Driveway Levels and Formwork Inspection Application 2026/2027

Northern Beaches Council

Made under the Roads Act 1993 (Section 138)

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4028
TRIM Ref.	C000971
Last updated	May 2026
Business unit	Environment & Resilience
Application no.	S L 2 0 /
Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

When is an application for driveway levels required?

Before constructing a driveway an application form must be completed to attain a permit to undertake construction. This application excludes the construction of retaining walls, stairs and other substantial structures, for these please refer to the Infrastructure Works on Council Roadway (if associated with a development application) or the *Application for a Minor Encroachment on a Road Reserve form* (if not associated with a development application).

About this application form

The construction of a driveway must be undertaken by an Authorised Contractor. A list of contractors authorised by Council is available at northernbeaches.nsw.gov.au

If your preferred contractor is not on this list please note that they must become authorised prior to carrying out work. This may delay the processing of your application by approximately 6 weeks. The contractor is required to complete Form #4026 to be assessed for authorisation.

Part 1: Applicant details

Title	Mr ◯ Mrs ◯ Ms ◯ Other:		
First names			
Last names			
Contractor name *(if applicable)*			
Address *(all letters to be sent here)*			
		Postcode	
Phone		Mobile	
Email			
Contact person			

Part 2: Fees

Fee description *(An application fee and inspection fee is charged for all applications)* **Alternate**	Fee amount (please tick)
Select one of the following application fees	
Application fee for Driveway Profiles – new or amended driveways*	◯ $554
Application fee for Driveway Profiles – driveways in the same location and same dimension	◯ $251
Formwork and final inspections for driveways (two inspections)	◯ $642
Assessment fee for driveways constructed not in accordance with Council specifications (e.g. NOT plain concrete) - per application	◯ $694
Total fees due (application fee + formwork and final inspection fee)	**$**
** Note - amended driveways refers to existing driveways being significantly altered/moved requiring a detailed assessment. It does not included minor widenings of existing driveways.*	

Part 3: Property details

Please tick	◯ Residential	◯ Commercial	◯ Multi-residential
Street address			
Suburb		Postcode	
DA/CDC (if applicable)			

Part 4: Signatures and consent

Please provide owner's consent if you are submitting this application on behalf of the property owner.			
Applicant's name			
Applicant's signature		Date	
Owner's consent name			
Signature		Date	

Part 5: Application

- For levels and supervision fee refer to Council's fees and charges.
- Construction of any kind (including excavation) must be carried out by contractors authorised by Council.
- The standard residential driveway crossing width is 3 metres.
- Note that under exceptional circumstances no more than one vehicular access is permitted per dwelling.

I / we hereby apply for driveway levels at the above address	
Street access from	
Width of driveway crossing	

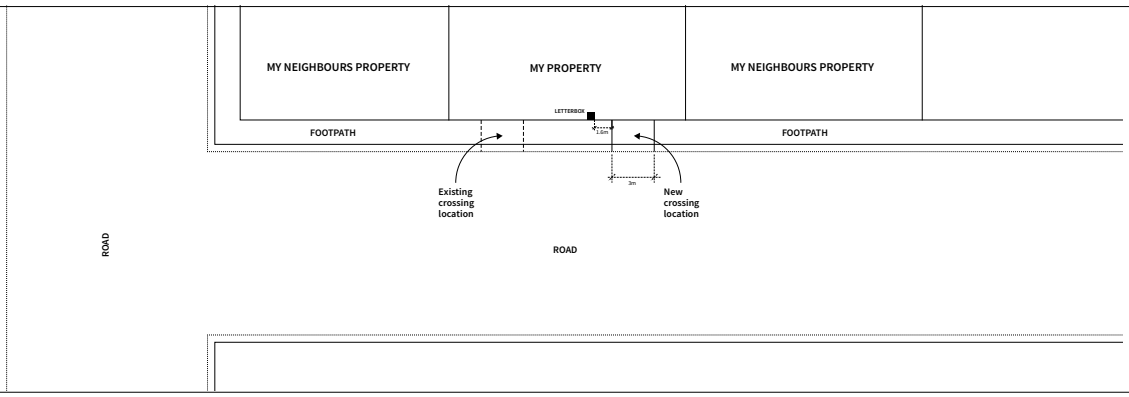
Driveway finish shall be constructed with plain broom finished concrete, or approved equivalent. All cosmetic/decorative treatments, including but not limited to, asphalt, paved, coloured, exposed aggregate, stamped, stencilled and post construction treatments are not authorised. Failure to comply with this requirement may result in demolition of the crossing and reconstruction of the crossing to Council standard, with all costs borne by the applicant. Fees apply for assessment of driveways constructed not in accordance with Council specifications.

Part 6: Site sketch

Construction must not encroach beyond side boundary without permission of adjoining owner

- Use the space below to sketch the location of new vehicular footpath crossing(s).
- Provide as much detail as possible and include dimensions to property fences, buildings or other fixed objects.
- Copies of reduced DA plans may be attached to the application in lieu of a sketch.
- Note: indicate significant trees on nature strip. If removal of trees is proposed, applicant will need approval of Tree Preservation Officer.

Example



Sketch