



Road and Verge Authorisation Form

Section 221

Application for PERMIT to undertake works that impact on Council infrastructure, Council streets or roads or Council controlled land under the Local Government Act, 1999.

Application form must be submitted and **paid upfront** with a minimum of **3 WORKING DAYS** prior to works commencing. The completed form can be dropped at the Council Office, emailed to walkerville@walkerville.sa.gov.au, faxed to 08 8269 7820 or posted to PO Box 55, Walkerville SA 5081.

The following MUST be attached for processing:

- ☐ Credit Card Payment Form
- ☐ Scale plan/sketch
- ☐ A copy of public liability insurance cover
- ☐ Property owner has signed the form on page 3

I/We
of
Phone: Fax:
Email address:
With such work benefiting the property at:
☐ As above; or
☐ As detailed below:
Street No: Lot No:
Street Name:
Suburb:
Intended commencement date: Intended completion date:

The Proposed works are as follows (please tick whichever is applicable):

- ☐ Construction of concrete invert/kerb
- ☐ Construction of driveway crossover
- ☐ Installation of underground electrical service
- ☐ Installation of stormwater pipe
- ☐ Installation of letter box, path or other structures
- ☐ Plant or remove a street tree
- ☐ Development of the verge (area between boundary and kerb)
- ☐ Other:

Is there a constructed footpath? If yes, please identify: Concrete/Paved/Rubble/Lawn (specify any structures or objects including details of location, extent of alteration, materials proposed, location of any plant species to be planted).

Details and specifications for the proposed work are:

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Sketch Plan:

Is the proposed alteration:

- ☐ Permanent
- ☐ Temporary (indicate period)

These works will be undertaken by:

- ☐ Property Owner
- ☐ Contractor

Contractor

Name:

Address:

Phone: Fax:

I, the Property Owner acknowledge that I have read and understood the Permit conditions and as the Permit Holder agree to abide by the Road and Verge Authorisation Permit and General Conditions and any additional Special Conditions of this Permit and shall ensure that all works will be undertaken in accordance with this Permit.

Property Owner Signature: Date:

OFFICE USE ONLY

Authorisation: ☐ Approved ☐ Denied

Special conditions applied: ☐ No ☐ Yes (*these are specified in approval letter*)

Authorised Officer's Signature: Date:

The issuing of this Permit is subject to:

- a) The Applicant agreeing to the General Conditions and Provisions as attached
- b) The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to the Permit.

The Applicant further agrees:

- a) Driveway stormwater to be disposed to the street watertable (kerb & gutter) where appropriate
- b) Any crossovers, inverts or paving which become redundant due to the new work are to be reinstated to Council's satisfaction at the Permit Holders expense, if required by Council
- c) Heavy duty crossovers are required to all properties other than residential driveways
- d) A plan drawn to an appropriate scale is required. This plan must show precise locations, including measurements of any existing and proposed crossovers, drains, electrical or water connections etc with locations of any Stobie Poles, trees or other infrastructure. It must also show the locations of any relevant parts of buildings on the land
- e) The ongoing maintenance (including damage and general wear and tear) of all items covered by this Permit is the responsibility of the Permit Holder.
- f) Trees or vegetation on Council controlled infrastructure or land must not be removed to enable proposed works to proceed, unless Council approval is grant prior to works being undertaken
- g) Infrastructure must be reinstated to Council's satisfaction
- h) This permit must be approved in writing by Council, prior to any work proceeding. All work is to be approved by Council and notice must be given to the appropriate Council officer, before the commencement of the approved work
- i) To ensure the verge development works within the verge result in an even surface
- j) To ensure the verge development does not cause interference to or cause loss of view to pedestrian movement across the verge area and for Motorists entering streets from private property or adjoining streets and intersections
- k) If the condition of the verge development is altered in any other way than the approved development, Council must be notified immediately
- l) For a verge development, to accept full responsibility for the maintenance of the verge. In the event the verge is not maintained to the satisfaction of the Council, to pay for all costs associated with the verge removal.

VERGE DEVELOPMENT GUIDELINES AND CONDITIONS

1. General

Many property owners prefer to manage the Council owned area in front of their residences to a different standard than the service level provided by Council to enhance the visual appeal of the property. The strip of Council owned land between the kerb and the property boundary is known as the 'verge'. Verge developments permitted are approved according to these guidelines, to ensure public safety.

Where property owners choose not to or are unable to maintain the verge adjacent their property, Council will service this area to the following standards:

- a) Council will ensure the verge surface is even and free of potholes and depressions or mounds that may present a trip hazard to pedestrians
- b) Council will treat any verges where proclaimed pest plants have been identified
- c) Spraying as required

Council will not subsidise or assist with the development of verges in any form or manner. Any developed verge by a resident must be fully maintained by the resident and any plantings should be kept in reasonable health and not over grown with weeds.

Council relies on the goodwill of the residents to maintain the verge. If the home owner does not maintain the verge of long grass, when the height is over 300 mm, Council will apply a treatment necessary to ensure pedestrian safety. In the first instance this will mean spraying of the tall grass.

Service Authorities have access and rights over this portion of the road reserve. The verge area may be occupied (above or below the ground) by the following:

- a) Electricity underground/overhead wiring, pits and poles
- b) Telecommunications wiring, pits and poles
- c) Gas mains
- d) Water mains and connections
- e) Sewer mains and connections
- f) Town of Walkerville stormwater drainage systems (including the concrete kerbing)
- g) Town of Walkerville footpath
- h) Town of Walkerville street furniture, signage, bus shelters and street trees

2. Development

The Local Government Act 1999 requires that all private development of the verge has Council approval. Property owners may develop their verge areas, provided the type or form of development maintains the following:

- a) Pedestrian access along the verge area in preference to walking on the roadway, regardless of whether a footpath has been constructed or not
- b) Traffic sight line distance

- c) Service Authority and Council access for installation of new services and maintaining services
- d) Provision is made for Council Street Tree/s as per the Council's street tree planting program
- e) Where a property owner develops the verge, the responsibility for ongoing maintenance rests with the property owner. The development may be removed by Council where adequate maintenance is not carried out.

3. Verge Treatment Options

The following verge treatments are permitted and are suitable for safe pedestrian access:

- a) Mulch beds (1.5m wide path must be provided to Councils standards and manufacturers specifications)
- b) Rubble path (compacted)
- c) Low plants (maximum 500mm height)
- d) Paved footpath (1.5m wide to be constructed to Council's standards and manufacturers specifications)
- e) Turf (irrigated and unirrigated)
- f) Synthetic Turf

4. Synthetic Turf

Where a property owner desires to install a synthetic/artificial turf treatment to the verge, it is to be with a product and in a manner that complies with the following conditions:

- a) A pile length of between 25-40mm with a sand or rubber particle infill, to ensure the pile remains upright
- b) To comprise of bicolour filaments/tufts
- c) To be installed as per manufacturers' specifications, ensuring that any excavation does not damage Council infrastructure eg footpath, kerb and gutter, or street trees
- d) The finished surface level and ground fixing method of the product is to be flush with adjacent levels, limiting potential trip hazards
- e) The base construction and chosen product **must** be permeable by water and where a street tree exists the finished surface is to grade towards the tree.

5. Planting

Planting with flora that is drought tolerant and suited to hot, dry summers is preferred and is to be maintained to a maximum height of 500mm or not obstructing corner sight distance, with the exception of Council managed street trees. All planting must accommodate existing street trees and consider the needs and conditions of Council and various Service Authorities as well as the requirement to ensure clear pedestrian access along the verge area. If no street trees are present, provision must be made for the future planting of trees on all property frontages.

6. Solid Construction

Public safety is Council's highest priority and therefore Council does not permit structures such as fences, walls and letterboxes within the verge area. Australia Post also requires all letterboxes to be located on the property boundary.

7. Irrigation Systems

Property owners may install below-ground irrigation systems (including pop-up sprinklers, below ground drippers and 'leaky-pipe' systems) provided the property owner accepts all responsibility for all on going repairs and maintenance.

8. Reinstatement

When any development of a verge is altered or removed by the activity of a Service Authority, reinstatement will be subject to negotiation between the property owner and that Service Authority. Where a Council activity or operation alters or removes a conforming verge development, Council will endeavour to restore the verge to a reasonable standard.

9. Trafficable Area and Paved Footpath Construction

An area (nominal width of 1.5 metres) to serve as a pedestrian refuge is to be left clear for general pedestrian access, this area should be levelled grass or lawn, a compacted rubble surface or sealed by paving. Any development of a verge without an existing concrete or block paver footpath must allow for the possible future construction of a footpath by Council.

Where a property owner desires as part of a verge development to construct a paved footpath (where no paved footpath exists on adjoining verges) its location within the verge and the materials used for its construction shall be parallel to the road pavement at an even spacing from its edge, and of a consistent width, with variations only to avoid objects including trees, major telecommunication pits and electricity poles and shall be to Council specification. Construction shall be at the property owner's cost and shall be maintained by the property owner, in a safe and trafficable condition at all times.

The recommended pavers shall be the "Best Lock 60 Claret" paver on side roads and the "Best Paver 60 Claret" rectangular paver on main roads. Pavers must be laid flat and levels must match connecting infrastructure and pits, eg Telstra Service Pits. Service pits must be brought up to height if required at resident cost. Council will inspect service pit integration and will on charge residents if required.

10. Removal or Modification of Existing Development

Where any verge has been developed (either before the adoption of these guidelines or following its adoption) in a manner contrary to these guidelines and Council considers that the verge development could cause or is causing a hazard or obstruction to the public or Service Authority, then Council shall require the development to be removed or modified to Council's satisfaction.

Any such removal or modification shall be at cost to the property owner except where Council deems otherwise.

WORK THAT WILL IMPACT COUNCIL OWNED STREETS, ROADS OR COUNCIL OWNED INFRASTRUCTURE OR COUNCIL CONTROLLED LAND GUIDELINES AND CONDITIONS

1. Drainpipe Across Verge

To carry off stormwater only to watertable (kerb & gutter):

- a) For residential properties where the stormwater pipe will not be subject to vehicular traffic, a sewer grade PVC pipe is required
- b) For properties where 80mm of cover above top of pipe can not be provided, tubular or box section Zincalume Steel or similar approved.

Note: The stormwater pipe is to be installed into the watertable using a suitable stormwater kerb adaptor.

2. Temporary Crossings Over Footpaths

The area of the work and its immediate vicinity must be kept safe for pedestrians at all time. Warning signs and bunting must be erected during works.

3. Concrete Works

Where approval has been given for street works involving concrete, the following conditions shall apply:

- a) No concrete equipment shall be cleaned in the street, and no cement slurry or other materials to be allowed to enter a catchpit (stormwater system)
- b) On completion of concrete works the street to be thoroughly cleansed of all cement and other materials or rubbish associated with the work
- c) In heavily trafficked streets, vehicles associated with concrete works shall NOT be maneuvered to or from the site during peak traffic hours 8 to 9 am and 4 to 6 pm. Prior to the commencement of any works the Council will confirm whether the street the subject of this Permit is heavily trafficked.

4. Laying of Underground Electrical Service

- a) The underground cable is to be laid at a minimum depth of 0.6 m below the present or future surface, whichever is the lower
- b) The underground cables shall be laid from the ETSA pole to the building alignment of the property, at 90° to the kerb line
- c) Cables shall be laid in accordance with the Australian Standard Specification SAA Wiring Rules AS3000 - 1991, and the ETSA service requirements
- d) When the distance from the service point is greater than 3 meters along the verge, Council requires an ETSA service pit to be installed
- e) On completion of the work, the footpath is to be left in a tidy and safe condition. The reinstatement of the trench is to be undertaken at the permit holder expense to the satisfaction of Council
- f) The electrical contractor shall erect signs, barricades and lights to the satisfaction of the General Manager Infrastructure Services, adjacent to the excavation

- g) The Council shall not accept responsibility for any damage or claims resulting from the laying of the service. No responsibility will be accepted by the Council for any damage to the service from any causes whatsoever
- h) Any future alterations necessary through road widening or other works shall be carried out at no cost to the Council
- i) The service shall remain during the pleasure of the Council
- j) Prior to submitting this application, the electrical contractor shall contact Dial Before You Dig, ETSA, Telstra and other appropriate organisation, to ascertain the location of underground plant and any special precautions necessary

5. Verge Development

Refer to Verge Development Guidelines

6. Plan Requirement

A plan must be submitted with this application at a scale of 1:500 (electrical service) or 1:200 (other works) showing the:

- a) location of the property in relation to the street alignment
- b) position of ETSA pole and precise location of cable showing measurements
- c) location of proposed driveway/invert, landscape or stormwater outlet
- d) location of any plant species to be planted
- e) location of any current or proposed paved or rubble footpath.

7. Indemnity

The Permit Holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.

8. Insurance

The Permit Holder or (if the works are being undertaken by a Contractor) any Contractor must take out and keep current a public risk insurance policy in the name of the Permit Holder or Contractor insuring the Permit Holder or Contractor for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder or Contractor in relation to the activity for the undertaking of the works. The Permit Holder must provide confirmation of insurance to the Council. Such policy must bear the endorsement of the Insurer indicating that the Insurer accepts the indemnity given by the Permit Holder or Contractor. This permit will not come into operation until proof of the insurance has been provided to the Council. The Permit Holders household Home & Contents" insurance will normally include this type of cover.

Credit Card Authorisation Form

Address of proposed works:

Credit card payment sent by: ☐ Mail ☐ Email ☐ Fax Date: ____/____/____

Details	Cost
<input type="checkbox"/> Construction of concrete invert/kerb	<i>Please refer to Council's Fees & Charges</i>
<input type="checkbox"/> Construction of driveway crossover	
<input type="checkbox"/> Installation of underground electrical service	
<input type="checkbox"/> Installation of stormwater pipe	
<input type="checkbox"/> Installation of letter box, path or other structures	
<input type="checkbox"/> Plant or remove a street tree	
<input type="checkbox"/> Development of the verge (area between boundary and kerb)	
<input type="checkbox"/> Other:	
Total Amount	\$

Card Type: ☐ Visa ☐ MasterCard

(Council does not accept American Express)

Card Number:

Cardholder's Name:

Expiry Date: ____/____ CCV Number *(three digit validation number on the back of the card)* ____/____/____

Contact Telephone Number:

Postal Address:

Email Address:

Signature: Post/Email Receipt: ☐ Yes ☐ No

Please forward this payment with relevant forms to:

Town of Walkerville
PO Box 55, Walkerville SA 5081
walkerville@walkerville.sa.gov.au
Fax: 8269 7820

Office Use Only

Receiving Officer: Receipt Number: