

Requirements for Section 138 Applications

- A. For standard applications. (Examples include: Urban footpath cross-overs and rural property entrances, connection to storm water infrastructure etc.).
- Plan showing existing and proposed, clearly showing location, measured from a reference point
 - Detailed plans/design showing all dimensions of proposed works, cross section showing all construction details, and silt/sediment control measures (note Council does have some 'standard' designs for common driveway/crossing applications)
 - A written scope of works providing detailed explanation of proposed works and intended outcome
 - Contractor details
 - Contractor insurance details – note minimum \$20m Public Liability - must be current
 - Safe Work Method Statement
 - Before You Dig Australia – (formerly known as Dial Before You Dig)
 - Traffic Control Plan including Pedestrian Control measures where applicable by a competent and accredited person (must be signed and accreditation number provided)
- B. For more complex applications (Examples include: applications involving road upgrade, road construction, intersection treatments where a design approval is required prior to seeking tenders from contractors to undertake the works, multiple property entrances for subdivisions etc.)
- Detailed plans/design showing all dimensions of proposed works, cross section showing all construction details, and silt/sediment control measures
 - A written scope of works providing detailed explanation of proposed works and intended outcome (can be included in design report)

Following Council approval of the s138 application, the following items, which will be required as a condition of approval, must be submitted and approved by Council at least seven (7) days prior to the pre-start meeting (Note that Works cannot commence until a pre-start meeting has been undertaken with a Council representative):

- Contractor details
- Contractor insurance details – note minimum \$20m Public Liability - must be current
- Safe Work Method Statement
- Before You Dig Australia – (formerly known as Dial Before You Dig)
- Traffic Control Plan including Pedestrian Control measures where applicable, issued by a competent and accredited person (must be signed and accreditation number provided)