

ROADS ACT APPLICATION: TEMPORARY ROAD RESERVE OCCUPANCY APPLICATION FORM FY2021-22

AN APPLICATION MADE UNDER SECTION 138 OF THE ROADS ACT 1993

This form is to be filled out for road occupancies and closures on local Council roads. Where the works also involve a State or Regional Road, an ROL from TMC will need to be applied for.

APPLICANT DETAILS

First name Surname
Company Phone number
Street number Street name
Suburb Postcode

PUBLIC LIABILITY INSURANCE

Policy number Company

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
Occupancy due to site compound/events

Area to be taken up (m²) Amount of weeks

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

DECLARATION

The applicant is to ensure the following has been noted and provided as a part of this application:

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

I understand that assessment of the application may take up to 10 business days and approval is not granted until returned in writing by the Council.

Signature

Date

See Council's adopted fees and charges at penrith.city. 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

The following non-refundable fees are applicable to this Roads Act application:

Roads Act Application Administration Fee **\$250**

Permit Fee for Road Reserve Occupancy for Traffic Management purposes **\$250 per day**

OR

Permit Fee for Road Reserve Occupancy for Site Compound Extension / Events **\$30/m2/week**

You can pay the fees by cash, credit card or in person at one of our offices. Alternatively you can pay by cheque or credit card by mailing your payment in with this form. If paying by credit card, please also complete the credit card authorisation form and include it with this form: penrith.city/creditcardauthorisationform

OFFICE USE ONLY

Council Approval

Application number

Date

Time

Approved by

Date

Receipt Number

Receipt Date

CONTACT US

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1. GENERAL

- 1.1. Works cannot start until a Section 138 Roads Act Approval from Council's City Assets Department is obtained by the Applicant.
- 1.2. The road reserve shall be described as the Council owned road corridor from one property boundary to the opposite property boundary on a local and/or regional road and includes nature strips, driveways, footpaths, kerbs, gutters, and the road pavement.
- 1.3. The Roads Act approval shall be valid for a maximum of 2 years from the date of approval. If no works have occurred within 12 months from the approval a new approval will be required.
- 1.4. If the expiry of the approval falls within the nominated project duration, the approval is to be renewed. Additional fees may be incurred.
- 1.5. Any variations to the approved date and conditions will require further Council assessment and approval. Additional fees may be incurred.
- 1.6. Any excessive additional inspections shall incur an Additional Inspection fee.
- 1.7. Temporary structures on the road reserve must be maintained in a clean, tidy and safe condition at all times. If not, Council will direct the applicant to rectify the defects and/or safety hazard.
- 1.8. Failure to comply with the conditions of the Road Act Approval may result in the immediate cancellation of approval and the immediate reinstatement of the road reserve. Additional charges may apply.
- 1.9. The Applicant or workers on site must obey any direction from the Police, Council Compliance, Regulatory Officer and/or any Emergency Services immediately in the event of an emergency.
- 1.10. Any request for expediting the assessment of application shall incur an additional fee, but is subject to Council review and other outside factors which may not result in an approval.
- 1.11. Complying Development Certificates (CDCs) must comply with Clause 136M of the Environmental Planning and Assessment Regulation 2000 and apply for a Roads Act Approval.

2. UNAUTHORISED WORKS

- 2.1. Where works have been conducted in the road reserve without the required Roads Act approval, an Unauthorised Works Penalty additional charge shall be incurred on top of the Administration Fee. If the works were conducted on the basis of an emergency, this charge shall be waived if the prescribed fee is paid within two (2) working days. Evidence must be provided to support emergency nature of works.

3. COMMUNITY

- 3.1. Applicants shall carry out letterbox drops as required or directed by Council to all affected residents, occupants and building management affected by the works advising of the change in conditions.
- 3.2. The Applicant must provide safe pedestrian access adjacent to the works at all times. All traffic and pedestrian control must comply with relevant standards and specifications.

4. WHS, ENVIRONMENT & NOISE

- 4.1. The Applicant is responsible for the health and safety of all individuals entering, and for the public accessing around the work site.
- 4.2. The Applicant is responsible for all environmental controls and shall maintain them in good condition during the entire approval period until the disturbed areas are restored and stabilized.
- 4.3. No trees are to be removed without Council permission.
- 4.4. All street trees must have an appropriate protection zone from any edge of any construction.
- 4.5. The use of equipment or activities to be conducted shall not result in any offensive noise as defined by the Noise Control Act.

5. TRAFFIC CONTROL

- 5.1. 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 road occupancy.
- 5.2. Traffic Control Plans (TCPs) must be developed by a qualified and competent person and must comply with the requirements of any relevant signage specification and legislation.
- 5.3. Traffic Controllers must be accredited and adequately qualified as per TfNSW requirements.
- 5.4. Traffic Control on Regional and Local Roads will require Council approval.
- 5.5. The following will require a Road Occupancy Licence (ROL) from TMC and is to be attached to this application (see TfNSW link for map of State & Regional Roads: https://tfnsw.carto.com/u/transportnsw/viz/5f7ced38-9883-11e5-93a8-42010a14800c/embed_map)
 - Works in Regional Roads
 - Impacting traffic within 100m of State & Regional Roads
 - Works within 50m of any signalized intersection
- 5.6. Major Works may require a Traffic Management Plan (TMP) is to be reviewed by Council.