



Fact Sheet & Form

APPLICATION FOR PERMIT TO CARRY OUT WORK WITHIN A ROAD, PARK DRAINAGE RESERVE AND/OR AFFECTING TRAFFIC WITHIN A ROAD AND/OR ROAD RESERVE

Under Section 138 Roads Act 1993 / Section 68 Local Government Act 1993

Part 1

Fees and Charges	File access fees are applicable in accordance with Council's adopted fees and charges.
Lodgement Details	<p>You can lodge the completed application by:</p> <p>In Person: 63 Elgin Street, Gunnedah</p> <p>Mail: PO Box 63, Gunnedah NSW 2380</p> <p>Email: council@infogunnedah.com.au</p> <p>For further information regarding your application and payment of fees, please telephone (02) 6740 2100</p>

Part 2

Application	<ul style="list-style-type: none"> o Applicant must submit a plan of the proposed works along with a signed declaration that information supplied to Council is correct.
Permit Conditions	<ul style="list-style-type: none"> o All excavations must be protected using warning signs and barricades in accordance with Australian Standard AS1742.3 Traffic Control Devices for Works on Roads and must comply with the provisions of the NSW Work Health and Safety Act 2011. o Confirmation of locations of underground services via Dial Before You Dig (1100) or other means must be sought prior to excavation and is the responsibility of the applicant. o The excavator must display a sign prominently identifying the person or body responsible for the work and a 24 hour contact phone number. o For work on or near RMS Regional or State Roads, an RMS Occupancy Certificate must be obtained prior commencement and must be available on-site for inspection for the duration of the works (see attached list of State and Regional Roads). o All surplus material other than that required for settlement must be removed at once from the site. All material obtained from a road reserve are to be contained within a road reserve unless stockpiled and tested in accordance with Roads Act 1993 and RMS requirements. o Council's Infrastructure Department must be informed immediately on completion of all works to arrange a site inspection and measurement of completed works – telephone (02) 67402100. o Any additional fees identified during site inspection, must be paid within 7 days of notification from Council. <i>Please note:</i> A late fee, as outlined in Council's Fees and Charges, may be applied after the due date. The late fee will automatically be charged if any additional area is identified by routine inspection and/or the permit holder has failed to notify Council of completion of the works. o Failure to make the excavation site safe during and after construction will result in Council carrying out all works deemed necessary at full cost to the permit holder. o A copy of this Permit must be kept on site for inspection by authorised officers. Penalties apply for unauthorised excavations in Council assets. o All Council footpaths adjacent to service stations are potentially contaminated with petrochemicals. Contractors are required to exercise caution and adopt appropriate WH&S measures and ensure appropriate exposure controls are in place. o If the backfilling of the trench is not carried out in accordance with the specification, the permit holder will be liable for any extra costs incurred by Council in rectification work. If the trench subsides at a future date due to unsatisfactory backfill, the utility authority or permit holder will be liable for the cost of any required rectification work. o This permit does not grant the holder permission to carry out permanent restoration. Permission to carry out permanent restoration must be sought in writing from Council. All applications for permanent restoration will be considered on a case by case basis and will be subject to conditions.

Council Procedure	SOP-CSI – S.138
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OFFICE USE ONLY

DATE REQUEST RECEIVED:					
AUTHORITY CHECK BY		CHECK DATE		RECEIPT NO	
TOTAL FEES		TOTAL FEES PAID		DATE	
REFERRED TO		DEPARTMENT		ACCOUNT	TYPE 25
COMPLETED BY		COMPLETED DATE		19755.9755.9800 - Trust Sub Category 3	

Section 138 Application Form

Application for Permit to carry out work within a Road, Park & Drainage Reserve and/or affecting traffic within a road &/or road reserve, under Section 138 Roads Act 1993, Local Government Act 1993, Australian Standard AS1742.3 Traffic Control Devices for Works, NSW Work Health And Safety Act 2011.

Part 3						
1. Applicant's Details	Company/Contractor Control of Works (if applicable)					
	Surname:			Title: Mr/Mrs/Ms		
	Given Name/s:					
	Postal Address:					
	Town:			Post Code:		
	Daytime Phone No.		Mobile:		Fax No.	
	Email:					
	Business Hours:					
	Contractor's Public Liability Policy Number, Company and Expiry Date: (please submit copy to Council)					
2. Signature & Date	Applicant's Signature			Date		
Part 4						
3. Property Details of Work Site	House/Shop/Unit No.		Street Address:			
	Suburb:			Road Permit No.		
	Lot No.	Section:	DP/SP:	Development Application No.:		
Part 5						
4. Proposed Works	<input type="checkbox"/> Road Opening		<input type="checkbox"/> Existing Utility <i>E.g. Gas, Electricity, Water, Telecommunications</i>		<input type="checkbox"/> Driveway <input type="checkbox"/> Footpath <input type="checkbox"/> Grass Verge <input type="checkbox"/> Kerb & Gutter	
	<input type="checkbox"/> Road Occupancy		<input type="checkbox"/> Full Closure <i>*Traffic Control Plan required</i>		<input type="checkbox"/> Crane Permit <i>*Traffic Control Plan required</i>	
	<input type="checkbox"/> Filming Permit (Occupancy of vehicles in road reserve)		<input type="checkbox"/> Road and Footpath <i>*Traffic Control Plan required</i>		<input type="checkbox"/> Partial Closure <i>*Traffic Control Plan required</i>	
	<input type="checkbox"/> Erection of a Construction Hoarding		<input type="checkbox"/> Other (Please Specify)			
	Start Date:		Start Time:	Site Contact Person:		
End Date		End Time:	Phone:		Mobile:	
Part 6						
1. Owner/s Details (if more than one owner list all names attach a list if more room required)	Surname/s or Business Name/s			Given Name/s		
	Postal Address:					
	Town:			Post Code:		
	Phone:		Mobile:		Business Hours:	
Part 7						
6. Agreement and Declaration	<p>I/We declare that I/we shall conform with all the requirements of this agreement together with the conditions issued by Council; that I/we agree to pay additional charges, on invoice, if the opening is found to exceed the initial estimation/measurement; that I/we carry current public liability insurance to the value of at least \$10 million. That I/we carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.</p> <p>I/We shall comply with all conditions and requirements of Work Cover NSW and satisfy all obligations under the Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulations 2001 for all aspects of the activity. Employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with relevant standard and RTA requirements.</p> <p>I/We shall Comply with all environmental and other legislation, Council policies and any other Regulation applicable to the activity.</p> <p>I/we shall locate all relevant utility services by contacting "Dial Before You Dig" on Phone 1100 or good industry practice prior to commencement of any civil works.</p> <p>I/We shall reinstate the area to the satisfaction of Gunnedah Shire Council.</p>					
7. Owner/s Consent	Owner/s Signature/s			If Business, Office Held (at least 2 signatories if not Sole Director)		

End Date

Shire of
Gunnedah
 Land of Opportunity

Road Opening Permit and Works Consent

Issued under Roads Act 1993

CONSENT NO:			
Completion of Works By:			
APPLICATION			
Applicant Name			
Applicant Address			
Applicant Postal Address			
Contact Phone No.			
Hours to be Contacted			
Public Liability Policy No.	Insured Sum:	\$	
SUBJECT LAND			
Address			
Lot No DP/MPS etc vol/foi			
UPN			
Proposed Development			
Type of Work	<input type="checkbox"/> Road Opening		<input type="checkbox"/> Works Consent
	<input type="checkbox"/> Bore		<input type="checkbox"/> Trench
Type of Council Asset	<input type="checkbox"/> SEAL	<input type="checkbox"/> GRAVEL	<input type="checkbox"/> ROADWAY <input type="checkbox"/> OTHER WORKS
Works within a road reserve shall be carried out in accordance with conditions allowed (see Part 2 of the attached fact form) for the installation of the above.			
Describe Pipe Type:			
Use of Pipe:			
Sketch of site to be drawn overleaf			
Fee Payable	\$		
PLUS associated inspection and reinstatement costs if required by the Engineering Department			\$
Applicant Signature			Date:
Receipt No.		Receipt Date:	
Works shall not commence before permit is issued.			