

APPLICATION FOR CONSENT TO UNDERTAKE WORKS WITHIN A PUBLIC ROAD RESERVE

Application made under Section 138 of the *Roads Act 1993*

Applicant

Mr Ms Mrs Other

Given name (or A.C.N) Family name (or Company Name)

Unit/Street No. Street Name Suburb Postcode

Daytime Telephone Mobile Email

Contact Person Applicant Signature Date

Owner's Consent Where there are 2 owners both signatures are required.

Mr Ms Mrs Other

First Name Family Name (or Company Name)

Unit/Street No. Street Name Suburb Postcode

Date <input style="width: 150px;" type="text"/>	Date <input style="width: 150px;" type="text"/>	Date <input style="width: 150px;" type="text"/>
Owner's Signature <input style="width: 150px;" type="text"/>	Owner's Signature <input style="width: 150px;" type="text"/>	Owner's Signature <input style="width: 150px;" type="text"/>
Name <input style="width: 150px;" type="text"/>	Name <input style="width: 150px;" type="text"/>	Name <input style="width: 150px;" type="text"/>

Job Location (Please attach a Location Diagram)

Unit/Street No. Street Name Suburb Postcode

Lot Number DP Number

Contractor Details

Name:	
Company Name:	
Postal Address:	
Council Approved Contractor (If applicable)	
Phone:	Mobile:

Nature of Works

Associated with a DA/Subdivision? Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If Yes, Provide DA/CC Number v		
Has a Traffic Management Plan been provided? Yes: <input type="checkbox"/> No: <input type="checkbox"/>			
Tick All appropriate types:			
Water Related <input type="checkbox"/>	Sewer Related <input type="checkbox"/>	Electrical Related <input type="checkbox"/>	Gas Related <input type="checkbox"/>
Pavement (inc K&G) <input type="checkbox"/>	Driveway <input type="checkbox"/>	Stormwater Connection <input type="checkbox"/>	Other <input type="checkbox"/>
Description of Work Required (or attach Work Plan):			
Date works to commence:		Date works to conclude:	

Public Liability Insurance (excluding Council approved concrete contractors)

Insurance Policy Company:	
Policy Number:	
Value:	Expiry Date:
Please attach a copy of your Certificate of Currency	

**CALCULATION TABLE: RESTORATION COST AND BONDS REQUIRED
(Applicant to complete)**

Type of Road Work Components Required	Restoration Rate	Area or Length affected (m ² or m)	Restoration Cost = (Restoration Rate x Area/Length Affected)	Minimum Bond	Bond to be Paid Note: Higher value of Restoration Cost or Minimum Bond
Road Pavement - Asphaltic concrete on fine crushed rock base	\$531.00 per m ²			\$3,000.00	
Footpath Area - Concrete	\$435.00 per m ²			\$870.00	
Kerb and Guttering - Concrete Kerb and Gutter	\$457.00 per m			\$914.00	
Other (Description required)					
TOTAL BOND TO BE PAID:					

Notes

1. Where work involves opening the road pavement and the area is less than 10m², Shellharbour City Council will complete the restoration. Where a greater road pavement area is to be opened, the work must be completed by a Council approved contractor to Shellharbour City Council Standards.
2. All damage bonds will be refunded on satisfactory completion of the proposed works. The applicant must notify Council when the work has been completed so an inspection can be arranged.
3. A Traffic Management Plan (TMP) showing proposed traffic signposting around the construction site in accordance with AS 1742.3 and the RMS manual for Traffic Control at Worksites 2010 is to be submitted to Council prior to work commencing. The plan must be prepared and certified by a person holding the appropriate RMS accreditation. No work is to commence until the signage is erected in accordance with this TMP. Note that the plan is to address both motor vehicle traffic and pedestrian traffic.
4. A 'Traffic Control at Works Sites Locations Checklist' which can be found in the RMS manual for Traffic Control at Worksites 2010 and which is also attached must be completed prior to work commencing.
5. All traffic control including the setup and removal of traffic control devices and/or regulation of traffic is to be carried out by persons suitably accredited by the Roads and Traffic Authority to Australian Standard AS1742.3 and the RMS Traffic Control at Work Sites. The contractor must produce upon request evidence that all staff involved in the above have such accreditation.

6. Public Liability insurance in an amount of \$20 million is to be maintained for the construction period. Written evidence of a current policy which notes Shellharbour City Council as an interested party is to be provided prior to the commencement of the work.
7. The contractor shall meet all obligations under the Work Health & Safety Act 2011, or current equivalent legislation and relevant Work Cover requirements including appropriate traffic controls.
8. Please note that information provided on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009.
9. Council will undertake 3 inspections (prior works, during works and a final inspection). Note that for an inspection to be carried out prior to concrete pour, a minimum of **48 hours notice** must be given to Council.
10. All driveway/vehicle crossing works must be carried out by a council approved concrete contractor. A list of council approved concrete contractors can be provided upon request.
11. Prior to commencement of any excavation or digging, a DBYD (Dial Before You Dig) enquiry must be made.

DECLARATION

The Applicant Declares that:

- A Copy of the insurance Certificate is attached
- A Copy of the Traffic Management Plan is attached
- The Restoration Cost and Bonds table has been completed. Any proposed work areas found to be underestimated by the applicant will be subject to additional fees and/or bonds to be paid prior to determination of the application.
- If a driveway/vehicle crossing is being constructed, the Applicant has informed the property owner that Council will only reinstate the surface of the driveway with plain concrete, if the need for restoration arises
- If defective work is found as a result of an audit or inspection by Council then Council can take whatever actions it considers necessary and appropriate under the *Local Government Act 1993*, *Environmental Planning & Assessment Act 1979* or any other Act or Regulation to cause the works to be rectified or removed.
- The driveway/vehicle crossing, when constructed will comply with the requirements of Shellharbour City Council Drawing No 7B21 and the specifications contained with those drawings.
- The driveway/vehicle crossing will have a non slip surface inclusive of tiles and sealants.

Signature		Date:	
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Your Privacy

Shellharbour City Council respects your privacy at all times. When processing your application we collect personal information about you for the primary purpose of providing you with a high level of customer service.

For more information please see our Privacy Management Plan on our website www.shellharbour.nsw.gov.au or contact our Public Officer on (02) 4221 6111. Information leaflets are also available at all offices and libraries.

OFFICE USE ONLY

Fees & Bonds To Be Paid

Fee/Bond Category To Be Paid	Amount	Total Amount To Be Paid	Account Code To Be Used
Section 138 Certificate Fee (low impact works) – Standard processing (up to 10 working days)	\$335		Code 056
Section 138 Certificate Fee (low impact works) – Expedited process (up to 2 working days)	\$505		Code 056
Inspection Fee	\$141	\$141	Code 056
Total Bond to be Paid	Refer to Required Bonds in Table on previous page		Bond Register Code 207,
Occupation of Footways	\$28 per metre per month		Code 159
Restoration Cost	To be determined once works are completed		Code 080
	GRAND TOTAL		

Please be advised that ALL CREDIT card transactions will incur a 0.51% Surcharge

Customer Service Checklist

Required Information	Yes	No	NA
Have all relevant sections been completed (including all bonds)?			
Has the applicant signed the application?			
Has the land owner signed the application?			
Has the applicant provided a current copy of their Public Liability Insurance? (excluding Council approved concrete contractors)			
Has a Traffic Management Plan been provided and the 'Traffic Control at Works Sites Locations Checklist' been completed?			

Processing Details

P&R Road Opening App No: _____

Paid by CHEQUE <input type="checkbox"/>	EFT <input type="checkbox"/>	CASH <input type="checkbox"/>
Amount \$	Rec. No	
DATE	Mail <input type="checkbox"/>	Counter <input type="checkbox"/>

Customer Services Officer _____