



# APPLICATION FOR WORKS IN ROAD RESERVE OPEN OR OCCUPY – SECTION 138 ROADS ACT

**FORM**

**NOTE** Applications will be accepted for lodgement in Council's Customer Service Centre between 8.30 am and 4.30 pm Mondays to Fridays (excluding public holidays)

SECTION 5 STANDARD ROAD OCCUPANCY - CONSENT FEES – GST FREE			\$
Application Fee			\$ 177.00
STANDARD ROAD OCCUPANCY CATEGORIES – CONSENT FEES – GST FREE ALL FEES MINIMUM 1 MONTH			
(Select one Category only. See table 1 below for examples of occupation/work carried out under each category)			
<input type="checkbox"/>	<b>Fees Category A</b> Up to 5m long occupation zone	\$99.50 – Per Month	\$99.50 x _____ (No of Months) \$ _____
<input type="checkbox"/>	<b>Fees Category B</b> Up to 10m long occupation zone	\$199.00 – Per Month \$2120.00 – Damage Deposit (refundable)	\$199.00 x _____ (No of Months) + \$2120 deposit \$ _____
<input type="checkbox"/>	<b>Fees Category C</b> Up to 25m long occupation zone	\$496.00 – Per Month \$3535.00 – Damage Deposit (refundable)	\$496.00 x _____ (No of Months) + \$3535 deposit \$ _____
<input type="checkbox"/>	<b>Fees Category D</b> Site specific job, or larger scale jobs greater than 25m in length  Rental fee \$ _____ Damage Deposit \$ _____	Rental Fees and refundable Damage Deposit to be based on site requirements and in accordance with Councils adopted fees and charges. <b>Contact Council for fee quote prior to lodgement of Application for Category D work Ph: 42 277111</b>  Long term Major Development Sites may also be eligible to lodge Bank Guarantee in place of damage deposit	Rental Fee \$ _____ x _____ (No of Months) + \$ _____ Damage Deposit = \$ _____
<input type="checkbox"/>	<b>Fee Category E (Events)</b>	Traffic Committee Road Closure, Festivals or Events.	\$397.00
<b>(APPLICATION FEE + CATEGORY FEE) TOTAL</b>			<b>\$ _____</b>

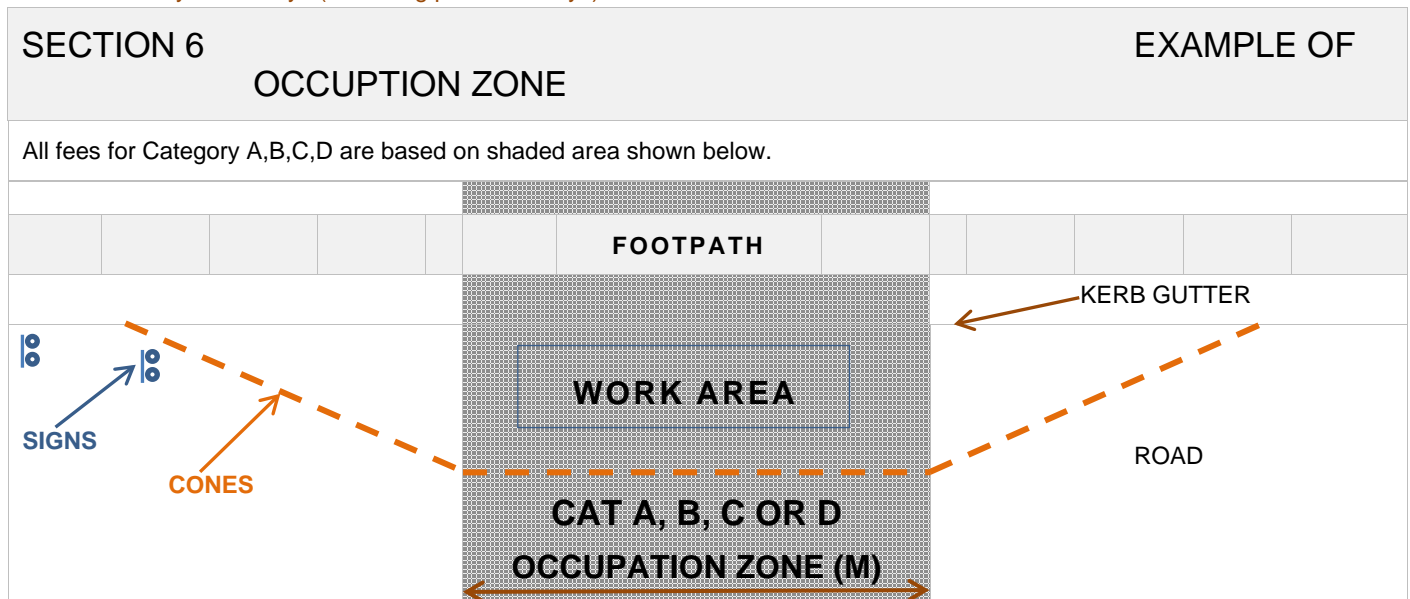
TABLE 1: EXAMPLES OF OCCUPATION

Category A Up to 5m long occupation zone (not cutting into road)	Category B Up to 10m long occupation zone (cutting into road)	Category C Up to 25m long occupation zone	Category D Site specific job, or Occupation zone greater than 25m in length
<p>Example Work Activities -</p> <ol style="list-style-type: none"> <li>1 Enter/exit property under traffic control</li> <li>2 <u>Connections</u> to utilities services ie water within footpath</li> <li>3 Stormwater connection to kerb and gutter.</li> <li>4 Minor miscellaneous works.</li> <li>5 Small Scissor Lift.</li> <li>6 Placement of Container.</li> <li>7 Skip Bin.</li> </ol>	<p>Example Work Activities –</p> <ol style="list-style-type: none"> <li>1 Underbore roadway or Trenching for installation of utilities services eg sewer in road</li> <li>3 Cherry Picker Truck/ or larger Scissor Lift.</li> <li>4 Staged occupation of road reserve eg footpath construction.</li> <li>5 Single Axle Truck.</li> </ol>	<p>Example Work Activities –</p> <ol style="list-style-type: none"> <li>1 Crane Lift</li> <li>2 Concrete pump and truck.</li> <li>3 Trenching for installation of utilities (Major).</li> <li>4 Temporary Fencing or Hoarding eg at shop front/façade.</li> <li>5 Staged occupation of road reserve e.g. footpath construction.</li> <li>6 Semi-Trailer.</li> </ol>	<p><b>Note: Contact Council for fee quote prior to lodgement of Application for Category D work</b></p> <p>Example Work Activities –</p> <ol style="list-style-type: none"> <li>1 Major Development frontage works.</li> <li>2 Major road occupation.</li> <li>3 Temporary Fencing or Hoarding eg perimeter of major development site.</li> <li>4 As required by Council, or site specific occupation requirements.</li> </ol>

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## SECTION 7: ESSENTIAL INFORMATION REQUIRED (TICK TO CONFIRM PROVIDED)

<b>Tick Box to Confirm Information Provided</b>	<p><b>Required information that MUST be attached</b></p> <p><input type="checkbox"/> A colour copy of a Vehicle and Pedestrian Traffic Control Plan must be supplied. It must be prepared by a qualified person with Level 4 Certification in Traffic Control, with their name and ticket number clearly marked on the plan.</p> <p><input type="checkbox"/> A copy of the Public Risk Insurance. The policy must be current and be for a minimum value of \$20 million dollars (\$20,000,000).</p> <p><input type="checkbox"/> Nominate relevant Category of work (Table 1 – Page 2) and provide detail description of work.</p> <p><input type="checkbox"/> Work commencement dates.</p> <p><b>PLEASE NOTE:</b></p> <ul style="list-style-type: none"> <li>For Fencing/Hoarding plans, clear dimensions showing the length is required</li> <li>For Road Work/Occupation, clear dimensions showing the occupation zone is required.</li> <li>Where the works are a requirement of development consent, any relevant documentation as specified in the development consent and a copy of stamped approved plans.</li> <li>Where construction works are proposed, a copy of Council approved plans of the proposed works within the road reserve.</li> <li>Where work is required on an RMS Classified road, an ROL issued by the RMS may be required with your application.</li> </ul> <p>This application may take up to five (5) working days to process and is subject to the applicant providing all the relevant information as it relates to the proposed works.</p> <p>If your application involves a complete road closure, approval from the Traffic Committee is also required prior to obtaining this consent. Please call Customer Service on 4227 7111 for any enquiries.</p> <p>You are advised that your application will be refused unless all the required information is lodged with the application form.</p>									
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