

To Coffs Harbour City Council



APPLICATION TO UNDERTAKE WORKS ON PUBLIC ROAD

Local Government Act 1993, Section 68, Roads Act 1993, Section 138

Locked Bag 155, Coffs Harbour 2450

Customer Service Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487

1. Details of the Applicant

It is important that we are able to contact you if we need more information. Please provide as much detail as possible.

Development Application No. or

Construction Certificate No.

First name

Family name

Company/organisation

ABN

Postal Address

Suburb or Town

State

Postcode

Daytime telephone

Mobile

Email

2. Details of Contractors On-site Representative & Supervising Consultant

Name

Company/organisation

ABN

Postal Address

Daytime telephone

Licence No.

Supervising Consultant (if required)

Contact Number

OFFICE USE ONLY

Date received

Checklist

Receipt No.

Certified Traffic Control Plan (TCP) information required

Application Fee

Public Liability Insurance \$20M Certificate of Currency

Bond

Completed and signed form

Processed by

3. Location of the Work

We need this to correctly identify the land.

Unit/street no.

Street

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata no.

4. Locality Sketch

Please draw a sketch indicating the street, nearest cross street(s), the location / property where the plant is to stand and be operated, and the footway / roadway to be affected.

A Certified Traffic Control Plan in accordance with the Australian Standard 1742.3 **MUST BE SUBMITTED** where the travelling lanes or traffic flow will be or are likely to be affected by the works.

5. Description of the proposed works

Please describe briefly what work you intend carrying out in the road reserve.

Start Date:

Finish Date:

Duration:

Wks

	FEE	BOND
<input type="checkbox"/> <u>ROAD OCCUPANCY</u>		
• Application Fee: Initial charge – activity up to 1 week in duration.	\$	
• Charge for additional time over 1 wk <input type="text" value="**\$"/> x <input type="text"/> No. of wks	\$	
• Footpath Occupancy per m ² per wk <input type="text" value="**\$"/> x <input type="text"/> m ² x <input type="text"/> wks	\$	
• Road Occupancy per lane per day <input type="text" value="**\$"/> x <input type="text"/> x Lane <input type="text"/> days	\$	
<input type="checkbox"/> <u>CONSTRUCTION ZONE (Min 1 month duration)</u>		
Construction zone is a parking area on the carriageway, adjacent to a construction site for the exclusive use by vehicles engaged in the construction works).		
• Application Fee:	\$	
• Construction Zone per m per month <input type="text" value="**\$"/> x <input type="text"/> m <input type="text"/> week	\$	
• Hoardings, scaffolding or construction materials on footpath per m per month		
A Class Hoarding <input type="text" value="**\$"/> x <input type="text"/> m x <input type="text"/> week	\$	
B Class Hoarding <input type="text" value="**\$"/> x <input type="text"/> m x <input type="text"/> week	\$	
Temporary footway closure <input type="text" value="**\$"/> x <input type="text"/> m x <input type="text"/> week	\$	
<input type="checkbox"/> <u>ROAD OPENING & DAMAGE TO COUNCIL ASSETS</u>		
• Damage Inspection Fee.	\$	
• Reinspection fee (payable if further inspection required after damage inspection).	\$	
• Bonds payable		
Damage to footpath <input type="text" value="**\$"/> x <input type="text"/> m ² (min \$**)		\$
Damage to kerb & gutter <input type="text" value="**\$"/> x <input type="text"/> m (min \$**)		\$
Damage to road pavement <input type="text" value="**\$"/> x <input type="text"/> m ² (min \$**)		\$

7. Insurance details

The Contractor is to have Public Liability Insurance cover to the value of \$20M for claims arising out of work on public roads. When requested, Coffs Harbour City Council is to be noted as an interested party. Contractors are to supply Certificates of Currency with the application.

Insurance Company

Policy No.

Expiry Date

\$20M PL Insurance

My cheque / money order for \$ _____ is enclosed OR,

If you would like to pay your fee via a Credit Card (Visa or MasterCard Only) please submit this application form to Council ensuring your daytime telephone contact details are correct. Council will contact you within one (1) working day upon receipt of your application to process your payment.

Please Note

- Your application will not be processed until full payment is received.
- If you are paying your application via credit card a merchant service fee of 0.6% of the total transaction amount will be added to the amount payable

9. Privacy and personal information protection notice

- this information is voluntarily required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

10. Declaration of Applicant

I (referred to hereafter as the Permit Holder)

hold harmless, release and indemnify, and keep released and Indemnified the Coffs Harbour City Council (Council) from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect to any loss, damage accident or injury of what soever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

I have read the conditions of the Application to Undertake Works on the Road Reserve and agree to abide by these conditions in full. I understand that failure to meet any of the conditions can result in the immediate cancellation of the permit and recovery of any associated costs by the Coffs Harbour City Council from the permit holder.

I declare that to the best of my knowledge all particulars supplied by me are correct and completed. I understand that inaccurate or false statements may cause my application to be delayed or rescinded.

Signature/s : Date:/...../.....

11. Permit Conditions

The Permit Conditions for the Application to Undertake Works on Public Road are a combination of the following documents:

1. Special Conditions (as outlined on the Permit)
2. General Conditions (as attached)
3. CHCC Development Design Specifications – 1152 Road Openings and Restorations (Utilities)

Where there is inconsistency between the above sets of conditions, a condition shall prevail over another condition in the order as shown above, but only to the extent of any inconsistency.

GENERAL CONDITIONS

- 1. NOMINATED CONTRACTOR**

Works are only to be undertaken by a Contractor acceptable to Council. Issue of Council's approval to undertake the work will signify acceptance of the nominated Contractor.
- 2. CONTRACTOR'S SUPERVISION**

The Contractor is to nominate persons to whom Council's directions may be given by the City Engineer or his representative. One of these persons is to be on site while work is in progress. Telephone contact out of normal working hours is required.
- 3. SUPERVISING CONSULTANT**

Council will specify which works will require the supervision of the Contractors and/or Developer's Engineering Consultant. Where required the necessary details are to be submitted on the application form.
- 4. INSURANCE**

The Contractor is to have Public Liability Insurance cover to the value of \$20M for claims arising out of the work on public roads. When requested, Coffs Harbour City Council is to be noted as an interested party. Contractors are to supply Certificates of Currency with the application.
- 5. HALF WIDTH CONSTRUCTION**

Work on one side of the road is to be finished and compacted and shaped to finished level prior to excavation being carried out on the other side of the road. Half of the road is to be open to the traffic at all times while the work is in progress.
- 6. TRAFFIC CONTROL**

A Certified Traffic Control Plan in accordance with the Australian Standard 1742.3 MUST BE submitted, implemented and available on site on request where the travelling lanes or traffic flow will be or are likely to be affected by the works. Traffic control devices are to be checked at least twice daily (i.e. early morning and late afternoon) including weekends.
- 7. FLAGMEN**

Traffic Control Flagmen required by the Traffic Control Plan are to have RTA certification as a Traffic Controller (Blue Card)
- 8. DEBRIS ON ROAD**

No loose material is to be left at any time on the existing bitumen seal.
- 9. DAMAGE TO ROAD PAVEMENT**

Any damage to the existing seal or modification to the existing seal resulting from work being carried out by the Contractor will be repaired at the Contractor's cost.
- 10. TRENCHES**

Unless otherwise directed, trenches shall be made at right angles to the direction of the road.
- 11. LOCATION OF SERVICES**

Public Utility Authorities and Council must be contacted regarding the location and depth of underground services prior to any excavation commencing.
- 12. DEFECTS PRIOR TO COMMENCEMENT**

Any defective condition of kerb, gutter, footpath, road pavement or any other permanent work, existing prior to the issue of this approval, shall be reported by the applicant in writing prior to the authorised openings being made. Any damage to public facilities found at the conclusion of work will be repaired at the Contractor's expense unless notification of deficiencies has been given prior to commencement of work.
- 13. COVER FOR PIPES**

Pipes are to be laid with a minimum cover of 600 mm.
- 14. WATER PIPES UNDER ROAD**

Cast iron pipe is to be used under the road pavement.
- 15. DAILY BACKFILL OF TRENCHES**

All trenches in roads are to be completely backfilled each day. Other trenches may be left open if barricaded in accordance with Council Standards.
- 16. COMPACTION OF TRENCHES**

Trenches shall be fully consolidated during back filling and the site shall be left clean and tidy and kept safe for the public by the permit holder for a period of 14 days after written notification to council of completion of the work or until Council has undertaken the final restoration, whichever is the shorter.
- 17. RESTORATION OF SURFACE**

All restorations of a permanent nature shall be carried out by the contractor. Council reserves the right to undertake any permanent restoration of its infrastructure at the cost of the contractor arising from any extenuating or exceptional circumstance associated with the application.
- 18. TREE REMOVALS**

No trees to be fell, lopped or removed without the specific approval of Council.
- 19. COMPLIANCE WITH GUIDELINES**

All materials used and work practices are to be in accordance with Council's Development Design Specifications.
- 20. PROTECTION OF PUBLIC**

The Contractor must not obstruct unnecessarily, in his operations, any side road, nor may he break down any fences or obstruct any drain or water course or damage existing road construction. He must at once remove such obstructions, make adequate provision for traffic and immediately repair any damages. The City Engineer or his representative reserves the power to do this work if public safety is compromised and the whole cost of such work incurred by the Council will be payable by the Owner or Developer on demand. In emergency situations it may not be practicable for Council to give prior notice of its intention to undertake such work.
- 21. PEDESTRIAN ACCESS**

Where the footway is obstructed by the storage of materials or to act as a worksite, the Contractor must ensure to provide safe and level pedestrian access, through or around the obstruction. A minimum width of 1.2m must be provided at all times.
- 22. MAINTENANCE OF WORKS**

For works associated with Development, the Owner or Developer shall be responsible for the maintenance and repair of all works carried out under this approval within the road reserve for a period of 6 months from the date of acceptance of such works by the City Engineer or his representative. If satisfactory maintenance is not carried out within this period then the City engineer or his representative may carry out any necessary works and the whole of the cost of such work incurred will be payable by the Owner or Developer on demand.
- 23. SCHEDULE OF WORK**

Any works affecting through traffic, i.e. on or adjacent to the through pavement, shall be carried out strictly in accordance with the schedule submitted in the application.
- 24. PRODUCTION OF APPROVAL**

A copy of the approval for the work is to be held on the job site. This copy must be produced if requested by any Officer of the Council.
- 25. INSPECTION OF WORKS**

Works are to be inspected by the Council Supervising Officer, generally in accordance with the Technical Guidelines. Certificates of approval or rejection will be issued, where applicable, by the Council officer at the site inspection.
- 26. ACCEPTANCE OF WORKS**

Works will only be accepted by Council if a Certificate of Final Inspection approving the works is issued or if a written application for acceptance is received and Council accepts the works by written response.
- 27. ADDITIONAL CONDITIONS**

Additional special conditions are to be found on the permit issued for the work on the road reserve.