

**Section 138 Applications**

**Information relating to Driveway Crossings and work within Council road reserves.**

Where works are proposed within the road reserve, formal approval must be obtained from Council as the Roads Authority as required under Section 138 of the Roads Act 1993. The road reserve includes the footpath – any area outside the property boundary.

Works within the road reserve may include activities like erecting a structure, constructing a driveway, installing stormwater drains, removing or interfering with a structure, or any other activities as defined within the Roads Act 1993.

For further information or application forms, please contact Infrastructure & Operations on (02) 6340 2085 or email [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au).

The Lodgement requirements for the Section 138 permit application form A are as follows:

1. You require to provide a diagram of work to be done.
2. A TCP   - Traffic Control Plan \ Any modifications on the TCP need to be signed by a registered person. One has been provided for you by CSC.
3. A copy of Liability insurance  - min $20 million.

For the Lodgement requirements for the Section 138 permit application form B contact Council’s Technical Officer- Compliance, Sam Hayes on 02 6340 2085.

**As per Revenue Policy 2021-2022**

The costs for the Section 138 permit are:

Minor works (Form A and standard TCP)                                                 $59

Non-standard works (Form B, applicant provides TCP)                             $165

Non-standard works (Form B, Council prepares TCP)                              $453

Additional fee for urgent processing if permit required within 2 days         $103

Re- inspection fee $72

Retrospective approval fee $525

Compliance Certificate Fees for Access (Including Subdivisions) $76