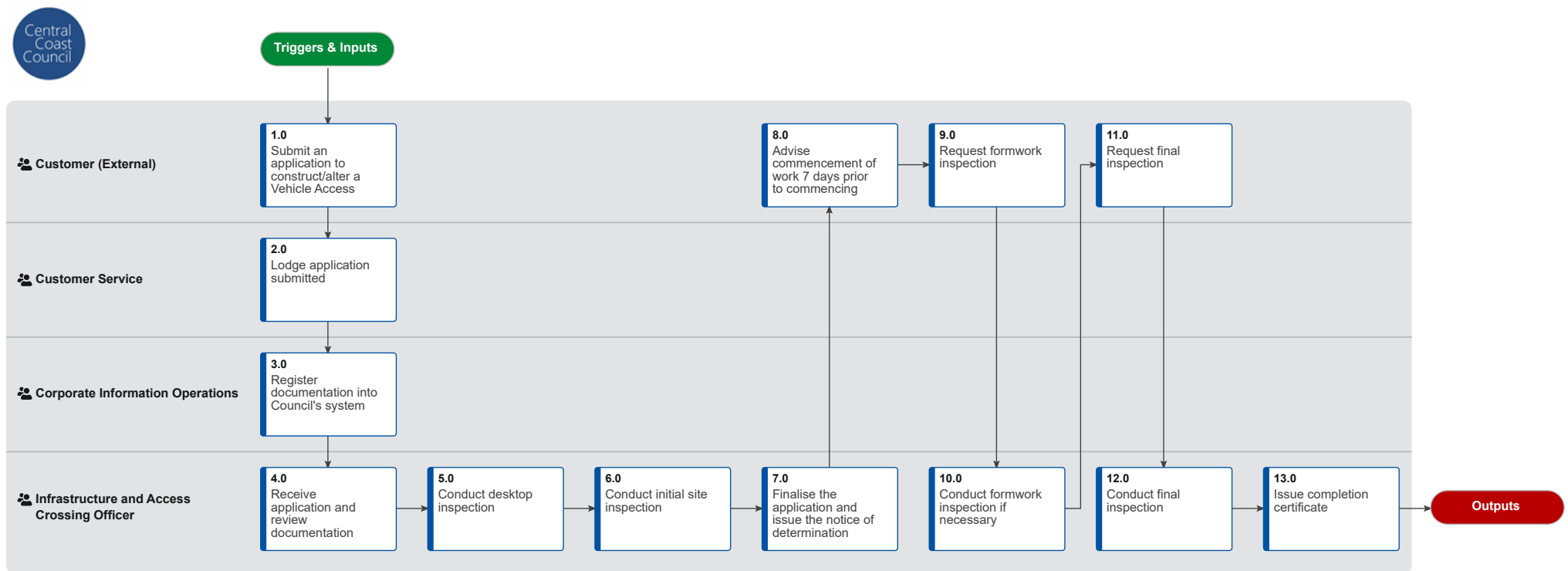


Submit a Vehicle Access Crossing (VAC) application v6.0



Summary

Objective

Process Vehicle Access Crossing (VAC) applications received for new single or secondary residential dwellings or for existing residential, industrial or commercial developments

Background

This process applies to VACs for new single and/or secondary dwellings or any existing residential, commercial or industrial developments. It does not include VACs for new developments that include dual occupancies, residential units, industrial developments and/or commercial developments.

Owner Rachel Jackson

Expert Scott Jarvis

Procedure

1.0 Submit an application to construct/alter a Vehicle Access Crossing (VAC)

Customer (External)

- a Submit an application to construct/alter a VAC to Council with appropriate fees paid

2.0 Lodge application submitted

Customer Service

- a Accept application submitted, receipt fees paid and forward for action (for applications lodged in hard copy only)

3.0 Register documentation into Council's system

Corporate Information Operations

- a Register application documentation into appropriate electronic document management system and forward for action (for applications lodged in hard copy only)

4.0 Receive application and review documentation

Infrastructure and Access Crossing Officer

- a Receive application and review documentation submitted
- b Ensure appropriate fees have been paid including additional fees for Non-Standard Vehicle Access Crossing Assessment.

NOTE What if incorrect fees or no fees have been paid?

5.0 Conduct desktop inspection

Infrastructure and Access Crossing Officer

- a Conduct desktop inspection of proposed VAC location to determine if the location is appropriate for a VAC

NOTE What is included as part of the desktop inspection?

- b Determine if any Council capital works planned will negatively impact the proposed VAC or visa versa

6.0 Conduct initial site inspection

Infrastructure and Access Crossing Officer

- a Conduct initial site inspection of proposed VAC location
- b Confirm the existence of any assets that were identified during the desktop inspection
- c Record any other issues identified with the proposed VAC by completing the appropriate internal checklist

NOTE What if issues are identified?

7.0 Finalise the application and issue the notice of determination

Infrastructure and Access Crossing Officer

- a Generate notice of determination and edit as required
- b Stamp the appropriate drawings/plans as approved with all amendments marked up in red as required
- c Issue notice of determination (and stamped drawings/plans if approved) to the applicant

8.0 Advise commencement of work 7 days prior to commencing

Customer (External)

- a Contact Council's Infrastructure and Access Crossing Officer by phoning 02 4306 7900 to advise when works will commence at least 7 days prior to works commencing.

9.0 Request formwork inspection

Customer (External)

- a Contact Council's Infrastructure and Access Crossing Officer by phoning 02 4306 7900 or emailing vac@centralcoast.nsw.gov.au prior to concrete being poured to request formwork inspection to be conducted (all inspections are to be booked at least 48 hours - two business days - in advance)
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10.0 Conduct formwork inspection if necessary

Infrastructure and Access Crossing Officer

- a Receive request from customer/contractor to conduct formwork inspection prior to concrete being poured
 - b Request photos of the formwork to be taken and sent through for review
 - NOTE** What if issues are identified while reviewing the photos submitted?
 - c Advise customer/contractor to proceed with works if formwork is in accordance with Council's approval, specifications and standard drawings
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11.0 Request final inspection

Customer (External)

- a Contact Council's Infrastructure and Access Crossing Officer by phoning 02 4306 7900 or emailing vac@centralcoast.nsw.gov.au once works have been completed to request final inspection to be conducted (all inspections are to be booked at least 48 hours - two business days - in advance)
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12.0 Conduct final inspection

Infrastructure and Access Crossing Officer

- a Receive request from customer/contractor to conduct final inspection after works have been completed
 - b Conduct final inspection and populate relevant internal checklist
 - NOTE** What if issues are identified during the final inspection?
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13.0 Issue completion certificate

Infrastructure and Access Crossing Officer

- a Issue completion certificate once all works completed are in accordance with Council's approval, specifications and standard drawings
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