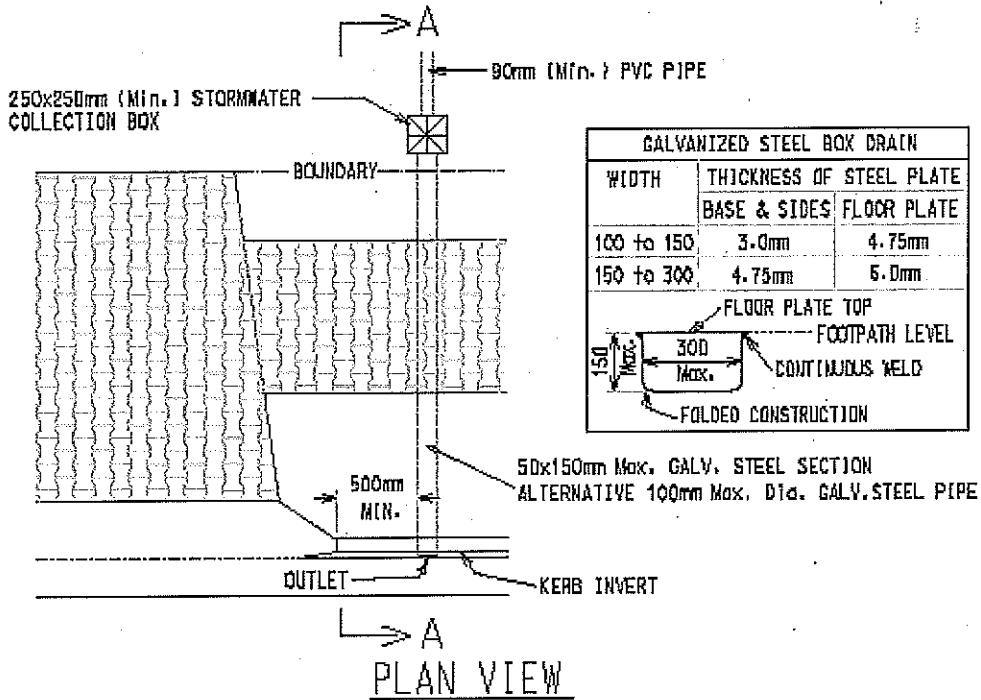
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2. THE CONTRACTOR SHALL PROVIDE ALL REGULATORY SIGNS AND WARNING DEVICES FOR THE PROTECTION OF THE PUBLIC IN ACCORDANCE WITH ROAD TRAFFIC ACT AND OCCUPATIONAL HEALTH AND SAFETY ACT.
3. ALL PAVEMENTS TO BE IN ACCORDANCE WITH AS 3727, GUIDE TO RESIDENTIAL PAVEMENTS.

<h1 style="margin: 0;">STANDARD DETAIL</h1> <h2 style="margin: 0;">FOOTPATH PAVEMENT REINSTATEMENT OF TRENCHES</h2>					<h2 style="margin: 0;">CITY OF MITCHAM</h2>	
<small>DRAWN/DESIGNED</small> J.R.		<small>COPY ISSUE DATE</small> 			<small>PREVIOUS ISSUE DATE</small> SEPT 2002	
<small>ISSUED DATE</small> JULY 2003		<small>DRAWING No.</small> SD-600		<small>SHEET</small> 15 B A4		

WORKFLOW -
 New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
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SECTION A-A



NOTE:-

1. STORMWATER PIPES WITHIN THE VERGE SHALL BE GALV. STEEL RECTANGULAR SECTION (150x50x3mm) OR GALV. STEEL CIRCULAR SECTION (100mm Dia. x 3mm). PVC PIPES SHALL NOT BE USED WITHIN COUNCIL VERGE.
2. WHEN A LARGER STEEL SECTION IS REQUIRED, A GALV. STEEL BOX WITH FLOOR PLATE TOP SHALL BE INSTALLED FLUSH WITH THE FOOTPATH & TOP OF KERB.
3. CONCRETE KERB SHALL BE SAW CUT AND REINFORCED AT THE STORMWATER OUTLET.
4. MINIMUM WIDTH BETWEEN STORMWATER OUTLETS IS 3.0 METER.
5. THE MAXIMUM ALLOWABLE DISCHARGE FROM ANY SINGLE OUTLET SHALL BE NO GREATER THAN 20 litres/sec. WITH A MAXIMUM VELOCITY OF 2m/sec.

**STANDARD DETAIL
COMPLYING STORMWATER DISPOSAL
RESIDENTIAL PROPERTY
to STREET WATER-TABLE**



**CITY OF
MITCHAM**

DRAWING No.
SD-600

DATE
19 | **A4**

DESIGN / DESIGNED: J.R. | COPY ISSUE DATE: | PREVIOUS ISSUE DATE: January 2007 | ISSUED DATE: July 2007

WORKFLOW -

New Underground Electrical Service → Civil Compliance Officer → Infrastructure-Regulating-Enforcement (Suburb)
All other works → Civil Works Officer → Infrastructure-Maintenance-Major (Street) (Suburb)