

Application for Road Opening Permit / Road Occupation Licence

Checklist

- Traffic control plan drawn by accredited personnel
- A copy of the Public Liability Insurance
- Dial Before You Dig plan
- Fees paid including restoration costs
- Application is submitted 15 days before commencement date
- Page 2 has both declarations signed

Location details

Road Name	Suburb:		
From (street name or House Number):	To (street name or House Number)		
Description of work:			
Applicant details			
Applicant name			
Email address	Requested commencement date:		
Applicant address	Requested completion date: <i>(up to a maximum of 1 month)</i>		
Applicant contact numbers:	Dates not included (e.g. weekends)		
On site contact name and number:	Requested start and finish times:		
Closure Type: <i>Full road closures are generally not Permitted</i>			I intend closing ---- lane/s of ___available lane/s.

Please submit your application at least 15 days prior to commencement of works. Any approval granted for road opening / occupation is NOT an approval of a traffic control plan. **Application will only be assessed on payment of fees and charges**

Personal information you have provided in this form/application will be utilised and stored for the purposes of processing this application and would be viewed by relevant Council staff only.

Estimated Charges

Important information to note

1. FULL concrete slabs will be charged for restoration as per Council's Restoration Procedures
2. Asphalt area will be charged with a 300mm wing on either side of the disturbed area

Description	Account Number (internal use only)	Unit Rate	Unit	Quantity	Total	Office Use Only
Road Opening Permit	126000-6020-41880	\$	item		\$	
Road Occupation Licence	126000-6020-41880	\$	No of lanes		\$	
Vehicular Crossing Restoration	126290-6010-43402	\$	m ²		\$	
Road Restoration	126390-6020-43401	\$	m ²		\$	
Footpath Restoration	126290-6010-43402	\$	m ²		\$	
Others (i.e kerb and Gutter)	126290-6010-43402	\$			\$	
TCP Badge	126390-6020-43401	\$	Item		\$	
As per Council's adopted Goods and Services Pricing Schedule			Total		\$	
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No		Comments				Authorising Officer & date

CONDITIONS

- 1) Fees are estimates only using measurements given to staff at the time of payment before work commences.
- 2) On completion of works, contact Council's Civil and Park Maintenance Inspector (9839 6000) for joint inspection to take final measurements.
- 3) Where insufficient fees have been paid, an account for balance will be issued.
- 4) Road Opening Permit/ Road Occupation Licence must be accompanied by a traffic control plan prepared in accordance with Australian Standard 1742.3.
- 5) Applicant is responsible for temporary restorations and keeps them in a safe condition for a period of 4 weeks from the date of joint inspection with the Civil and Park Maintenance Inspector.
- 6) Applicant is responsible for payment of all fees and charges.
- 7) If required to employ Traffic Controllers at site, then they must be accredited as per RMS requirements and wear Council issued badge.
- 8) **No works to commence until authorised by Council in writing.**

DECLARATION

<p>Traffic controller</p> <p>I certify that my attached Traffic Control Plan No..... dated..... complies with AS1742.3</p> <p>Signed _____ Date: _____</p> <p>Work Site Traffic Control Certificate No..... Valid to.....</p> <p>Name: _____</p> <p>Company _____</p>	<p>Applicant</p> <p>I will ensure the site is controlled as described in the Traffic Control Plan</p> <p>Signed: _____ Date: _____</p> <p>Name _____</p> <p>Company _____</p>
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Applications will not be processed without these signed declarations.

Applications via mail / email:

Road Opening / Occupation Applications can also be submitted by mail (PO Box 63, Blacktown NSW 2148) or by email (Council@blacktown.nsw.gov.au) with all required documents and fees & charges paid in accordance with our current Goods & Services Pricing Schedule. A credit card authority is attached for your information and use if you submit the application by mail or email.

Applications received without payment authority or incomplete documents will be returned to the applicants without assessment.



CREDIT CARD AUTHORITY FORM
Mastercard & Visa ONLY accepted

Please charge my MASTERCARD VISA
to the amount of \$ _____

Name as Printed on Card _____

Credit Card Number:
[][][][] [][][][] [][][][] [][][][]

Card Expiry Date:
[][] / [][] (MM/YY)

CVV:
[][][]

Signature of Cardholder: _____

OFFICE USE ONLY
Date:
Payment for:
Receipt No:
Fee Paid:
Cashier:

Definitions

- Applicant:** Any public authority, company, contractor builder proposing to change Councils road & footway area.
- Road Opening:** Any work that requires roadway or footway to be opened up. Details of the road excavation should include the dimensions and site sketch. Contractor undertaking road opening must provide a copy of their public liability insurance policy of a minimum value of \$10 Million and also contact dial before you dig service for information relating to the location of service utilities.
- Road Occupancy:** An activity involving the closure of footpath areas or traffic lanes, or movement of slow or over-dimensioned vehicles. Examples are utility maintenance; special events; building road and footpath construction; water; sewerage and drainage connections etc.
- Traffic Management Plan:** A plan for integrating an activity into the operation of the road network. The plan assesses an activity's impact on traffic flow and pedestrian movement.
- Traffic Control Plan:** A plan for ensuring the safety of road users and road workers at a work site.

The Types of Roads **Roads in the Blacktown Local Government Area are divided into three categories:**

- The RMS manages **State Roads**, which include National Highways and are the major arterial transport links between states, regional links across NSW and major urban arterial routes
- Blacktown City Council manages **Regional Roads**, which are sub-arterial links in major urban areas and intra regional links in rural areas
- **Local Roads** are owned & managed by Blacktown City Council.
- RMS manages traffic signals devices on all public roads in NSW.

Comments

Applying for a Road Opening Permit/Road Occupancy Licence

Please complete this form and:

- Submit a Traffic Control Plan.
- Notify the RMS's Sydney Traffic Management Centre (8396 1400) prior to and on completion of the occupancy if the occupancy requires RMS approval also. RMS approval is required for road occupation/ opening on:
 - 1 All state and regional Roads
 - 2 Local roads where the occupancy will affect state or regional roads
 - 3 Local roads within 100 metres of traffic lights.

Notification to NSW Police force, Fire and Rescue NSW, Ambulance, RMS, Local Bus Companies, Local Taxi Services, in case of partial road closure or route direction.

Council Charges

Fees and charges are payable as per Council's approved Goods and Services Pricing Schedule. Fees and charges are based on estimate only. On completion of works, a joint inspection with a Council Inspector must be organised to identify the damaged assets. Council will organise final restoration works & a final account will be forwarded to the applicant.

Road occupation charges will not apply if the occupancy is associated with a Roads Act 1993 development consent related works.

Postponements

If the road opening/occupancy cannot go ahead because of weather or other unforeseen circumstances, you may reapply for another date using the same application. Provided there are no changes to the original application, Council will check only whether the new date conflicts with any other road occupancy, road development or special event. No additional fees will apply.

Explanatory Notes	
Date	This is the date you lodge the application package to Blacktown City Council
Location of Road Opening Permit/ Road Occupancy Licence	
Road or intersection	The name of the road or intersection affected by the road opening/occupancy. For example. <i>Smith Street</i> , or <i>Campbell Street and Market Street</i> for an intersection.
From (street) name	Enter the starting location of the occupancy stating the nearest intersection. For example: <i>Flushcombe Road</i> .
To (street name)	Enter the ending location of the occupancy stating the nearest intersection. For example: <i>Bond Street</i> .
Type of work	Enter a short description of the type of work being done.
Suburb	Enter the suburb in this box

Road Opening Permit/ Road Occupancy Licence Details	
Applicant	The name of the applicant/organisation applying for the road opening/occupancy permit.
Requested by (contact name)	This person is the contact point for any enquiries about the application.
Contact numbers	Enter the contact person's office and/or mobile phone numbers in this box.
Contact email	Email address of where the approval letter should be emailed.
On site contact name and number	Enter the on-site contact person's name and number in this box.
Requested Commencement date	This is the start date of the proposed works. It must be a minimum of 15 days from the date of submission of application complete with all relevant documents and paid fees and charges.
Requested Completion date	This is the completion date of the proposed works.
Dates not included (eg Weekends)	Enter any dates within the proposed Requested commencement date and the Requested completion date where no works will be undertaken. Otherwise, leave this box blank.
Requested times	This is the start time and end time of your proposed works. The times can be addressed on a day by day basis if necessary. It is the time lanes and/or footpath areas are closed and not open to traffic.

Traffic Control Plan	Traffic control Plan (TCP) must be submitted with the application. TCP should be prepared by a RMS competent personnel.
Closure Type	This is the number of lanes you intend to close and the total number of lanes available. If the work requires lane closures in more than one direction, these must be individually addressed. If the occupancy does not affect trafficable lanes, write "footpath area only".
Declarations	
<p>The person who has prepared the TCP and the person who is responsible for implementing TCP at site must sign the declaration.</p> <p>Blacktown City Council cannot process any application without these signed declarations.</p>	
Traffic Control Plans	<p>All requests for road opening permit/ road occupancy licences must be accompanied by declarations:</p> <ul style="list-style-type: none"> • that a Traffic Control Plan (TCP) exists and that a copy is attached, and that it complies with the Australian Standards AS 1742.3 • that the site will be controlled as described in the plan. <p>Traffic Control Plans are essential to protect the lives of the people conducting the work or activity. A Traffic Control Plan (TCP) is mandatory.</p> <p>The RMS publication <i>Traffic Control at Worksites</i> provides examples of Traffic Control Plans that comply with AS 1742.3. For more information, please visit rms.nsw.gov.au for most up to date information.</p> <p>If you need help to create a Traffic Control Plan, traffic consultants are listed in the Yellow Pages under the <i>Traffic Surveys</i> heading.</p> <p>Traffic Control Plans may be inspected on site by:</p> <ul style="list-style-type: none"> · WorkCover Inspectors · NSW Police · Council Inspectors · RMS Officers <p>Severe penalties exist where the site is deemed unsafe.</p> <p>Please note that in recent cases, in addition to their companies, WorkCover has charged individuals of unsafe work practices.</p>