



Road Opening Permit Application Guidelines as @ July 2014

Under Section 138 of the Roads Act, 1993

APPLICATION FORM

This form has been prepared in relation to legislation, in particular, the Local Government Act and Regulations, the Roads Act 1993 as amended, Environmental Planning and Assessment Act, OHS Act 2000 and Regulations 2001.

This permit does not grant the holder permission to carry out permanent restoration. Permission to carry out permanent restoration must be sought in writing from Council's Engineer. All applications for permanent restoration will be considered on a case to case basis and will be subject to strict conditions.

Please Note: This application is not a Road Opening Permit

WHEN DO I NEED TO APPLY FOR A ROAD OPENING PERMIT?

A Road Opening Permit is required when you wish to carry out work within the road reserve. For example:

- Service Connections (water, sewer, storm water, electricity, telephone, gas etc.)
- Construction of:
 - Driveway
 - Sewer Mains
 - Water Mains
- Conduit and/or pit installations for public utilities.

To ensure no existing underground services are damaged, the applicant must contact Dial Before you Dig (1100) and accurately locate and protect any existing services before commencing work.

TERMS & CONDITIONS OF ROAD OPENING PERMIT

1. Permits are valid for 30 days from date of issue. If work is not completed in this time, a new permit is to be applied for.
2. Permit will only be issued upon receipt of payment.
3. All work is to be completed to the satisfaction of Council.
4. Signs are to be placed as per Traffic Control Plan.
5. In the absence of satisfactory work practices, Council is authorised to stop all operations on worksite until measures have been taken to conform to Council requirements.
6. Hire of traffic control equipment is available from Council.
7. Council is to be informed when work is boxed up but before concrete has been poured, so that an inspection of the works can be carried out by a Council Officer. (24HR NOTICE APPRECIATED)
8. Council is to be notified immediately on completion of works so a final inspection can be conducted by a Council Officer. (24HR NOTICE APPRECIATED).
9. Deposit will be refunded after approval of works through Final Inspection
10. Any rectification costs borne by Council will be taken from the deposit.
11. Where the cost of restoration exceeds the amount of the deposit lodged, excess costs will be

charged.

12. A copy of permit shall be kept onsite with all supporting documents whilst works are being carried out.
13. Permit Fees and deposits are fixed by Council and subject to change without notice.

FEES, CHARGES & REFUNDABLE DEPOSIT

You will be charged a one off Road Opening Permit Fee and a Refundable Deposit per successful application.

Note: *If your application for a Road Opening Permit forms part of a Development Application (DA) and a Construction Certificate bond has already been paid, then you are not required to pay the Refundable Deposit.*

Council also offers the following services to assist with your Road Opening Permit:

- Preparation of Traffic Management Plan.
- Hire of signs, bollards and traffic cones for Traffic Management.
- Hire of portable toilet.

Please contact Council's Roads & Engineering Department on ☎03 5027 5027 for current rates.

INFORMATION REQUIRED TO BE SUBMITTED WITH AN APPLICATION

Please complete Application Form and supply the following documents:

- Proposed Works Diagram and description of Works;
- Current Public Liability Insurance (minimum 20 Million) with Council listed as an interested party; and
- Traffic Control Plan prepared by an appropriately qualified person as required by legislation. Please note: Council is available to provide this service.

Please note: Application can take up to 5 Business Days to process.

Once you have completed the Application Form and have supporting documents, submit Application to Council for approval. Once approved you will be required to pay the relevant fees and a Permit will then be issued.

Applications can be submitted to Council, by either:

- In Person: 26- 28 Adelaide Street, Wentworth NSW 2648
- Email: council@wentworth.nsw.gov.au
- Post: PO Box 81 Wentworth, NSW 2648

Further Information

Further information can be obtained by contacting Council's Roads & Engineering Department by phoning: ☎03 5027 5027 or alternatively visiting our office at 26 -28 Adelaide Street, Wentworth 2648.

Technical enquiries can be directed to Simon Pradhan, Manager Roads & Engineering Services on the above number.

