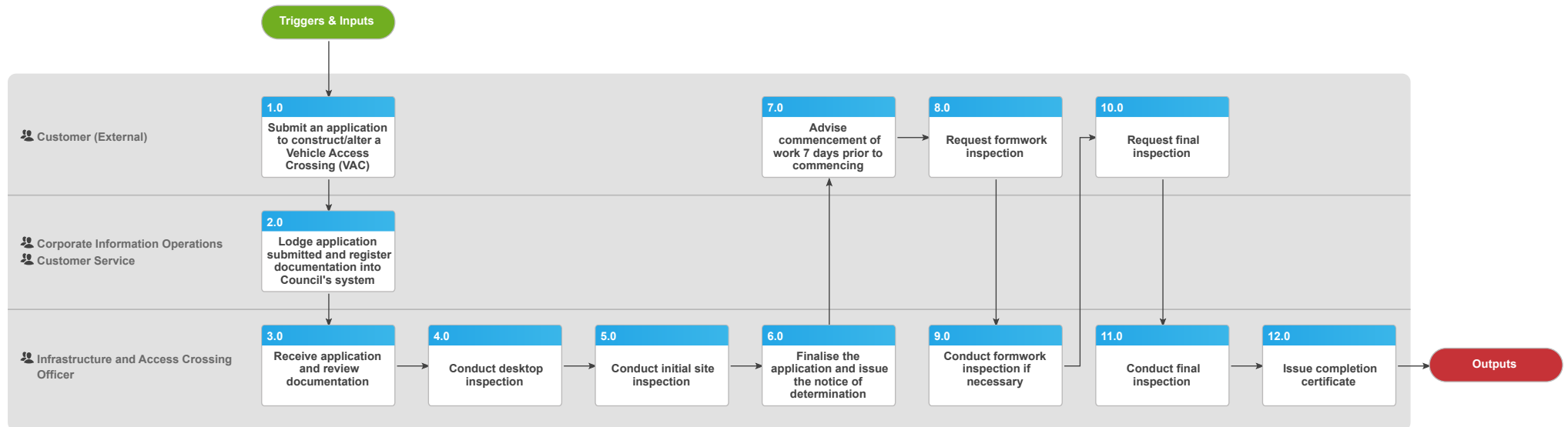


Submit a Vehicle Access Crossing (VAC) application



Submit a Vehicle Access Crossing (VAC) application

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.

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 and register documentation into Council's system

Corporate Information Operations, Customer Service

- a Customer Service - Accept application submitted, receipt fees paid and forward for action (for applications lodged in hard copy only)
- b Corporate Information - Register application documentation into appropriate electronic document management system and forward for action (for applications lodged in hard copy only)

3.0 Receive application and review documentation

Infrastructure and Access Crossing Officer

- a Receive application and review documentation submitted
- b Ensure appropriate fees have been paid

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

Contact the applicant and request fees required. Processing of the application does not continue until appropriate fees have been received and receipted by Council.

4.0 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?

Review submitted drawing(s), check VAC dimensions and determine the presence of any existing assets that may impede and/or obstruct the proposed VAC, including water and sewer assets as well as any power poles, stormwater pits, trees, fire hydrants, etc.

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

5.0 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?

If any issues are identified with the application documentation submitted or during the desktop and/or initial site inspection, issue a "Request for Additional Information" letter to the applicant highlighting the issues identified and recommend solutions/amendments to be implemented before the application can progress.

The application can not progress until all issues have been resolved - if issues remain unresolved over a significant period of time, a refusal may be issued at the discretion of the Technical Officer.

6.0 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

NOTE What if the VAC application has been refused?

No stamped drawings/plans are required.

- c** Issue notice of determination (and stamped drawings/plans if approved) to the applicant

7.0 Advise commencement of work 7 days prior to commencing

Customer (External)

- a** Contact Council's Infrastructure and Access Crossing Officer by phoning 1300 463 954 to advise when works will commence at least 7 days prior to works commencing.

8.0 Request formwork inspection

Customer (External)

- a** Contact Council's Infrastructure and Access Crossing Officer by phoning 1300 463 954 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)

9.0 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?

Depending on the severity of the issues identified, either:

1. Request the issues to be resolved and further photos to be submitted, or
2. Conduct formwork inspection, populate relevant internal checklist and advise customer/contractor of the issues that need to be rectified prior to the concrete being poured.

- c** Advise customer/contractor to proceed with works if formwork is in accordance with Council's approval, specifications and standard drawings

10.0 Request final inspection

Customer (External)

- a** Contact Council's Infrastructure and Access Crossing Officer by phoning 4325 8222 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)

11.0 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?

Advise customer/contractor of the issues that need to be rectified prior to the job being finalised and a completion certificate being issued

12.0 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