



Road opening permit application

Use this form when you intend to open/dig any road and/or footpath managed by us.

i RMS approval is also required if opening will affect state roads or is within 100 metres of traffic lights.

Road Opening Permit Application will not be accepted without application fee and will be sent back.

Request	
Reason	Are works related to a CDC <input type="checkbox"/> Yes (refer 1) <input type="checkbox"/> No (continue with this form) To be completed by Council
	1. Has Roads Act 1993 application approval been given? RDA
	<input type="checkbox"/> Yes (continue with this form) <input type="checkbox"/> No (submit Roads Act application first) Road#
	<input type="checkbox"/> Stormwater/Roof water connection
	<input type="checkbox"/> Works on behalf of Utility
	<input type="radio"/> Water <input type="radio"/> Electricity <input type="radio"/> Gas <input type="radio"/> Telstra/NBN
	<input type="radio"/> Other/communications
	<input type="checkbox"/> Other, please describe: _____
Location of road opening	Road name _____ Property/ House # _____
	Suburb _____
	between Street Name _____ and Street Name _____
Requirements	
This application must be lodged at least 10 business days prior to proposed works.	
You need to attach the following documents to this application.	
<input type="checkbox"/>	Sketch or plan showing the location and dimensions of areas(s) to be opened
<input type="checkbox"/>	Traffic Control Plan, certified by an accredited/licensed Traffic Controller as complying with AS1742.3.
<input type="checkbox"/>	Evidence of 'Dial before you dig' investigations (front summary page only)
<input type="checkbox"/>	Certificate of currency of Public liability insurance to the value of \$20 million
<input type="checkbox"/>	Application fee paid on submission
Declarations and signatures (must be signed, initials not accepted)	
Applicant	<input type="checkbox"/> I have read and agree to the Terms and Conditions at section 5 of this form.
	_____ Date / /
Accredited/ licensed Traffic Controller	<input type="checkbox"/> I have read and agree to the Terms and Conditions at section 5 of this form.
	_____ Date / /

For help and to return this form  Civic Centre, 62 Flushcombe Rd, Blacktown PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown
www.blacktown.nsw.gov.au council@blacktown.nsw.gov.au  02 9839 6000

1 Works information

Description of works	_____		
Closure type	<input type="checkbox"/> Road lane (s)	Number of lanes, e.g. 1 of 2	_____ of _____
	<input type="checkbox"/> Footpath	Note: full road closures are generally not permitted.	
Duration of works (maximum 30 days)	Start date	Finish date	Weekends <input type="checkbox"/> Included <input type="checkbox"/> Excluded
	_____ / _____ / _____	_____ / _____ / _____	
Hours of works	Start	_____ am/pm	Finish _____ am/pm
Site contact	Name	_____	
	Phone	_____	Email _____

2 Applicant details

Full name		
Company		
Postal address		
Phone		Email

3 Traffic controller details (must be accredited/licensed)

Full name		
Company		
Accreditation #	Expiry	
Phone	Email	

4 Fees and payment

Fees apply. **Application fee to be paid with the application.** We will then provide you with an **estimate** of restoration fees and charges that will apply. The estimate must be paid in full prior to approval issue or applicant to provide Letter of Undertaking from the Utility.

Item	Account number	Unit rate	Unit	Quantity	Total
Road opening permit	126000-6020-41880	\$	Item		\$
Road restoration	126390-6020-43401	\$	m ²		\$
Footpath restoration	126290-6010-43402	\$	m ²		\$
Vehicular crossing restoration	126290-6010-43402	\$	m ²		\$
Other, e.g. kerb and gutter/nature strip	126290-6010-43402	\$			\$
Estimate of fees payable					\$

Current fees are set out in our *Goods and Services Pricing Schedule* available at www.blacktown.nsw.gov.au or on request.

5 Terms and conditions

- Road opening works must not start until we provide written authority and applicable fees are paid.
- If works are to be postponed due to weather or other unforeseen circumstances, the applicant may re-apply by email using the reference number on the letter of approval. No additional fees will be payable if the advice is received prior to the start date and there are no other changes to the original application.
- Subject to 2 above, any variation to the works will need a new application (and application fee) lodged.
- If RMS approval was also required, the applicant is responsible for notifying the RMS Traffic Management Centre on 8396 1400 prior to and on completion of works.
- The applicant is responsible for notifying emergency services and local bus and taxi companies of any partial road closures or detours prior to works.
- A copy of our written approval is to be **kept on-site at all times**, and must be presented to Council staff, Police or other agencies on request.
- The applicant must provide a Traffic Control Plan, prepared by an accredited Traffic Controller in line with AS1742.3.
- The applicant is responsible for ensuring control of the site as set out in any conditions of approval and in line with the Traffic Control Plan submitted with this application.
- All on-site traffic controllers must be accredited as required by Roads and Maritime Services.

10. The applicant is responsible for stopping works immediately if the presence of asbestos or other hazardous materials is identified on site. The applicant must isolate the affected area and place warning signs to ensure the safety of the workers and members of the public. The applicant must also advise Council of the find.
11. The applicant must contact a licensed contractor to arrange for the safe removal of any asbestos or other hazardous material found on site, and will be responsible for the cost of removal. A copy of the Asbestos/hazardous material removal clearance certificate must be provided to Council for approval to recommence works.
12. Restoration charges provided on application are estimate only. We will provide details of final charges following a joint inspection on completion of works and will send the applicant an invoice or refund, as applicable.
13. Restoration charges will include full concrete slabs and asphalt area will be charged with a 300 mm wing on all sides of the disturbed area.
14. The applicant is responsible for putting in place and maintaining any temporary restorations, that ensure public safety, for a period of 4 weeks from the date of the joint inspection referred at 12 above.
15. The applicant is responsible for the payment of all fees, including any fees for inspections arising from wrongful use.
16. The applicant must maintain public liability insurance for at least \$20 million during the period of use of the works. Evidence of this insurance must be submitted with this application and provided on request.
17. The applicant must comply with all relevant legislation, including Rule 181 of the Road Rules NSW 'Stopping in a Work Zone'.
18. Hours of work will be 7.00 am to 5.00 pm Monday to Friday and 8.00 am to 3.00 pm on Saturday unless agreed otherwise or conditioned in any approval.
19. The applicant must provide safe pedestrian access adjacent to the works during the hours of operation.
20. The applicant may need to enter a separate deed if pedestrian access through private land is required.
21. Where the works are adjacent to any street tree, trunk or major limb, protection must be installed prior to and during the period of the works zone. Such protection must be installed by a qualified arborist (AQF3 or higher). The tree protection must include wrapping of the tree trunk and any major branches with hessian or similar material to limit damage then space planks (50 mm x 100 mm or similar) at 100 mm intervals, fixed against the trunk with tie wire or strapping. The trunk protection must not be fixed to the tree in any way (i.e. no nails or screws are to be used).
22. The applicant must not prune any street trees, including trees located outside adjoining properties, without our written consent. Only minor pruning works will be approved. Any pruning required to accommodate the loading/unloading of vehicles must be carried out by a certified tree surgeon/arborist (AQF3) and conform to the provisions of AS4373-2007 Pruning of Amenity Trees.
23. It is an offence under section 629 of the *Local Government Act* to wilfully or negligently damage a tree in a public place. The applicant must immediately notify us if any street trees are damaged due to loading/unloading of vehicles. We will determine the appropriate response for maintaining the health and structural integrity of the trees and may require the applicant to rectify the damage. If the applicant does not rectify the damage to our satisfaction, then we may undertake the necessary works, which may include the full replacement of trees, and all associated costs must be paid by the applicant.

Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. You must supply it under the Roads Act 1993.

We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit www.blacktown.nsw.gov.au for a copy of the plan.

Office use

Approved Yes No Fees paid \$ _____ Receipt # _____

Authorising officer _____ Date _____

Comments _____

Credit card payment details

Please debit my Mastercard Visa card Amount \$ _____

Cardholder name _____

Card number	_____	Expiry	____/____
Cardholder signature	_____	Date	____/____/____