

# Quality Management – Asset Management - Civil



QMF-CA-012

## Application – Road Opening

Including works associated with CDC (complying development)

COMPLETE AND LODGE THIS FORM AT:  
COUNCIL'S CUSTOMER SERVICE CENTRE  
86 Avoca Road, Wakeley NSW 2176  
PH: 9725 0222

<b>OFFICE USE ONLY</b>	DATE:
	RECEIPT NO:

### APPLICANT DETAILS (permit sent via email)

Company:	Contact No:
Name:	Email:
Address:	
Licence No.:	Public Liability Policy No.:

### OPENING DETAILS

Location of Work / Address:	
Name of Site Supervisor:	Contact No.:
Dates of Opening: _____ to _____	Times of Opening: _____ to _____
Description of works:	

### ADDITIONAL REQUIREMENTS

The following documents shall be submitted with this application to enable assessment and determination of application.

- Construction plan detailing the site, footpath widths, utility services, street trees, traffic lights and all other relevant details.
- Traffic Management Plan (as per AS 1742.3 & RMS Traffic Control at Work Sites manual) where pedestrian or vehicle traffic is being modified due to the construction, operation or removal of the hoarding.
- Evidence of a minimum \$10million Public Liability insurance policy to indemnify Fairfield City Council in the event of any member of the public suffering injury to person or property by reason of the presence for the road opening.
- Dilapidation Report including photographic evidence of the state of the footway/kerb & gutter/road adjoining the site. *Damage to footpaths, kerb & gutter, stormwater systems and general streetscape* will require restoration at the permit holder's expense.
- (IF APPLICABLE) RMS Road Occupancy Licence (ROL) where the occupied area is located on RMS roads (state, arterial, sub-arterial roads) and/or is within 100m of a traffic signal.
- (IF APPLICABLE) Written approval from bus service provider where any bus lanes, services or zones are affected.
- Dial Before You Dig Plan. The cost of any damages or alterations to any utility services, such as telecommunication pits, shall be borne by the applicant and is the responsibility of the applicant
- Contractors working on behalf of Utility providers i.e. Endeavour Energy, Sydney Water, Jemena and Telecommunications Networks must provide authorisation from said Service providers.

#### IMPORTANT:

- Allow 10 working days from lodgement for the processing of a permit. Works shall not commence prior to the issue of a permit.**
- Council cannot provide permission to park contrary to existing parking restrictions, and permission to do so must be obtained from police.
- The Permit Holder must contact the relevant authority to arrange/fund adjustments to any affected public utility installations.
- If the Permit Holder does not pay for the restorations they must apply for a Road Reserve Clearance Certificate.
- Council must be advised upon completion by contacting Council's Customer Service Centre during business hours (9725 0222).

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## FEES (per site) – exempt from GST

**Note:** Additional Traffic Control costs will apply in CBD/busy roads.

<b>APPLICATION FEES (10)</b>	<b>Road Opening Permit – per lot</b>	\$180.00 = \$ _____ +
	<b>Special Road Opening Permit – in addition to Road Opening Permit</b> • Includes: opening in CBD area, central road pavement opening, connection to Council drainage	\$220.00 = \$ _____ +
	<b>Road Opening without a Permit</b> • Where opening is made without a permit first being obtained	\$260.00 = \$ _____ +
<b>RESTORATION FEES (99)</b> (if applicable)	<b>Road Pavement</b>	\$220.00 + (\$545 × _____ sqm) = \$ _____ +
	<b>Kerb &amp; Gutter</b>	\$220.00 + (\$430 × _____ m) = \$ _____ +
	<b>Concrete Footpath</b> (min. 1.44 sqm)	\$220.00 + (\$305 × _____ sqm) = \$ _____ +
	<b>Cycleway</b> (min. 7.5 sqm)	\$220.00 + (\$350 × _____ sqm) = \$ _____ +
	<b>CBD Pavers</b>	\$220.00 + (\$720 × _____ sqm) = \$ _____ +
	<b>Pram Ramp</b>	\$220.00 + (\$1,390 × _____ each) = \$ _____ +
	<b>Earth / Gravel / Grass Verge</b>	\$220.00 + (\$140 × _____ sqm) = \$ _____ +
	<b>Vehicular Crossing (light-duty)</b>	\$220.00 + (\$375 × _____ sqm) = \$ _____ +
	<b>Vehicular Crossing (medium-duty)</b>	\$220.00 + (\$465 × _____ sqm) = \$ _____ +
	<b>Vehicular Crossing (heavy-duty)</b>	\$220.00 + (\$510 × _____ sqm) = \$ _____ +
	<b>Vehicular Crossing (stencil)</b>	\$220.00 + (\$440 × _____ sqm) = \$ _____ +
	<b>Other</b> _____ (refer to FCC Fees & Charges)	\$220.00 + ( _____ ) = \$ _____ +
<b>TOTAL CHARGE</b>		<b>= \$ _____</b>
<b>VARIATION</b>	<b>Applicant's Signature:</b>	<b>Receipt No.:</b>
		<b>Date:</b>

COUNCIL USE ONLY	Comments	Authorising Officer & Date
Approved <input type="checkbox"/> Yes <input type="checkbox"/> No		

**CONDITIONS OF APPROVAL**

1. Work is not permitted until authorised by Council in writing. Council retains the right to revoke any approval in writing to the applicant.
2. A Road Opening Permit is subject to provisions of all relevant legislation, in particular, the Local Government Act and Regulations, the Roads Act 1993 as amended, Environmental Planning and Assessment Act, WHS Act 2011 and Regulations 2017. It is an offence for any person/organisation to open a roadway without Council’s approval, in accordance with the conditions of this permit and payment of the appropriate fees.
3. If any works do not comply with Council standards and specifications, or cause damage to Council assets, Council will undertake remedial works with the cost to be reimbursed by the applicant.
4. Any variations or special directions given by authorised officers of the Council are also to be complied with by the Permit Holder.
5. The Permit Holder shall be a licenced plumber/drainer, except where the permit is issued in conjunction with a Building Permit.
6. The Permit Holder is required to contact the relevant authority to arrange/fund adjustments to public utility installations.
7. Minimum charge for concrete paving shall be assessed by the Manager - Assets.
8. Permit expires 12 months after date of issue.

**OPENINGS OF CENTRAL 6 METRES OF ROAD OR UNDERBORING**

9. The central 6m of any road shall not be opened without the approval of the Manager - Assets.

**PERMIT TO BE PRODUCED ON DEMAND**

10. The permit shall be produced on the work site by the person carrying out the opening, for inspection by any officer or servant of the Council, or by any Police Officer.

**PROTECTION OF PUBLIC BY PERMITTEE**

11. The Permit Holder is responsible for the protection of the public from hazards which may be caused by the opening.
12. Before commencing an opening, signs and barriers etc., shall be provided in accordance with the requirements of the RMS "Traffic Control at Work Site Manual", and shall be properly maintained until the work is completed. These requirements shall be regarded as the minimum and the Permit Holder shall provide and maintain such further signs; barriers, lights and reflectors as may be necessary for the proper safety of the public or as may be directed by the Council.
13. Barricades or safety mesh shall be placed around any opening wherever required as a protection to the public.
14. Every effort shall be made to avoid leaving an opening unfilled overnight, but where this is unavoidable, the opening shall be adequately lit with flashing yellow lamps, supplemented by reflectors. No less than two lamps both visible to approaching traffic must be placed on any opening. The responsibility for keeping lamps lit lies with the Permit Holder.

**PLACING OF MATERIAL ETC. BY PERMIT HOLDER**

15. No surface materials shall be allowed to remain in gutters or water-tables or in such a position as to unnecessarily hinder pedestrians or vehicular traffic or cause a traffic hazard or be liable to be washed into stormwater pipes, etc., in the event of rain. The Permit Holder shall be liable for any damage caused by or resulting from the opening, and if remedied by the Council, the cost will be charged as part of the cost of restoration.

**METHOD OF MAKING OPENING BY PERMITTEE**

16. The openings shall be made of a rectangular shape with edges cut vertically and shall be no larger than necessary for the work.

**REFILLING BY PERMIT HOLDER**

17. All backfilling, compacting and restoration of work shall be done in accordance with AUS-SPEC 1151 & 1152.
18. Excess material shall be removed by the Permit Holder and disposed of in an approved manner.

**RESTORATIONS**

19. If the backfilling of the trench is not carried out in accordance with specification, the permit holder will be liable to any extra costs incurred by Council in rectifying the work. If the trench subsides at a future date due to unsatisfactory backfill, the utility authority or permit holder will be liable for the cost of the rectification work required.
20. All opening in Town Centres and Shopping Centres will require special approval and at least seven (7) days notification. All work in these centres maybe subject to special conditions by Council and restoration will be quoted by Council for each location.

**I, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL OF COUNCIL’S REQUIREMENTS AND CONDITIONS FOR ROAD OPENINGS / CDC:**

**OWNERS NAME & SIGNATURE (mandatory):** .....

**CONTRACTOR SIGNATURE:** .....

**DATE:** .....

**DATE:** .....