



Road & Footpath Occupation Permit

File No:
Date:
Amount:
Receipt:

Application made under the Roads Act 1993 (s.138)

OWNER / APPLICANT DETAILS

Name:

Address:

Town or Locality:

State: Postcode:

Daytime Telephone:

24hr Contact No:

Fax:

Email:

The applicant is also the contractor for the work? Y N

I/We hereby apply for a s.138 Permit to carry out the identified work:

Signed:
(if signed on behalf of a Company, please state in what capacity)

Date:

NATURE OF THE WORK

Brief description of work:.....

Date of Commencement:

Period of Occupation: (max. 4 weeks)

a) Is the work associated with a DA/CC/Subdivision approval? Y N

If YES, state Application No:.....

b) Will the work site be occupied for more than 8hrs and/or overnight? Y N

c) Does the work involve anything other than painting, awning works, signage, residential services connections or other minor works? Y N

d) Will any plant or machinery be used for the works? Y N

e) Will restoration of pavement, kerb & gutter, concrete footpath or stormwater drainage be required? Y N

f) Will underboring or trenching of the road be required? Y N

CONTRACTOR DETAILS (If not the applicant)

Name:

Address:

Daytime Telephone:

24 hr Contact No: Fax No:

PUBLIC LIABILITY INSURANCE

a) Is a copy of Public Liability Insurance attached? Y N

b) Is the amount of insurance \$20M or greater? Y N

c) Does the Policy cover the expected work timeframe? Y N

LOCATION OF WORK

Street/Lot No:

Street:

Locality:

TRAFFIC MANAGEMENT PLAN

a) Is a copy of a Traffic Management Plan (TMP) attached? Y N

b) Is the TMP signed by an RMS accredited person? Y N

c) Does the TMP cover the expected work timeframe? Y N

ADVICE TO APPLICANTS FOR A S.138 CERTIFICATE (Road & Footpath Occupation Permit)

1. Payment of ALL FEES is required at time of lodgement
2. A Traffic Management Plan (TMP) showing proposed traffic signposting around the construction site, as prepared in accordance with AS 1742.3 and the RTA Manual for Traffic Control at Work Sites 2003, is to be submitted to Council at the time of lodgement. The Plan must be prepared and certified by a person holding an appropriate Roads & Maritime Services (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.

All traffic control, including the placement and removal of barricades and/or regulation of traffic, is to be carried out by persons or personnel accredited by the RMS. Upon request, the contractor must produce evidence that all relevant staff have the above accreditation.

3. If the TMP requires temporary changes to adjacent speed limits, a Direction to Restrict (DTR) is to be obtained. A minimum of five (5) business working days should be allowed for obtaining a DTR. Payment of an additional application fee applies for the obtaining of a DTR from Council.
4. Public Liability Insurance (minimum amount of \$20 million) is to be obtained for the construction period. Written evidence of a current policy is to be provided at the time of lodgement and shall name Liverpool Plains Shire Council as an interested party.
5. Upon request, the contractor must be able to produce evidence that all plant is registered and the subject of third party insurance.
6. The contractor shall meet all obligations under the Workplace Health and Safety Act 2011 and relevant WorkCover requirements, including appropriate traffic controls.
7. The disturbed area is to be restored to at least its original condition at the applicant's cost and any damage caused to the road or drainage system is to be brought to the notice of Council.
8. The applicant will be responsible for the disposal of any excess material and restoring table drains, shoulder seal and culverts blocked or damaged as a result of the works.
9. The works shall proceed to completion without undue delay.
10. Provision is made for service vehicles, residents etc to gain access to properties at all times.
11. Affected residents are to be notified in writing, indicating, at least seven (7) in advance of any road closure, the reason for the road closure, the period of the road closure, a company contact name and a 24 hour contact telephone number.
12. No work is to commence unless a s.138 Certificate has been issued.