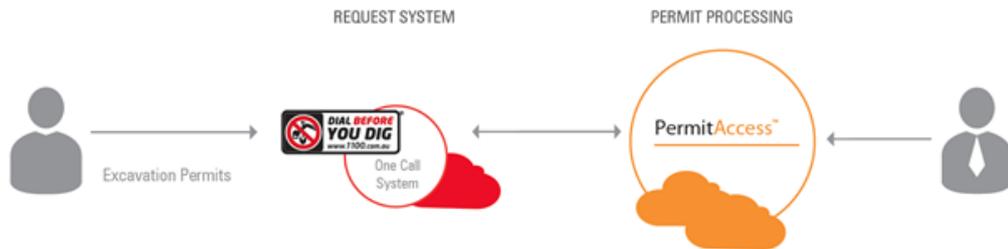


ROAD RESERVE OPENING PERMIT

ONLINE APPLICATION INSTRUCTIONS

Penrith City Council (PCC) is now accepting Road Reserve Opening permit applications online through the PermitAccess platform. Starting at Dial Before You Dig (DBYD), you will be guided through the online permit application and see the status of all your requests all in one place.



APPLICANT PROCESS OVERVIEW

1. Make an enquiry with DBYD
2. Open Permit Monitor and select application
3. Enter additional information
4. View and upload documents
5. Send payment to Council
6. Traffic lights turn to green as Council approves the details of the works
7. Permit approved by Council and sent to applicant
8. Applicant informs Council that works are in progress and then completed
9. The permit is placed under a 1 year warranty period

1. MAKE AN ENQUIRY WITH DBYD

- Login to 1100.com.au (DBYD) with your account details.
- Click the 'New Enquiry' button to make your enquiry.

- Penrith City Council will now appear in the list of authorities.
- Penrith City Council gets notified of every enquiry made.

The following authorities are affected by this enquiry

Type	Sequence No	Authority	Phone	Status
Electricity	31567837	Endeavour Energy (formerly Integral)	0298534161	Notification Sent
Gas & Petroleum	31567840	Jemena Gas West	1300880906	Not Notified
Water	31567839	Bella Co. Water	1800674792	Not Notified
Communications	31567839	Optus and/or Iocomm, Now	1800505777	Not Notified
Council/Other	31567834	Penrith City Council		Permit Request Sent

2. OPEN PERMIT MONITOR AND SELECT APPLICATION

- Click on the View Permits button.
- Be sure to allow pop-ups for this website.

Pop-ups blocked

Pop-ups blocked:

- <http://auuat.pelica...2f2018+12%3a41%3a16+PM>

Always allow pop-ups and redirects from <https://onecalluuat.pelicancorp.com:8443>

Continue blocking

Manage Done

Create a new enquiry

New Enquiry

Search and view previously submitted enquiries

History

	Job No	Job lodgement date	
Select	6973231	28/11/2018 - 11:46:23 am	10/12/2
Select	6973230	27/11/2018 - 04:05:17 pm	30/11/2
Select	6973229	27/11/2018 - 08:57:20 am	10/12/2
Select	6973228	27/11/2018 - 08:20:25 am	29/11/2

View and search permits

View Permits

- Click on the application you need to submit.

Permit Requests

Approved: 0 Works Pending: 0 Works In Progress: 0 Works Completed: 0 Works To Commence: 0 Works To Complete: 0 Start Date Overdue: 0 End Date Overdue: 0 Completion Due: 0

Search Permit Requests

Job Number: [] Site Suburb: [] Status: Select Status [] Lodged Date Range: []

With New Messages
 With New Conditions
 With New Adhocs
 With Works to Commence
 With Works to Complete
 With Overdue Start Date
 With Overdue End Date
 With Completion Due
 With Completion Overdue
 With On Hold State

Search Clear

Permit Request History

Permit	Council/RCA	Permit Type	Status	Address	Suburb	Lodged
6973231	PenCC	Corridor Acc...	Request Made	54-60 Henry Street	Penrith	28/11/18
6973230	PenCC	Corridor Acc...	Assigned	Castlereagh Road	Cranebrook	27/11/18
6973229	PenCC	Corridor Acc...	Under Consi...	Marsden Road	St Marys	27/11/18
6973228	PenCC	Corridor Acc...	Warranty	401 High Street	Penrith	27/11/18

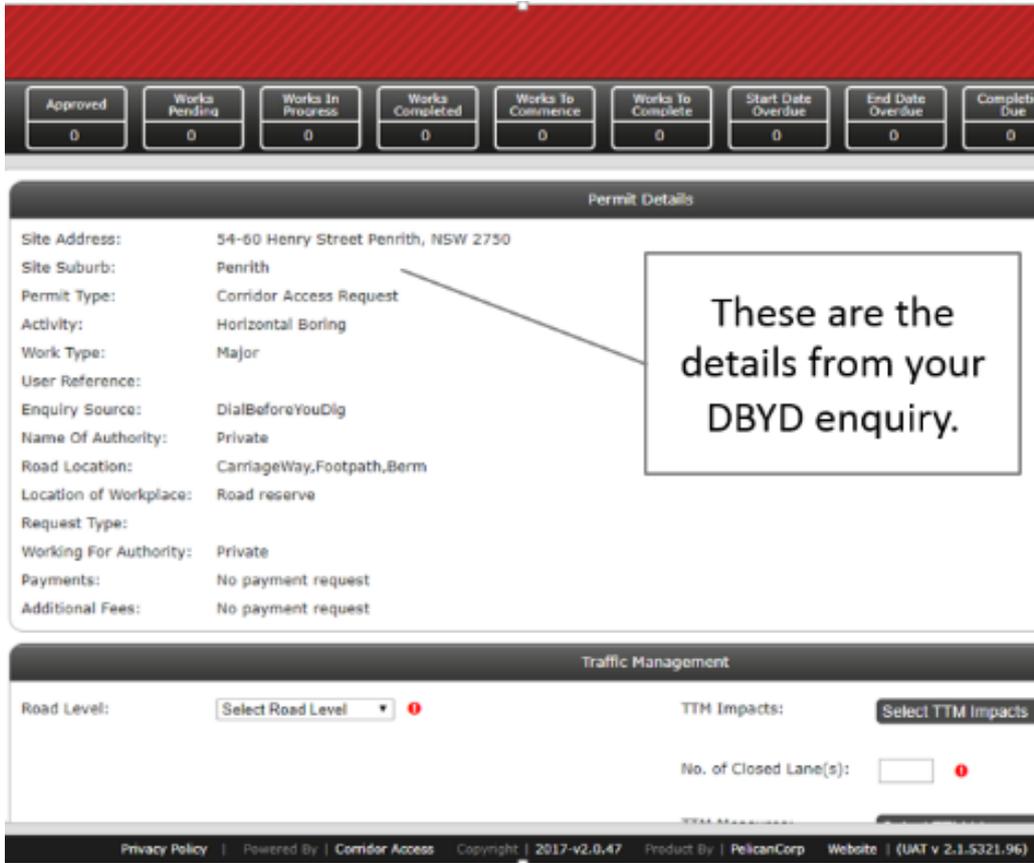
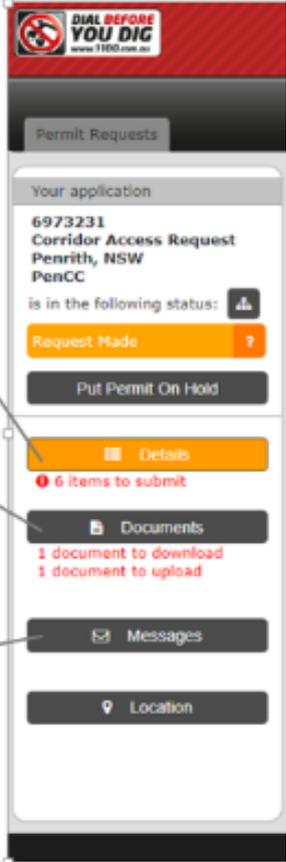
Loaded Jobs 1 - 4 First Previous Next Last

Not all Local Governments are registered for electronic permit applications. Only permits from those registered Local Governmen

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THIS IS THE APPLICATION FRONT PAGE

- In the Details section, you will need to enter additional information about your works.
- In the Documents section, you will be required to view and upload documents.
- In the Messages section, you can contact PCC at any time about your application.





3. ENTER ADDITIONAL INFORMATION

In the Details section, you need to:

- Enter traffic management details
- Ensure date of works are correct
- Enter contact details of person responsible for the works

Traffic Management

Road Level: Select Road Level !

TTM Impacts: Select TTM Impacts !

No. of Closed Lane(s): !

TTM Measures: Select TTM Measures !

Save Impacting Levels

Schedule

Lodged Date: 28/11/18

Requested Start Date:

Requested End Date: Save Requested Dates

Allowed Dates: none

Proposed Dates: none

Duration: hour(s) ! Save Duration

Actual Start Date: none

Actual End Date: none

Contact List

Name	Company	Email	Role	Phone Number	Mobile Number	Status	Delet
No existing contact to display.							

+ Add Contact !

4. VIEW AND UPLOAD DOCUMENTS

- In the Documents section, you will be required to view and upload documents.
- Download documents using this button:

Prerequisites and Documents							
Document Name	Type	Date	Status	Submitted	Actions		
Pre Opening Application		Workflow	28/11/18	Response Required	0/1		

- You will also access your Conditions, Payment and Permit documents.
- Accept your conditions document using this button:

Document Name	Type	Date	Status	Submitted	Actions		
Pre Opening Application		Workflow	27/11/18	Complete	1/1		
1/18 08:30 AM		Certificate	27/11/18	Complete	N/A		
11/27/2018		Conditions	27/11/18	Complete	N/A		

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 NSW 2751 Australia
 T 4732 7777
 F 4732 7958
 penrithcity.nsw.gov.au



5. SEND PAYMENT TO COUNCIL

- In the Documents section, you will receive a payment form.
- You can bring this form into the Council offices or you can email it to council@penrith.city
- Once received, it will be noted in the Permit Access system.

ROAD RESERVE OPENING PAYMENT FORM

PAYMENT INFORMATION

You can pay the administration fee 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

A receipt can be issued upon request.

Card number

Cardholder name Expiry date

Cardholder address Cardholder email

Application fee Fee amount OR Bond amount

Cardholder signature Date

APPLICATION DETAILS

Permit access application number

DA/CDP Number (if applicable)

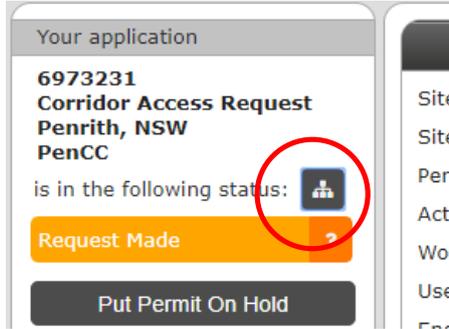
First name Surname

Phone number Email address

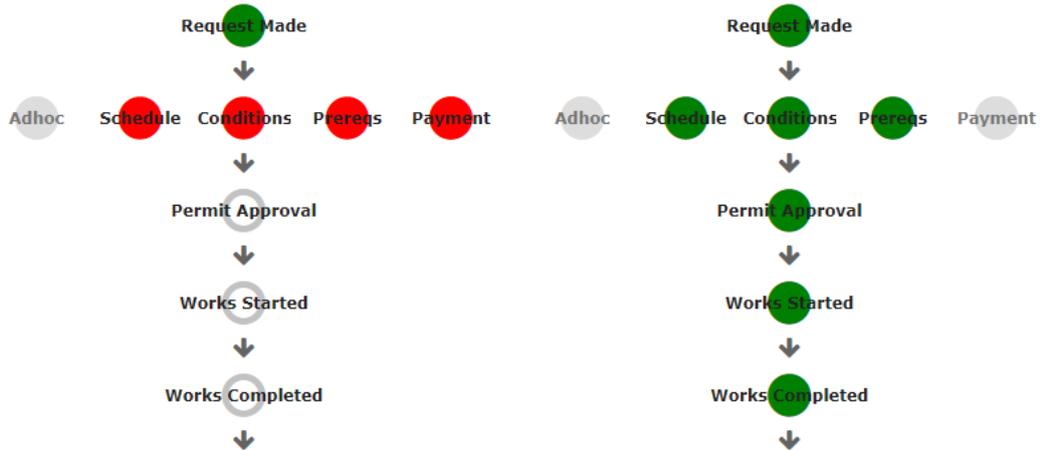


6. TRAFFIC LIGHTS TURN TO GREEN AS COUNCIL APPROVES THE DETAILS OF THE WORKS

- Penrith City Council will assess all the details that you provide and ensure they meet the requirements for a permit.
- As each section is approved, the traffic light will turn to green. This can be seen by clicking this button.



- You can click the button at any time to view the progress of your application.



7. PERMIT APPROVED BY COUNCIL AND SENT TO APPLICANT

- Once all details have been approved, a Permit can be issued by Council.
- The status of your application will change to Approved.
- Click on Approved to change the status to Works Pending

Your application	Your application
<p>6973230 Corridor Access Request Cranebrook, NSW PenCC</p> <p>is in the following status: </p> <p>Approved </p>	<p>6973230 Corridor Access Request Cranebrook, NSW PenCC</p> <p>is in the following status: </p> <p>Works Pending </p>

- You will receive a Permit document which can be viewed in the Documents section.

Works Access Permit

Registration Number: **6973230**
 Utility Reference: **N/A**

PENRITH
CITY COUNCIL

1. Details of Proposed Work

Activity: Mechanical Excavation
 Address: Castlereagh Road Cranebrook NSW 2749
 Location in road: Footpath
 WAP valid period: 30/11/18 to 05/12/18

2. The Parties

Penrith Council being the agent of the Utility Operator submitting this request on behalf of the Utility Operator ('the Applicant').

3. Background

- The Utility Operator wishes to carry out the works stated on CAR Number 6973230
- The Permit is valid only for the Dates supplied, 30/11/18 to 05/12/18 and works must be completed within this time;
- All existing services and assets must be reinstated to the satisfaction of the Authorised Officer.

Signed _____ Date 29/11/18

Sarah Tracy acting pursuant to delegated authority.

Authority Name: Penrith City Council
 Job Location: Castlereagh Road Cranebrook
 CAR/Permit Number: 6973230



8. APPLICANT INFORMS COUNCIL THAT WORKS ARE IN PROGRESS AND THEN COMPLETED

- When the works begin, you will need to inform Council through Permit Monitor.
- Click on Works Pending to change the status to Works in Progress.
- You will need to enter the start date of works.

The screenshot shows a web interface for 'Your application' with the following details:

- Application ID: 6973230
- Title: Corridor Access Request
- Location: Cranebrook, NSW
- Authority: PenCC

The status is currently 'Works Pending'. A dropdown menu is open, showing the following options:

- Works Pending (highlighted in blue)
- Works In Progress (highlighted in green)
- Works Cancelled (highlighted in orange)

- When the works are completed, you will need to inform Council through Permit Monitor.
- Click on Works in Progress to change the status to Works Completed.
- You will need to enter the end date of works.

The screenshot shows the same web interface as above, but the status has changed to 'Works In Progress'. The dropdown menu now shows the following options:

- Works In Progress (highlighted in blue)
- Works Abandoned (highlighted in green)
- Works Completed (highlighted in orange)



9. THE PERMIT IS PLACED UNDER A 1 YEAR WARRANTY PERIOD

- The status of the permit is then changed to Works Completed.

Your application

6973230
Corridor Access Request
Cranebrook, NSW
PenCC

is in the following status:

Works Completed

- At this stage, Council will complete an inspection of the site.
- If the inspection does not pass, Remedial Action may be requested.

Your application

6973230
Corridor Access Request
Cranebrook, NSW
PenCC

is in the following status:

Needs Remedial Action

INSPECTION FAIL_29/11/18 Please ensure you rectify these issues by:
30/12/18

sarah.t
29/11/18 0

- If the inspection passes, the Permit is placed under a 1 year warranty period.

Your application

6973230
Corridor Access Request
Cranebrook, NSW
PenCC

is in the following status:

Warranty

INSPECTION PASS_29/11/18

sarah
29/11/18



THE HELP BUTTON

- If at any time you need assistance with Permit Monitor, you can click the Help button.
- This will open up a search bar where you can search for your enquiry.



- There is also a Live Chat button, which will connect you to the DBYD support team during business hours, if you require further assistance.

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penrithcity.nsw.gov.au

WHAT DOES THE TEAM AT COUNCIL SEE?

Council has a view that is similar to what you see.

The screenshot shows the Permit Manager interface for Penrith City Council. At the top, there is a summary bar with various status counts: Request Made (0), Assigned (2), Approved (0), Rejected (0), Request Cancelled (0), In Progress (0), Request Approval (0), Completed (2), Needs Remedial (1), Warranty (2), Closed (0), Warranty To Expire (4), and Permit Not Renewed (0). Below this is a navigation menu with options like Jobs, Workflows, Permit Types, Conditions, Templates, Users, Territory Owner, My Account, and Reports. The main area displays a table of jobs with columns for Permit, Address, Suburb, Lodged, Name, Company, Start, Assigned, and Status. A map on the right shows the geographical locations of these jobs.

We also have traffic lights that will update for each application.

This screenshot shows the detailed view of a job titled '6973225 - Corridor Access Request - Penrith, NSW'. The job is assigned to Sarah Tracy - PCC and is currently 'Under Consideration'. The details include: Lodged date (26/11/18), Sequence Number (31567788), Activity (Mechanical Excavation), Location (601 High Street Penrith, NSW 2750), and Request type (Provisional). A 'Schedule' section shows Submitted Dates (28/11/18 - 29/11/18) and Approved Dates (28/11/18 - 29/11/18). A red circle highlights the 'Assigned to: Sarah Tracy' section, which includes options to 'Unassign' or 'Re-assign' and a list of related tasks like 'Schedule', 'Contacts', 'Prerequisites', 'Conditions', 'Traffic Management', and 'Payment'. A map on the right shows the location of the job on Mulgoa Rd.

For more information on this topic phone the Road Reserve Opening Team on 4732 8010.