

Application for Vehicle Access Crossing (Driveway)

For the construction, modification or relocation of a driveway to a property.

About This Application

Use this form to apply for approval to construct, widen, relocate or modify a vehicle access crossing (driveway) within the Maitland City Council Road reserve. Approval is required under **Section 138 of the Roads Act 1993** before any work is undertaken

How it Works

Submit Your Application

Complete the application form and provide a site plan.



Council Assessment

Council will assess your application and advise if any amendments are required.



Receive Approval

Written approval will be issued before any works can commence.



Book Your Inspection

Arrange a formwork inspection before pouring concrete.

To arrange an inspection, the driveway must be booked with Council **no later than the business day before** the requested inspection date.

Inspections are carried out **between 6:30 am and 4:00 pm**, Monday to Friday. Please note that **specific inspection times cannot be guaranteed or requested**.

To Book an Inspection

Phone 02 4934 9700



Complete The Works

Construct the driveway in accordance with Council's approval and standard drawings.

Need Help or Have Any Questions

Phone: (02) 4934 9700

Email: ask@maitland.nsw.gov.au

Application Form

APPLICANT DETAILS

Name	
Postal Address	
Contact Number	
Email Address	

PROPERTY DETAILS

Lot	
DP	
Property Number	
Street	
Suburb	
Postcode	

NATURE OF WORK (Fees are current for the 2026/2027 Financial Year)

☐ New Driveway (New Construction)	
☐ Additional Driveway (2 nd Access)	\$435
☐ Driveway Widening	
Re – Inspection Fee	\$170

FORMWORK INSPECTION

Works are not permitted to commence until council's written consent is obtained

The applicant **must obtain Council approval of the formwork prior to pouring any concrete**.

To arrange an inspection, the driveway must be booked with Council **no later than the business day before** the requested inspection date.

Inspections are carried out **between 6:30 am and 4:00 pm**, Monday to Friday. Please note that **specific inspection times cannot be guaranteed or requested**.

All kerb and gutter, including laybacks, shall be plain concrete. Removing or painting the kerb and gutter / layback for the purpose of colour matching a driveway is NOT PERMITTED.

CONSENT

I understand that by signing this application I have read and I am aware of council's conditions for undertaking the construction of the private works above, and I agree to comply with all of the requirements in accordance with council's conditions and I will be responsible for any rectification works that may be required by the final inspection notice.

Name

Signature

Date

WHAT IS THE DRIVEWAY SECTION IN THE ROAD RESERVE?

The driveway (vehicle access crossing) is the section of your property that sits within the Council road reserve between your property boundary and the roadway.

