

# TEMPORARY ROAD RESERVE OCCUPANCY APPLICATION FORM 2019-20

## APPLICANT DETAILS

First name

Surname

Company

Phone number

Street number

Street name

Suburb

Postcode

## PUBLIC LIABILITY INSURANCE

Policy number

Company

.....  
All applicants must have a current Public Liability Insurance Policy, providing a limit of indemnity of not less than \$20 million.

## PROPOSED SITE AND OCCUPANCY DETAILS

Street number

Street name

Suburb

Postcode

Contact first name

Contact surname

Contact phone number

Roadway

metres

North side

South side

West side

East side

Footway

metres

North side

South side

West side

East side

Operating from

Operating to

am

pm

am

pm

Start date

End date

Total days

## REASON FOR OCCUPANCY

Project details

Standing and opening of crane or pump

Construction work on footway

Standing and unloading of vehicle

Construction work on roadway

## DECLARATION

I have read the conditions of approval listed on page 3

I have attached a copy of the Traffic Control Plan

I have attached a copy of the Public Liability Cover

Signature

Date

See Council's adopted fees and charges at [penrithcity.nsw.gov.au](http://penrithcity.nsw.gov.au). All fees subject to change

THIS APPLICATION FOR TEMPORARY ROAD RESERVE OCCUPANCY IS NOT VALID UNTIL ALL APPLICABLE FEES ARE PAID AND IT HAS BEEN ENDORSED BELOW AND RETURNED TO THE APPLICANT

## PAYMENT DETAILS

You can pay the administration fee (\$240 per day) for your application by cash or credit card in person at one of our offices. Alternatively you can pay by cheque or credit card by mailing your payment in with this form.

I would like to pay by:    Mastercard    Visa

**Please note a 0.5% transaction fee will be charged on all credit card transactions. A receipt can be issued upon request. Cardholder signature is required before processing.**

Card number

Cardholder name

Expiry date

Cardholder signature

Date

Amount (\$)

## OFFICE USE ONLY

Council Approval

Application number

Date

Time

Approved by

Date

Receipt number

Receipt date

## CONTACT US

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**WEB:** [penrithcity.nsw.gov.au](http://penrithcity.nsw.gov.au)

## CONDITIONS OF APPROVAL

The applicant must comply with the following conditions

- Work cannot start until this Application for Temporary Road Reserve Occupancy is approved and authorised by Council in writing.
- Any variation to the approved date and conditions will require further Council approval.
- A thoroughfare for emergency vehicles must be provided at all times. If this cannot be achieved, the applicant must advise emergency services (namely Police, Fire Brigade and Ambulance) of the approved Temporary Road Reserve Occupancy.
- If required to employ on-site traffic control, they must be accredited as per Roads and Maritime Services (RMS) requirements.
- If an RMS Road Occupancy Licence is required, it is to be attached to this application.

For major works (full road closures, works longer than 7 days or as directed by Council) the following are also required:

- A Traffic Management Plan (TMP).
- Public notification and advertisement.
- Report to the Local Traffic Committee (LTC).
- Applicants to carry out letterbox drops to the affected tenants, occupants and building management affected by the occupancy.

## DEFINITIONS

**Traffic Control Plan (TCP)** - is a document that shows how traffic is to be safely separated from workers at the work site or work route. It is intended as an instruction from the works supervisors to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs etc) and how the traffic is to be managed around the site/activities (temporary signs, posting of traffic control staff, etc).

A TCP is an occupational health and safety requirement of a work site and should be held on site. It should comply with AS 1742.3 to comply with the Occupational Health and Safety Act. An applicant may use a specialist subcontractor to develop the TCP, but the safety of workers on site remains the responsibility of the applicant.

Council does NOT approve TCPs. If a TCP is submitted with the application it is viewed for information on the impacts on traffic flow only and not risk assessment. If a Traffic Management Plan is accepted, it does not imply approval of the TCP.

**Traffic Management Plan (TMP)** - integrates an activity into the operation of the road network. The plan assesses an activity's impact on vehicular and pedestrian traffic flow. It describes the activities being proposed, their impact on the general area (including public transport passengers, cyclists, pedestrians, motorists and commercial operations), and how these impacts are being addressed.

The TMP must be endorsed with the name of the person preparing the plan along with their level of certified qualification and certificate number. The TMP may be completely different for each application.

**Description or detailed plan of proposed measures** - may take the form of a detailed plan where there are a large number of measures. This plan could show the road hierarchy proposed as a result of the changes, if applicable. In the case of simple measure/s a written description may be sufficient.

**Identification and assessment of impact of proposed measures** - would include appropriate traffic flow data (eg heavy vehicles %, pedestrian volumes etc) for the roads and intersections affected.

**Assessment of public transport services affected** - should be provided with provisions made to minimise the impact on those services.

**Details of provision made for emergency vehicles, heavy vehicles, cyclists and pedestrians** - details should be provided of the provision made for emergency vehicles, heavy vehicles, cyclists and pedestrians and the provisions made to minimise the impact on that traffic.

**Public consultation process** – The applicant is required to consult with the public directly affected by the proposed measures.