

STEP 1. APPLICATION FOR DRIVEWAY ACCESS APPROVAL

DRIVEWAY COMPLIANCE PLAN

About this form

The application for a Driveway Access Approval, Gutter Crossing and Certificate of Construction comes in four parts. Use this form for approval of proposed driveway alignment levels. (Note: See Driveway Access Approval fee in the 2026/2027 Fees and Charges).

Council Contact Details

Customer Service Centre 1 Pope Street,
Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670
Email cityofryde@ryde.nsw.gov.au
Phone (02) 9952 8222

Important information for the applicant

Please read the 'Driveways and Gutter Crossings Fact Sheet' found online at www.ryde.nsw.gov.au/forms before completing this form to minimise the risk of submitting an incomplete form, which may delay your application process.

Step 1 – Approval of Driveway Plans

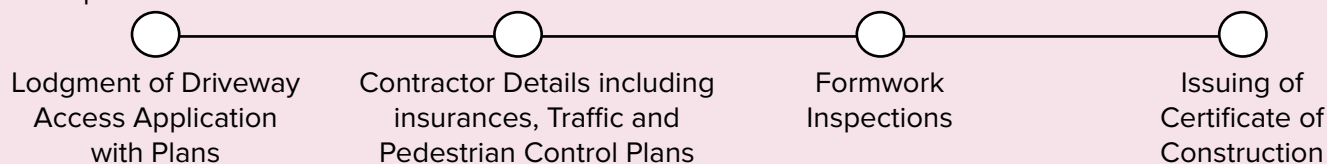
Step 2 – Contractor Details

Step 3 – Formwork Inspection

Step 4 – Application for driveway access and gutter crossing
Certification of construction

IMPORTANT INFORMATION WHEN MAKING AN APPLICATION (4 STEPS)

The application for Driveway access levels, Gutter Crossing and Certificate of Construction comes in three parts.



PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

Company / Organisation

ABN No.

Title Mr Mrs Ms Miss Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact

Mobile

Phone

Email

Mobile

Phone

Email

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY Receipt number

Amount paid \$

Date received

PART 2 : LOCATION OF PROPERTY

Address

Suburb

Postcode

Property Type

Residential

Commercial

Industrial

Residential Type

Dwelling

Duplex

Villa

Townhouse

Units

Reason for Levels

Scrapping problem

Renew existing driveway

New development

Development Application number if applicable

Write N/A if
not applicable

PART 3 : DRIVEWAY ACCESS LEVELS PLAN

Review of submitted plans and site inspections

Single Dwelling \$470

Duplex (Shared driveway only) \$581

Industrial/Commercial or Residential above 3 levels or Residential requiring second entry
(2 driveways) \$1,080

In addition to the above fees – additional assessment fees will apply to all driveway applications associated with CDC applications. These fees are charged to offset the engineering assessment and administrative costs required to ensure compliance with development standards and preventing impacts on public domain assets

Residential with single driveway related to CDC application \$705

Residential Duplex related to CDC application (shared or 2 driveways) \$872

I request Council to provide the item listed above and authorise Council staff to enter the above property if so required.

Please provide a certified copy of the Driveway Access Levels. The application shall include engineering design drawings of the proposed vehicle footpath crossing and gutter crossover. The design shall include a long-sections and plan view of the of the proposed driveway access. Long-section details showing the gradients of each segment of the driveway starting from 2.5m from the face of kerb up to allocated car space within the property.

The drawings shall be prepared by a suitably qualified Civil Engineer using the standard B85 vehicle profile. The drawings shall show the proposed vehicle footpath crossing width, alignment, and any elements impacting design such as service pits, underground utilities, power poles, signage and/or trees. In addition, a benchmark (to Australian Height Datum) that will not be impacted by the development works shall be included.

All grades and transitions shall comply with Australian Standard AS 2890.1-2004 Off-street Parking and Council's specifications. The new crossing shall be between 3.0 m. to 4.0 m wide, without the splays, and shall be constructed at right angle to the alignment of the kerb and gutter, and located no closer than 1m from any power pole and 3m from any street tree unless otherwise approved by Council.

Note: Levels are not required if the driveway is a replacement of an existing driveway and constructed to the existing driveway levels.