

# EXPLANATORY NOTES - 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](mailto:coffs.council@chcc.nsw.gov.au) Phone: (02) 6648 4000

Website: [www.coffsharbour.nsw.gov.au](http://www.coffsharbour.nsw.gov.au) ABN 79 126 214 487



The document number for this Guideline is (FRM – 104) - 26 February 2019

Coffs Harbour City Council is responsible for managing the occupation of the road reserve (road-way and road-side) by others who undertake works within the Coffs Harbour Local Government area.

Typical examples of work in the road reserve include:

- Road Occupancy
- Construction Zones
- Hoarding
- Road Openings
- Storage of Materials on the Road Reserve etc.

To apply for a permit, please **complete all relevant sections of the Application Form** and return with **payment** to Council's Customer Service Counter, Council Administrative Centre, 2 Castle Street, Coffs Harbour.

Please note the following:-

- Council has extensive underground services (eg. drainage, water, sewage and optic fibre) within the road Reserve. In addition to *Dial Before You Dig*, please consult with the relevant Council staff a minimum of five working days prior to any works commencing on the road reserve.
- Permits are issued subject to the conditions attached to this application. Please make sure you read the conditions before applying for a permit.
- The Applicant should allow **five (5) working days** for their application to be processed for short-term works.
- The Applicant should allow **three (3) months** for any application concerning the placement of a Construction Zone. The application is to be presented to the Local Traffic Committee to provide recommendations to obtain approval by Council.
- Failure to obtain a permit or non-compliance with the permit conditions is a breach of the Local Government Act 1993 as amended and/or the Roads Act 1993 as amended. Infringements will be issued in accordance with the regulations of these acts.
- Work not completed to Council specifications will be rectified by Council at the Applicant's expense.
- Insurance - please note proof of currency for Public Liability insurance in amount of \$20M will be required for ALL applications. Refer to relevant section on Application Form.

**Failure to complete the application form correctly or provide all necessary information will result in delays in processing.**