DRIVEWAYS, FOOTPATHS AND LANDSCAPING



What you need to know before undertaking construction, development and/or landscaping on driveways and footpaths in the Dubbo Regional Council Local Government Area. This webpage includes information on construction within road reserves, contractor accreditation processes, information on Council's Road Opening Policy, footpath landscaping and street trees.

CONSTRUCTION WITHIN ROAD RESERVES

To undertake construction work (including footpath landscaping) within or adjacent to a Council road reserve, you must ¦rst seek Council approval.

Applications must be lodged online, please visit the DRC&ME Portal to apply, simply log in or register to proceed.

Note: This process does not apply to authorised utility service providers (Telstra, Essential Energy, etc).

All construction activities (apart from footpath landscaping - see below) that occur within or immediately adjacent to a Council road reserve must be undertaken by contractors accredited by Council.

Approval procedure for construction activities (excluding footpath landscaping):

1. You must lodge a Road Opening Application with the appropriate application fee **two weeks** prior to when you plan to start the proposed work. Applications must include name of subcontractor (must be accredited), tra¨c control plan and engineering plans (where applicable)
2. You must lodge a separate Road Closure Application with the appropriate application fee **six weeks** prior to the start of work ***if*** a temporary closure of a road to tra¨c is planned
3. You must pay a Road Restoration Fee and/or securities bond prior to the start of works (where applicable).

CONTRACTOR ACCREDITATION PROCESS

Contractors are able to apply for accreditation at any time. Those wishing to be accredited must apply to Council via the Contractor Accreditation application form. Should the application be approved, the contractor must then sign an agreement to comply with a list of standard conditions.

Download the application form here Contractor Accreditation Application Form (687.8KB)

Refer to the 'Fact Sheet - Road Opening Policy' section of this webpage for more information.

INFORMATION - ROAD OPENING POLICY

The Road Act requires that all parties proposing to undertake construction work within, or adjacent to a Council road reserve, apart from authorised utility service providers, must ¦rst make application for Council permission.

All construction activities, apart from footpath landscaping activities, are to be undertaken by contractors accredited by Council.

This information outlines the requirements and standards in relation to such activities including the approval procedures, fees and securities as well as the approval criteria for Council permission to undertake a planned activity on Council's road reserves.

The following construction activities within Council road reserves can only be undertaken by suitably accredited contractors:

- Rural road vehicular access
- Private irrigation/water supply pipelines
- Footpath driveways with concrete, asphalt or segmental pavers
- Concrete crossover slabs
- Footpath resurfacing with asphalt, concrete or segmental pavers
- Groundwater monitoring bores

Council may permit a footpath landscaping activity to be undertaken by an individual, or their sub-contractor, if the individual owns the adjacent property, or has the adjacent property owner's approval.

Footpath landscaping activities, which Council may permit to be undertaken by an individual, or their sub-contractor, include the following:

- Installing and maintaining house stormwater pipes
- Footpath resurfacing with garden beds, mulch and gravel
- Installing pop-up sprinkler irrigation systems
- Planting street trees in consultation with and under the direction of Council's Manager Recreation and Open Spaces

All construction works, including landscaping within Council's road reserves, may only be carried out with the approval of Council through the issue of a 'Consent to Work Permit' and in accordance with all permit conditions. Note: State classi¦ed roads require additional approval from Transport for NSW.

CONSTRUCTION ACTIVITIES APPROVAL PROCEDURE

(not including footpath landscaping activities within a Council road reserve)

- Road Opening applications must be lodged a minimum of two weeks prior to the planned commencement date together with the appropriate application fees. Applications must include evidence of sub-contractor accreditation, tra¨c control plan and engineering plans (where applicable).
- Where the temporary closure of a road to tra¨c is planned, a separate Road Closure application must be lodged a minimum six weeks prior to the planned commencement date together with the appropriate application fees (where applicable)
- Payment of road restoration fees and/or securities bond prior to works commencing onsite (where applicable)

FOOTPATH LANDSCAPING ACTIVITIES APPROVAL PROCEDURE

Note: Contractors are able to apply for accreditation at any time. Nominating the use of accredited, pre-quali¦ed contractors will simplify the Road Opening approval process.

- A Footpath Landscaping application is to be lodged and the appropriate application fees paid prior to the planned commencement date
- Applications must include a sketch of the proposed works, including the proposed landscaping with dimensions (preferably to scale), and also show the front property boundary, driveways, kerb and gutter, existing power poles, street lights, utility service pits, etc and evidence of a ‘Dial Before You Dig’ enquiry
- Contractors wishing to be accredited must apply to Council using

the appropriate application form. Should the application be approved, the applicant is required to sign an agreement complying with a list of standard conditions

CONDITIONS THAT AN ACCREDITED CONTRACTOR WOULD AGREE TO COMPLY WITH, INCLUDING THE FOLLOWING:

- Performing the work in a tradesman-like manner in accordance with Councils' speci¦cations, guidelines, standard drawings etc
- Accepting the liability for defects in road restoration works that may occur for a period of six months from when the work was completed
- Council may issue 'Request for Corrective Action' notices during this time and where a response is unsatisfactory, Council may undertake re-instatement works and recover the cost from the contractor
- Accepting responsibility for reinstatement costs for damage done to property as a direct result of the work carried out
- Protecting existing street trees from damage
- Having suitable public liability insurance in place

FOOTPATH LANDSCAPING

Council may permit a footpath 'landscaping' activity to be undertaken by an individual (or their subcontractor) if the individual owns the adjacent property or has consent from the owner of the adjacent property.

Council supports residents in providing an alternative to a mown grass

footpath, at their own cost, because:

- Some residents are unable to maintain (mow) a grassed footpath
- There may be cost savings and environmental advantages
- It provides residents with landscaping options.

Footpath landscaping activities (which Council may permit to be undertaken by an individual or their subcontractor) include the following:

1. Footpath resurfacing with garden beds, mulch and gravel
2. Installing pop-up sprinkler irrigation systems
3. Installing (and maintaining) house stormwater pipes
4. Planting footpath trees (in consultation with and under the direction of Council's Manager Manager Recreation and Open Space Ian McAlister - phone 6801 4000)

Approval procedure for footpath landscaping activities:

1. You must lodge a Footpath Landscaping Permit application form prior to the start of works
2. Applications must include a sketch of the proposed works (with dimensions and preferably to scale showing front property boundary, driveways, kerb and gutter, existing power poles, street lights, utility service pits, etc as well as the proposed landscaping) and evidence of your Dial Before You Dig enquiry
3. Footpath landscaping work must comply with Council's Footpath Landscaping Guidelines
4. Should an application be approved, the applicant must agree to keep the footpath landscaping work well maintained and in safe

condition at all times.

Download the application from here Footpath Landscaping Permit Application Form (493.5KB)

Download Council's Footpath guidelines and drawings here:

Footpath Landscaping Guidelines

Footpath Landscaping Drawing

STREET TREES

Any pruning, removal or relocation of an existing footpath tree (or its roots) must only be carried out in consultation with and under the direction of Council's Manager Recreation and Open Space Ian McAlister; phone 02 6801 4000.

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