

# ROAD RESERVE PERMIT APPLICATION

<b>Email:</b>	<a href="mailto:gccmail@gcc.tas.gov.au">gccmail@gcc.tas.gov.au</a>	<b>Phone:</b>	03 6216 6800
<b>ALL SECTIONS MUST BE COMPLETED</b>			
Please read the General Conditions section, it is the applicant's responsibility to ensure that all documents are accurate and conforms to all standards and legal obligations. A permit is issued only after this application has been signed by an authorised officer of Council and payment made.			
<b>SECTION 1</b>			
1. Do works relate to a Development/Subdivision application and/or approved Planning Permit? If NO, proceed to question 5.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
2. Has a Development/Subdivision application and/or approved Planning Permit been issued?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
3. Have engineering plans been approved and are attached?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4. Provide the planning number and location.	PLN No:	or PLE No:	
<b><i>If the answer to question 2 or 3 above is NO, this application will NOT be processed until planning or engineering plans have been approved. If engineering plans have been approved, these plans must be attached to this application.</i></b>			
5. Type of Works			
New or modified vehicle crossing / driveway	<input type="checkbox"/>	Road occupancy (no excavation)	<input type="checkbox"/>
Service provider excavation	<input type="checkbox"/>	Other excavation required (please specify)	<input type="checkbox"/>
Private nature strip works	<input type="checkbox"/>		
<i>Road occupancy includes scissor lifts, cranes, signs, awnings and road / lane closures where excavation isn't required. Private nature strip works includes landscaping, retaining walls, fences and all other works in the nature strip.</i>			
<b>SECTION 2</b>			
Address of proposed works			
Time and Dates of proposed works			
Property owner or authorised agent	Name		
	Contact No.		
	Address		
	Email		
Responsible business (or person) for the works	Name		
	Contact No.		
	Address		
	Email		
<b>SECTION 3 – REQUIRED DOCUMENTATION CHECKLIST</b>			
Approved plans (for applications related to planning applications)		<input type="checkbox"/>	
Scaled design plan of proposed works showing services affected such as trees, poles, stormwater, TasWater, TasNetworks and NBN, and details on the standard of works to be undertaken (i.e. refer to Tasmanian Standard Drawings)		<input type="checkbox"/>	
Site specific Traffic Management Plans as required		<input type="checkbox"/>	
If road closures required, then acceptance of fee for Council to place ad in paper		<input type="checkbox"/>	
Evidence of industry training for workers		<input type="checkbox"/>	
Evidence of public liability insurance of \$10M	<input type="checkbox"/>	Risk assessment completed	<input type="checkbox"/>
Confirmation of DBYD	<input type="checkbox"/>	Details of consultation undertaken	<input type="checkbox"/>
I have read all conditions and agree to undertake works in accordance with the General Conditions. I confirm that my documentation is accurate and confirm all standards and legal obligations have been met.			
Responsible business (or person) for the works:	Signature:	Date:	

# ROAD RESERVE PERMIT APPLICATION

## PLEASE NOTE

Failure to comply with the conditions below may result in the issuing of an infringement fine of 20 penalty units under Council's Public Places and Infrastructure By-Law No. 1 of 2022, in addition to the cost of repair of infrastructure.

The permit is issued in accordance with the Traffic Act 1925, the Local Government Highway Act section 46 and Council's Public Places and Infrastructure By-Law No. 1 of 2022

If the works form part of development or subdivision works you must first contact City Planning on 03 6216 6800 to confirm permit conditions. All works must comply with permit conditions.

Information on skip bins can be obtained by contacting Council on 03 6216 6800. Skip bins are to be placed clear of any footpath, driveway, or road.

## GENERAL CONDITIONS

1. A safe work site must be maintained at all times for the public and workers.
6. The permit is issued subject to photographic evidence of the condition of the works site prior to, during and after the works or required infrastructure condition report.
7. The works must be in accordance with the approved plan and the TSD, relevant standards, guidelines, code and any legal requirements.
8. Redundant vehicle crossings and/or driveway aprons are to be removed and reinstated as kerb in accordance with TSD unless otherwise approved by council.
9. 7 working days' notice is to be given for Council to inspect reinforcement/compacted FCR prior to concrete pour/surfacing.
10. Footpaths to be kept open, level and free of any loose material, otherwise closed under and in accordance with the Traffic Management Plan.
11. No building materials are to be kept outside the works site as approved under the TMP.
12. The nature strip and any affected footpath must be reinstated to its full width and using the same material as existing.
13. Construction and future maintenance of the works remains the responsibly of the applicant.
14. The location of all underground services must be checked prior to commencing work as service authorities may have infrastructure in the road reserve that may differ or not be on DBYD. Service infrastructure locations can be obtained from 'Dial Before You Dig'.
15. The property owner will be liable for any repair and/or reinstatement costs due to damage caused to council infrastructure or others.
16. All works carried out on council owned or managed land including the road reservation are to comply with the current 'Austroads Guide to Temporary Traffic Management (AGTTM)' issued by State Growth. Signage and barricades are to be in accordance with AS 1742.3 Traffic Control Devices for Works on Roads and the appropriate Field Guides.
17. Contractors to have appropriate Public Liability Insurance for a sum of not less than ten (10) million dollars and attach a copy of the certificate of currency.
18. The authorised applicant is required to provide their client (i.e. the property owner) with a copy of this endorsed permit on receipt.
19. A copy of this permit must be available on site at all times and be made available to council officers upon request (electronic version acceptable).
20. For trench excavations through Council footpaths, the entire width of the affected footpath panel shall be replaced.
21. Additional Conditions:

## PRIVACY STATEMENT

The personal information on this form is required by Council for works on Council roads. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at [www.gcc.tas.gov.au](http://www.gcc.tas.gov.au) or at council offices.

## PERMIT

This permit is not valid until signed by an authorised officer of council and is valid for 6 months only from date of issue.	Date Permit emailed to applicant		Initials:	
	Date Reinforcing / FCR inspected		Initials:	
Signed:		Date:		
Name:		Title:		

For queries and inspections relating to this permit contact Council on 03 6216 6800