



## 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 \$20 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"/>
<b>OR</b> 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:

1. This permit is applicable to any works affecting any part of the road including kerb and channel.
2. The work must only be carried out between the following hours unless otherwise approved by the Council's General Manager:

Monday to Friday	7.00am to 6.00pm
Saturday	9.00am to 6.00pm
Sunday & Public holidays	No operation
3. A dial before you dig must be undertaken before any works are undertaken [www.1100.com.au](http://www.1100.com.au) or call 1100.
4. Council will not be found liable for any damages that occur as a result of approved works.
5. Construction debris including sediment must be prevented from entering stormwater drains and private property. A SWMP may be requested where deemed necessary by Council's Works & Service Manager or Engineer.
6. Damage to Council assets must be reported to Council's Works & Service Manager immediately.
7. Damage to assets or private property will be assumed to be the permit holder's responsibility unless photographic evidence is provided by applicant to Council prior to works being undertaken proving any pre-existing damage.
8. If stormwater infrastructure needs to be located on site Council will provide someone at an hourly rate.
9. The permit holder must pay the cost of alterations or reinstatement to existing services, Council infrastructure or private property incurred as a result of the works. Work required must be specified or undertaken by the authority concerned.
10. All disturbed surfaces, except those set aside for roadways, footways and driveways, must be covered with top soil and, where appropriate, re-vegetated and stabilised to the satisfaction of the Council's Works & Service Manager.
11. Footpath must be reinstated in whole sections according to municipal standards. Steel reinforcement must be inspected by Council's Works & Service Manager prior to pouring of concrete.
12. The location of driveways must be approved by Council, by inspection if necessary. Contact Council's Works & Service Manager to determine if this is required.
13. Council permits one driveway access for each property unless an exemption is granted by the General Manager.
14. Existing driveways that become redundant are to be removed and footpath and kerb and channel are to be reinstated. Contact Council's Works & Service Manager to determine if this is required.
15. Permit holders must provide on request a traffic management plan compliant with Tasmanian Governments "Code of Practice for Traffic Control at Worksites". All relevant signage must be in place prior to works commencing. As per AS1742.3 Part 3.

16. Driveways, footpaths, road works and drainage must be constructed in accordance with the LGAT standard drawings and to the requirements of Council's Works & Service Manager or Engineer.
17. Permit holders must provide evidence to Council of Public liability insurance to \$20,000,000 prior to permit being issued.
18. Compaction testing results are required to be provided on request for each excavation within the road pavement. Council must be notified 24 hours in advance of the site and time of testing. Compaction testing results must be available on request at any time during the 12 month maintenance period. Compaction testing to be carried out at the permit holders cost.
19. Council must inspect any concrete prior to concrete being poured. Permit holder must give the Council's Works & Service Manager or Engineer 48 hours notice of pour to allow for an inspection to be arranged.
20. All areas must be reinstated to a minimum standard that meets or exceeds the existing conditions.
21. This permit is valid for two **2** weeks.
22. **For infrastructure works, the works shall be constructed in accordance with engineering drawings approved by the utility authority such as Central Highlands Council, TasWater, TasNetworks, NBN Co, Telstra, TasGas and be subject to a 12 month defects liability period after which time the authority shall certify its takeover of the works. For stormwater and irrigation pipework services refer to the relevant LGAT standard drawings for trenching and road reinstatement TSD-G01-v1 to TSD-G04.v1. Also refer to these reinstatement requirements for all service trenches.**
23. The timing of the final reinstatement of the highway shall be in accordance with the table below unless otherwise agreed by the Council's Works & Service Manager or Engineer.

Highway type / location	Completion time (days)
Road	3
Residential footpath	7

24. If works of footpath or road are not complete after a maximum period of 2 weeks Council may complete the works and charge the applicant for the cost to Council of completing the works plus 20%.
25. When directed by Council's Works & Service Manager or Engineer a temporary seal is to be placed prior to the completion of the day's works.
26. Final reinstatement of the highway surface shall be in the same material as the original surface unless otherwise approved by Council's Works & Service Manager or Engineer.
27. The permit holder is liable for any defects of the works area for a period of 12 months after the Council's Works & Service Manager or Engineer has approved the reinstatement.
28. Permit holders are responsible for ensuring the security of works and ensuring concrete is not damaged prior to the concrete setting hard.
29. Road openings must be crack sealed around the edges of the opening prior to final inspection unless otherwise approved by Council's Works & Service Manager or Engineer.

30. Reinstatements shall meet the 'minimum condition after treatment' taken from LGAT Standard Drawings TSD-R01-v1 to TSD-R07-v1. The sight distance at the access shall comply with the requirements of standard drawing TSD-RF01-v1. The access shall be sealed from the road seal to the property boundary. The minimum standard of seal shall be a two coat hot bitumen seal over a minimum 200mm compacted thickness of Base A (FCR). Asphalt or reinforced concrete may also be used over an adequate thickness base. The access must be minimum of 3.6m wide for domestic use and 4m wide for use by trucks.

**Special Conditions:**

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**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 cost 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 \$20 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.