

# Ballina Shire Public Reserve Vehicle Access Information



This brochure contains important information and an application form should you need to access a public reserve by vehicle.

## Public Reserves

Public reserves include Council land or Crown land under Councils control that have been established to provide safe and amenable use by the public. All public reserves provide open space for passive recreation and it is important to protect their users and the reserve from damage.

## Vehicle Access

Vehicles, including motorbikes, cars, trucks and machinery must stay within the road reserves or private property. Vehicles are not permitted to drive or park on public reserves as the vehicles may damage the reserve and/or create safety conflicts for users of the reserves.

## Consent for Vehicle Access

Council recognises that residents or businesses may wish to gain access through a public reserve to access properties for deliveries or construction work. Consent from Council for vehicle or machinery access through a public reserve is required. The attached form contains the application that must be completed and submitted to Council. Please ensure that the application form contains the adequate information requested to enable an assessment to be made.

In some cases consent may not be granted if it is considered unsafe for vehicles to access the reserve or if significant infrastructure or vegetation may be damaged on the reserve. Assessments are made on a case-by-case basis.

Vehicular and machinery access through public reserves without consent may attract fines of up to \$200 under the Local Government Act 1993 Sections 629(1) and 632(1), 2(b).

If consent is provided then conditions will be set on accessing the reserve and these conditions must be adhered to at all times. Should these conditions not be met then Council may withdraw consent to access the reserve.

## Assessment Process

The assessment process takes a minimum of four weeks. An application to Council should be made as early as possible to ensure you have consent before you require the access. Where access is required for house extensions and installation of pools etc that require development consent, you will be required to submit the reserve access application attached with the development application. If requiring access for works that do not require development consent, you will be required to submit the application directly to Council.

Residents should determine whether the access through the reserve is the most appropriate access prior to application. In some situations the potential damage risk of accessing through the reserve may exceed the costs of accessing through your private property from the driveway.

The assessment will cover the potential risks to public safety and damage to the public reserve and infrastructure. All contractors and private businesses accessing through a reserve will require a "Certificate of Currency" for \$20 million public liability insurance.

## Access and Public Safety

Residents/applicants granted consent to access a reserve with vehicles will be required to submit to Council prior to access commencing a "Pedestrian Safety and Vehicle Management Plan". This is to detail by diagram and text the methods that will be used to limit and manage vehicles to an area of the reserve and alert and protect pedestrians and other passive users of the reserve. This may include but is not limited to the use of fencing, witch hats, spotters for drivers for large vehicles, warning signage on walkway/cycleway, fluorescent vests for all access personnel etc.

## Fees and Bond

An application fee is payable upon submission of an application form to access a reserve. This will involve Council conducting an onsite assessment. A bond or bank guarantee may be required depending on the access required and this will be payable prior to access commencing. A bond or bank guarantee may be required should damage occur and adequate repairs to the reserve not be made by the resident/applicant as per their conditions of access. This enables Council to recover costs so that ratepayers are not incurred the expense. The application fee is payable with the bond or bank guarantee prior to access commencing and will involve the final inspection of adherence to reserve access conditions.

### **2018/19 Application Fee: \$205**

The bond or bank guarantee dependant on assessment will be for the amount of either: \$2,000 for light weight vehicles and traffic volume \$5,000 for medium weight vehicles and traffic volume, or \$10,000 for heavy weight vehicles and traffic volume. The bank guarantee if chosen must: be by an Australian bank have the bank unconditionally agree to pay the guaranteed sum to Council on written request by Council within 30 days have the bank agree to pay the guaranteed sum without reference to the applicant or other person who provided the guarantee without regard to any dispute, controversy, issue or other matter relating to accessing the reserve have the obligations of the bank discharged when either a final inspection concludes a satisfactory result or when payment is made to Council in accordance to the bank guarantee or when Council notifies the bank in writing that the guarantee is not longer required.

## Further Information

Please contact Council's Civil Services Group on telephone 02 6686 1497.

# Vehicle Access to Public Reserve Application 2018/19

Lodge Applications at Ballina Shire Council • 40 Cherry Street • Ballina (Mon-Fri 8.15am to 4.30pm)

mail PO Box 450 Ballina 2478 • e council@ballina.nsw.gov.au

t 1300 864 444 • w ballina.nsw.gov.au • abn 53 929 887 369



## Applicant Details

All correspondence will be forwarded to this name and address only.

Applicant's Name

Postal Address

Telephone (h)

(w)

Mobile

Email Address

Fax

Signature

Date

## Owner's Details

Details for the owner of the property being accessed.

Owner's Name

Owner's Address

Telephone (h)

(w)

Mobile

Email Address

Fax

I/we consent to the lodgement of this application for the property identified below.

Owner's Signature

Date

## Property Details

Property Address

Is the access to be via the rear or side of your property?

 Rear Side

## Reserve Details

Reserve/Park Name

Street & Suburb

## Access Requirements

Reason for access (check the appropriate box)

Fencing

House Construction

Spa Construction

Landscaping

Renovations

Pool Construction

Other (explain)

## Office Use Only

2018/19 Fee: \$205 Code: 726 Bond Trust: 604 Cat: 5

Receipt No:

Date Received:

**Access Requirements (continued)**

Have you already evaluated access via the property driveway from your street?  Yes  No

Explain why you are not accessing your property via the driveway/street access

Dates you require access (Council acknowledges these dates will be approximate and dependent on weather conditions) From  To

Will multiple contractors be using the access?  Yes  No If yes, how many?

Street/Road to be used to access the reserve

Does the reserve have it's access blocked by:  Gates  Bollards  Fencing

Is there any vegetation in the way of your vehicular/machinery access?  Yes  No

Does the access require crossing over any of the following?  Kerbing  Footpath  Cyclepath  
 Stormwater Pit  Open stormwater drains  Other (explain)

Please list every vehicle/machinery item/building object requiring access. (You will need to consult with all contractors prior to answering this question)

Vehicle Type / Building Object	Gross Vehicle Mass (GVM) of Vehicle	No. of Return Trips
<i>e.g. Contractor Ute</i>	<i>e.g. 2 tonne</i>	<i>e.g. 8</i>