

ROAD OCCUPANCY/DEVELOPMENT WORKS/EVENT APPLICATION



NEED HELP?

wollondilly.nsw.gov.au | council@wollondilly.nsw.gov.au

4677 1100 | 62-64 Menangle St, Picton NSW 2571

THE PURPOSE OF THIS APPLICATION:

Consent from Council is required for occupation of and works to be undertaken within the road reserve, under S138 of the Roads Act.

TIME FRAME FOR PROCESSING APPLICATIONS:

This Application may take up to ten (10) working days to process and Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for Road Occupancy/Development Works/Event Application are non refundable.

1. Applicants Details

Customer/Company Name			
Contact Person			
Address			
Post Code		Email Address	
Phone B/H		Mobile Number	

2. Purpose of Application

Street No.		Street Name		
Suburb/Town				
Lot No.		Section		DP No.
Specific Location Details				
Are your works associated with a Development Application	Yes	No		
Previous Road Design approval granted	Yes	No		
Development Application Number				

3. Describe the Work or Occupation

Describe what work/occupation you are requesting (e.g. subdivision site entry/exit or roadside surveying):

Details of Time Frame (Minimum 10 business days from submission)

Commencement Date		Finish Date	
Estimated Cost of the proposed road works or structures			

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4. Contractor Details

Company Name			
Licence No.			
Address			
Site Contact Name		Email Address	
Phone Business Hours		Phone After Hours	
Traffic Controller Name		Contact Number	

5. Purpose of Application - Choose either 5A Event or 5B Development

5A : Event/Road Occupancy - Works relating to: occupation of a road reserve without performing road work

Enter/exit property under traffic control	Skip bin	Surveying
Temporary road closure	Temporary fencing for hoarding eg. at shop front/facade	
Small scissor lift, crane/cherry picker	Portable home relocation	
Placement of container	Filming	

Permits for an event non-roadwork affecting a Public Road	\$342.00 (incl. GST) QC675	
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One of Council's Customer Service Officer's will contact you for payment of a 5A application.

5B : Road Occupancy/Development Works - Works relating to a subdivision or Development Application

Road frontage works/kerb and gutter	Temporary construction access
Road verge works	Half road construction
Traffic management for development	Is this a staged occupation project?

Development Fees - A 'shift' shall be considered equivalent to a single day

Application Fee - Including extension	\$320 (incl. GST)	
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Upon receipt of a 5B application an initial review by Council will be undertaken and an invoice for payment will be provided.

Other fees which may be applicable

Plus Weekly Road Occupation - Medium to High Risk works	\$620
Bond for High Impact/Risk Roadworks or Structures Permit	\$50,000.00 or 20% of the estimated value of the works subject of the Road Management permit, whatever is greater.

PAYMENT NOTE

Your application may be subject to additional fees in accordance with Council's Fees & Charges. Once the Council Officer inspects your application, any additional charges must be made prior to approval being issued. Council accepts bank guarantee for bond payments. The original document must be provided to Council prior to the issue of a Road Management Permit.

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The following information must accompany applications for a Section 138 consent for works within the public road:

Approved Traffic Guidance Scheme or Traffic Management Plan where applicable for works within the public road reserve.

Safe Work NSW Traffic Management appropriate accreditations. (Ticket).

Public Liability Insurance in an amount of \$20,000,000 (contractor).

Work experience of the contractor proposing to carry out the works.

Silt devices for Stormwater.

Council may require additional documents during assessment.

6. Submitting Application

Once your application form and supporting documents are ready to be submitted, please email to: council@wollondilly.nsw.gov.au

NOTE: Please refrain from sending directly to a Development Engineer as this may cause delays and your application will not be accepted.

Please Note

- Bond money shall be calculated for long term roadworks or structure.
- Additional page shall be included to provide shift details including time and date if required.
- Road Management Approval Permits shall be issued in respect of timeframe as nominated by the applicant as part of the Road Management Approval.
- Road Works' or 'Structures' shall be considered as indicated in the *Roads Act 1993* – "road work includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transit way station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility, and carry out road work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work."
- Traffic includes vehicular, pedestrian and all other kinds of traffic. (Definition under *Roads Act 1993*).
- Traffic control facility has the same meaning as it has in Part 6 of the *Transport Administration Act 1988*, and carry out traffic control work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. (Definition under *Roads Act 1993*).

Privacy Statement

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the *Government Information (Public Access) Act 2009* [GIPAA].