



APPLICATION FOR PERMIT TO CARRY OUT WORKS IN A ROAD RESERVATION

The purpose of this application is for Council to provide approval for work to be undertaken in a road reservation that impact Council assets or involve public safety.

1. APPLICANTS DETAILS

Applicant Name:	<input type="text"/>	Mobile No:	<input type="text"/>
Address:	<input type="text"/>	Phone No:	<input type="text"/>
		Fax No:	<input type="text"/>
Email Address:	<input type="text"/>		
Company Name:	<input type="text"/>	DA Number:	<input type="text"/>

2. INSURANCE DETAILS

A current Public Liability insurance policy of \$10 million is required to be obtained to cover all works undertaken on public property.

Insurance Company:	<input type="text"/>	Phone No:	<input type="text"/>
Policy Number:	<input type="text"/>	Agency:	<input type="text"/>
Value:	<input type="text"/>	Expiry Date:	<input type="text"/>
OR Volunteer Registration Number:	<input type="text"/>		

3. DETAILS OF WORK (Attach further paperwork if required)

Location:	<input type="text"/>		
Type of work:	<input type="text"/>		
Reason for work:	<input type="text"/>		
Proposed Start Date:	<input type="text"/>	Proposed Completion date:	<input type="text"/>
Working Hours:	From: <input type="text"/>	To: <input type="text"/>	

YOU DO NOT HAVE APPROVAL AND MUST NOT COMMENCE WORKS UNTIL YOU RECEIVE WRITTEN NOTIFICATION FROM COUNCIL QUOTING A PERMIT NUMBER

4. CONDIDITONS

All applications must be accompanied by the following:

- 4.1 Site plan detailing all proposed work
- 4.2 Work Plan Schedule
- 4.3 Traffic Management detail that shall be implemented in accordance with:
 - a) AS 1742.3 – 2009 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
 - b) Traffic Control for Works on Roads - Tasmanian Guide 2011.
- 4.4 You must comply with Work Health and Safety Act 2012 and Work Health and Safety Regulations 2012 in providing a safe work site for the public and site personnel at all times.
- 4.5 Works within the nature strip are to be fenced off using barrier mesh and all site personnel are to wear high visibility clothing in accordance with the relevant Australian Standards.
- 4.6 No building materials are to be kept on nature strips during construction and works on nature strips are to be completed within fourteen (14) days of commencement.
- 4.7 You must check the location of underground services with asset owners before commencement of work. Any damage to Council infrastructure will result in an invoice being sent to the applicant to cover the costs of repair.
- 4.8 You must reinstate the area of works to its original condition as approved and agreed by Council.
- 4.9 Work is not permitted to be carried out at night time, weekends or public holidays without prior written approval from Council.

Special Conditions:

5. Instructions for Applicant

- You do not have approval and must not commence works in the road reserve until you receive written notification for Council quoting a permit number.
- The applicant must notify Council following completion of work.
- A copy of this application shall be kept on-site with all supporting drawings, plans and current public liability insurance at all times.
- Please allow a minimum of 15 working days notice from the date Council received this application to allow time to inspect the site and process all documentation.

I/we agree to comply with all conditions and will accept full responsibility for damage of any kind whatsoever which may be caused within the public road reservation as a result of the works at the location described, and hereby undertake to pay the Central Highlands Council the total coat of any repairs or reinstatement within the public road reservation as may be deemed necessary by Council’s Works and Service Manager and or/engineer.

Notification has been provided to other parties/authorities and adjoining property owners/occupiers affected by the proposed works.

Applicant:

Signed	
Name (Print)	
Date	

NOTE: Persons not having the required level of \$10 million public liability insurance cover may arrange to have works carried out by and approved Contractor or alternately by arrangement with Central Highlands Council in the form of a fixed price quotation (Private Works)

Central Highlands Council reserves the right not to approve Works in the Road Reservation which do not meet the required standards, conflict with existing infrastructure, present an unacceptable risk to public safety or otherwise deemed inappropriate within the road reserve.

PERMIT (office use only)	
Permit No	
This Permit is not valid until signed by an authorised officer of Council and is valid for 6 months only from date of issue.	
Signed:	Date:

The information that Council is collecting from you is information required under the Local Government (Highways Act 1982). The intended recipients of the information are officers of the Central Highlands Council in order to carry out Council business. Personal information will be used only for the purpose described in the Act, or may be disclosed in authorised by law. The supply of the information by you is not voluntary. If you cannot provide or do not wish to provide the information sought, Central Highlands Council will not be able to process your application. You may make application to access or amend the information held by Council by contacting the relevant Council Officer on 03 6286 3202. A change of notification to details is the responsibility of the applicant.