



APPLICATION FOR PERMIT TO CARRY OUT WORK WITHIN A ROAD, PARK & DRAINAGE RESERVE AND/OR AFFECTING TRAFFIC WITHIN A ROAD & ROAD RESERVE Under Section 138 Roads Act 1993 / Section 68 Local Government Act 1993

1. What type of application are you making?

- ☐ Road Opening at the address below for the purpose of :
Type:
☐ Existing Utility Services (Gas, Electricity, Water, Telecommunications, etc)
☐ Driveway Construction Development Application Number (if applicable)
☐ (Construction by Private Contractor) Application Fee \$102.50(Code 555)
☐ (Council Quotation only)
☐ Footpath ☐ Kerb & Gutter ☐ Grass Verge
☐ Crane Permit (Traffic Control Plan required)
☐ Erection of a Construction Hoarding Development Application Number (if applicable)
☐ Filming Permit (Occupancy of vehicles in road reserve)
☐ Road Occupancy – Road and Footpath ☐ Full Closure ☐ Partial Closure (Traffic Control Plan required)
☐ Other (Please specify)(No works to be commenced until permit is issued by Council)

2. What is the address of the property / street suburb on which the work is to be undertaken?

House/Shop/Unit No. Lot Road Permit No. Related Development Application No. Office Use Only
Address Suburb

3. Applicant – details of person applying for approval

Company /Contractor control of works (if applicable)
Mr/Mrs/Ms Surname(s) First Name(s)
Address: Postcode:
Phone: Business Hours: Mobile:
Email Fax
Contractor's Public Liability Policy Number, Company and Expiry Date : (Please submit copy to Council)

4. Owner – details of owners

Company (if applicable)
Mr/Mrs/Ms Surname(s) First Name(s)
Address: Postcode:
Phone: Business Hours: Mobile:

5. Proposal of work to be carried out

Proposed Work:
Start Date: End Date: Proposed Times:
Site Contact Person: Phone:

6. Agreement and Declaration

I declare that I will conform with all the requirements of this agreement together with the conditions issued by Council; that I agree to pay additional charges, on invoice, if the opening is found to exceed the initial estimation/measurement; that I carry current public liability insurance to the value of at least \$10 million.
That I carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.
Comply with all conditions and requirements of WorkCover NSW and satisfy all obligations under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001 for all aspects of the activity.
Employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with relevant standard and RTA requirements
Comply with all environmental and other legislation, Council policies and any other Regulation applicable to the activity.
Locate all relevant utility services by contacting "Dial Before You Dig" on Phone 1100 or good industry practice prior to commencement of any civil works.

Signature of Applicant: Signature of Owner:

Office Use Only:
Code: 451/540/543/544/546/549/555 Permit Approval Fees: Receipt No: Date:
Code: 98 Security Deposit: Receipt No: Date:

Application for Permit to carry out work within a Road, Park & Drainage Reserve and/or

Affecting Traffic within a Road & Road Reserve

General Information

1. The Applicant should read and understand all this information set out in the application form prior to lodgement.
2. All necessary information shall be printed clearly.
3. If you are unsure about anything, please ask – time spent early may avoid delays later. Please telephone Customer Service on 9716 1800.
4. Multiple applications will be required for activities reasonably separable in terms of timing, administration, liability, conditions or other factors deemed relevant by Council's Authorising Officer.
5. If road/footpath closure or occupancy is required and it will affect traffic, the applicant must apply for both Road Opening Permit and Road Occupancy Permit using the same application.
6. No works to be commenced until permit/consent is issued by Council.
7. The Applicant shall quote the application number for any future queries/correspondence.

Relevant Acts

The following are the extracts from the Road Act 1993 & Local Government Act 1993, that are relevant to the application/activities:

Road Act 1993 – Section 138

Under the Roads Act 1993, Section 138, a person (the applicant) must not:

- (a) Erect a structure or carry out work in, on or over a public road, or
- (b) Dig up or disturb the surface of public road, or
- (c) Remove or interfere with a structure, work or tree on a public road, or
- (d) Pump water into a public road from any land adjoining the road, or
- (e) Connect a road (whether public or private) to a classified road, other than with the consent of the appropriate roads authority.

Local Government Act 1993 – Section 68

Under the Local Government Act 1993, Section 68, a person (the applicant) must not carry out any of the following without Council approval:

- (a) Structures or places of public entertainment
 1. Install a manufactured home, moveable dwelling or associated structure on land
- (b) Water supply, sewerage and stormwater draining work
(The following activities 1, 2, 3, 4 and 6 are exempted from Water supply authority under Sydney Water Act, 1994 and Water Management Act, 2000).
 1. Carry out water supply work
 2. Draw water from a Council water supply or a standpipe or sell water so drawn
 3. Install, alter, disconnect or remove a meter connected to a service pipe
 4. Carry out sewerage work
 5. Carry out stormwater draining work
 6. Connect a private drain or sewer with a public drain or sewer under the control of Council or with a drain or sewer which connects with such a public drain or sewer.
- (c) Management of Waste
 1. Place a waste storage container in a public place
- (d) Public Roads
 1. Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway
 2. Expose or allow to be exposed (whether for sale or otherwise) any article in or on or so as to overhang any part of the road or outside a shop window or doorway abutting the road, or hang an article beneath an awning over the road.

A person who fails to obtain an approval or who carries out an activity, otherwise than in accordance with an approval, is guilty of an offence.

Necessary Documents/Details

Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the activity. A Permit/Consent may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason. Details to be provided include:

- A site plan or a sketch
- Engineering plans if applicable
- A certificate of currency as evidence of holding public liability insurance valued at a minimum of \$10 million and suitable for the activity
- A Traffic Control Plan is required (prepared by an RTA accredited person) in compliance with RTA's Traffic Control at Work Sites Manual Guidelines, AS 1742.3 and WorkCover regulations. Pedestrian control and management is to be included in the Traffic Control Plan.
- A notification letter of the proposed works to be forwarded to Council, and following approval, distributed to residents in the affected area by the applicant.

Processing and Approval

1. Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.
2. An appropriate fee must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. Fees are in accordance with Council's Fees and Charges and cheque clearance is required prior to issue of the permit.
3. At the time of lodgement, if there are any unknown details such as start and end dates of the work, contractor's public liability cover number etc, the applicant shall contact Council and provide this information at least five (5) working days prior to intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work.

Applicant's Responsibility and Compliance

1. The applicant is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/consent conditions and likewise responsible for compliance in respect of all agents, sub-contractors and anyone else carrying out part or all of the activity authorized under the permit/consent as if they were the applicant.
2. If the application is made on the owner's behalf, a written authority from the owner is required.
3. Consent is valid for the dates and times stipulated by Council and any amended dates and times authorized by Council.
4. A copy of the Council endorsed application and the permit/consent must be held onsite and be available for inspection whilst the activity is being carried out.
5. The works shall proceed to completion without undue delay.
6. The applicant shall contact Council for any extension of time required for the work prior to the original expiry date.
7. Upon request, the contractor must be able to produce evidence that all plant is registered and the subject of third party insurance.
8. The applicant is liable to pay Council any extra cost incurred to restore the road to its original serviceability.
9. Where the applicant is not the owner, Council reserves the right to recover any extra cost incurred to restore the road to its original serviceability from both the applicant and the owner.

Temporary Restoration

1. The applicant will be held responsible for all damage in the vicinity of their work unless they have reported such in advance of commencing the work. Where applicable, a dilapidation report is to be submitted to Council showing existing damage or an inspection is to be arranged with Council prior to commencing any work. A joint inspection is required with the Council officer on completion of works.
2. The applicant making the opening shall maintain it in a safe condition until temporary restoration is accepted by Council.

Traffic Control and Pedestrian Management

1. The applicant is to provide adequate barriers, lighting and warning signs in accordance with Australian Standards (AS 1742.3 – Traffic control devices for works on roads). Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening.
2. The applicant should always maintain no adverse impact on road safety for road users including pedestrians.
3. Provision is made for service vehicles, resident's vehicles etc to gain access to properties at all times.

General Conditions for Erection of Hoarding

1. A site plan must be included in the application to the scale of 1:100 (smaller scale permitted for large sites) showing all footpath detail (width and surface finish), street tree locations, street furniture, street lighting poles, bus stop locations, and traffic control and pedestrian signals. Plans of the proposed hoarding and crane structure must be to scale including elevations and all infrastructures mentioned above.
2. Hoardings are required to be erected in accordance with guidelines prepared by the NSW WorkCover Authority. These construction guidelines are hereby adopted as a minimum requirement for hoardings within Ashfield Council.
3. Hoardings shall be constructed to the satisfaction of Council and shall remain in position until construction of the building is completed or in the case of demolition, until the building is demolished.
4. The applicant shall organise with State Transit Authorities the temporary relocation of bus stops, if applicable, until the completion of the hoarding.
5. The hoarding is to be designed to not obstruct the flow of motorists or pedestrians. The minimum unobstructed width of 1.5m footpath is to be maintained at all times. It would assist Council in the processing of your application if photographs of the site are provided.
6. The applicant should also note that where hoardings are required as a part of development consent, the failure to maintain such hoarding in accordance with any such approval granted will constitute a breach of that consent, and be liable to prosecution.

General Conditions for Crane Permit

1. Cranes shall not be placed upon the public way unless a permit has been obtained from the Works & Infrastructure Coordinator, Ashfield Council.
2. Approval from Ashfield Police – Local Area Command Centre must be obtained in all circumstances. Please attach a photocopy of Police approval.
3. If the crane is to be stood on a classified State Road, or within 50 metres of traffic signals, approval must be obtained from the Roads & Traffic Authority. Please attach a photocopy for Roads & Traffic Authority approval.

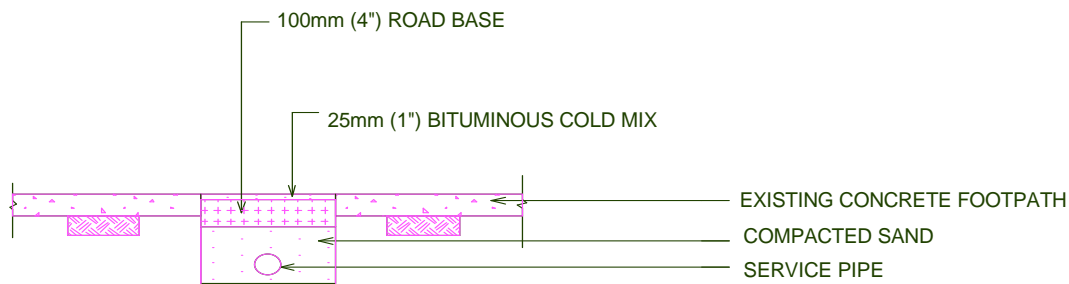
General Conditions for Filming

1. All filming application will require 5 working days to assess. In cases where less than five days notice is given, an additional charge of \$200, or higher depending upon the classification of filming, will be incurred. A further \$100 will be incurred if notice is less than 24 hours.
2. All applications shall provide the type of filming, essential vehicle numbers and registration with a locality plan showing parking allocation. A copy of the letter drop given to residents informing them of filming shall be submitted to Council along with a copy of the public liability insurance.
3. Council's fees and charges for filming are as follows:
 - Footpath usage **\$55.20** per square metre
 - Road Carriageway usage **\$107** per square metre

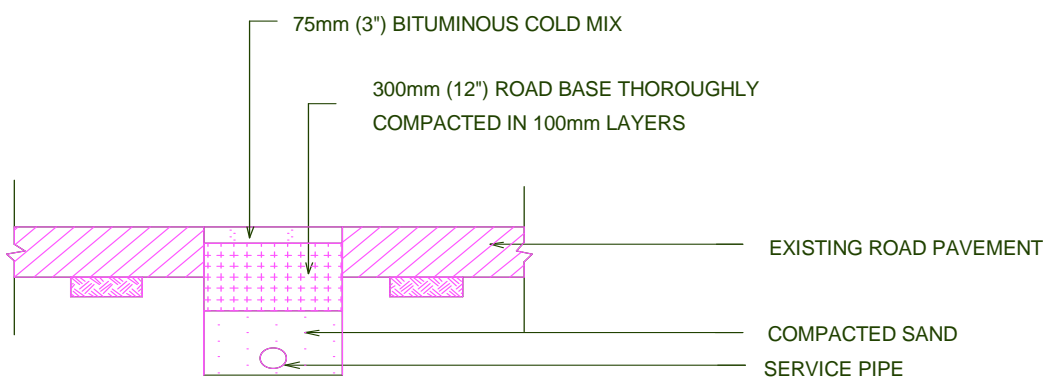
Classification	No. of Vehicles (including wagons & trailers)	Application Fee
Low	Up to 4 vehicles	\$150
Medium	Up to 10 vehicles	\$300
High	More than 10 vehicles	\$500

4. All applications shall be submitted to info@ashfield.nsw.gov.au .

CODE FOR BACKFILLING OF TRENCHES



FOOTPATH



ROADWAY

NOTES

1. All excavated material is to be removed from the site.
2. Excavated material is not to be used for backfilling the trench unless it is of a granular type which has been approved by Council's Engineer.
3. The sand for backfilling is to be provided by the permit holder and is to be thoroughly damped down to ensure the sand is fully compacted.
4. The road base is to be placed and thoroughly compacted in layers of 100mm.
5. Should the backfilling of the trench not be carried out in accordance with this code, the permit holder will be liable for any extra costs incurred by the Council in rectifying the work.
6. Should the trench subside at a future date due to unsatisfactory backfill, the permit holder will be liable for the cost of the rectification work required.