



# Road, Footpath & Road Related Area Closure Application EP05

## Local Government 1993 and Roads Act 1993

### OFFICE USE ONLY

#### Reference No.

### About this form

Use this form to apply for a permit to temporarily close any part of the road, footpath, or road related area (e.g. a car park) to vehicle and/or pedestrian traffic.

You will be charged an application fee at lodgement. Council will advise of the remaining fees during review and assessment of the application. Payment will be required prior to any approval. Refer to Council's [Fees and Charges](#).

#### NOTE:

You are not required to obtain this permit if you are proposing to apply for a Stand and Operate Plant permit.

If you plan on opening the road/footpath, you must also lodge a Road Opening application to obtain a permit for those works.

### Proposed Site Details (Street or property)

Unit No:  Street No:  Street Name:   
Suburb:  Post Code:

### Applicant details

Title:  Mr  Mrs  Ms  Other

First Name:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

### Description of Associated Development

Association  Development Application (DA)  Complying Development Certificate CDC

DA/CDC Number  DA/CDC Development Cost \$

Description

#### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

#### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299

## Activity Details

Start Date:  Finish Date:

Total number of days (including Start and Finish Date):

Dates of Occupation if multiple or non-consecutive days (if known):

Description of activity:

Will the footpath, road, or road related area be closed for more than 30 days?  No  Yes

If **Yes**: a refundable security deposit bond will be charged

Is the proposed closure on a [State/Classified Road](#)?  No  Yes

If **Yes**: approval from TfNSW will be required.

Are you proposing to close the full road?  No  Yes

Is the footpath going to be closed?  No  Yes

No. of Lanes (Footpath/Road) to be closed:

Length of Closure (lineal metres):  m

Are you a Health and Community Service\* seeking a fee exemption?  No  Yes

*\*Use of road, footpath, Council carpark for the purpose of providing short term community services such as blood bank, breast screening, etc, or events deemed to have significant local or community benefit are exempt from some fees, subject to approval*

Are you proposing to occupy part of a Council Carpark?  No  Yes

If **Yes**: please state the number of car parking spaces (off-street parking):

## Supporting Documentation

### Mandatory Documents

### Office Use

1. Traffic Management Plan	<input type="checkbox"/> Yes	<input type="checkbox"/>
2. Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/> Yes	<input type="checkbox"/>

### Other Documents which may be required.

3. TfNSW approval (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/>
4. Bus Operator Approval (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/>
5. Local Police Approval (If applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment

## Fees

Fees at lodgement		Application Code
Application Fee	\$ 308.00	AP/TRC
Fees after lodgement		Application Code
Road / footpath closure (Per lineal metre per lane per day)	\$ 4.00	AP/TRC
Off-street parking space closure (per space per day)	\$ 25.00	AP/TRC
Security deposit for closures greater than 1 month duration (Refundable upon completion)	\$1,770.00	AP/TRC
Short term road / footpath / off-Street parking space closure for eligible health, community services, etc	Exempt*	AP/TRC

*\*Exempt from occupation fees and charges at councils' discretion: Use of road, footpath, Council carpark for the purpose of providing short term community services such as blood bank, breast screening, etc, or events deemed to have significant local or community benefit are exempt from some fees, subject to approval*

## Terms and conditions

### 1. Permit:

- 1.1. **This application is NOT a permit to undertake work.** A valid permit must be obtained PRIOR TO undertaking the work or activity.
- 1.2. Fines may apply if an activity commences without a valid permit been issued.
- 1.3. The permit will be issued after assessment and outstanding fees are paid in full.
- 1.4. A minimum period of **10 working days** is required to assess the application.
- 1.5. Longer processing times are required for large works, activities on Classified roads, and works requiring the concurrence from relevant stakeholders.
- 1.6. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing.
- 1.7. Fines may apply if an activity commences without satisfying the conditions.
- 1.8. Council may require additional information to process the application if the application is incomplete or unclear.

### 2. Fees and Charges:

- 2.1. All applications are subject to an application fee, and additional fees regarding the specific works.
- 2.2. Fees are subject to change during the assessment period, based upon lodged supporting documents.

### 3. Damage Reports – Dilapidation:

- 3.1. Failure to record damage to Council assets prior to the commencement of the activity may result in Council seeking rectification of any damage that exists at the completion of the activity.
- 3.2. If such rectification is not undertaken, or rectification does not comply with Council specifications, Council may do the work and deduct such costs from any bond held for the activity or related Development Application / Complying Development.
- 3.3. To record detailed condition information, or as required for various application, a dilapidation report should be prepared and submitted with the application. A Dilapidation Report is a technical report with photo images of assets at a given point in time. It records the existing condition of assets prior to the commencement of the activity.

### 4. Electronic Supply of Supporting Documents:

- 4.1. Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents)
- 4.2. Please also provide a paper copy of the Application Form if lodging in person.
- 4.3. Check the [Electronic Lodgement Guidelines for Engineering Applications](#)

### 5. Specifications for Supporting Information:

- 5.1. **Traffic Management Plan** – A plan (prepared by TfNSW accredited person) in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines – AS1742.3 and Work Cover NSW regulations.
- 5.2. **Certificate of Currency** – A Certificate of Currency must identify the proposed permit holder as the insured party, with the value of Public Liability Insurance being no less than \$20,000,000. The Certificate of Currency must have an expiry date at least three (3) months later than the finish date for the proposed work activity.
- 5.3. **TfNSW Approval** – A Road Occupancy Licence must be obtained from TfNSW for approval of the occupation of roadway on a Classified Road.
- 5.4. **Bus Operator Approval** – external written approval/acknowledgement from Sydney Buses if works are to impact an existing bus route.
- 5.5. **Local Police Approval** - Approval/acknowledgement from the Local Police Command if works are to impact traffic on the roadway (e.g. road closures).

### 6. Safety legislation:

- 6.1. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.

- 6.2. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial1100 before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.
- 6.3. Where in Council's opinion, inadequate barricading and/or lighting has been provided around the works or activity, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant.
7. **Extension of Permit:**
  - 7.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.
  - 7.2. Extension of time requests must be made at least 3 weeks prior to the expiry date of the approved permit.

## Declaration

I have read, understood, and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application on the dates prescribed.

I also understand that:

- Before the application is approved, I will be provided with an invoice of the outstanding applicable fees.
- More information may be requested after the date of lodgement.
- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within 21 days of lodgement.

---

As the applicant I am accepting the responsibility for all charges relating to the application by submitting this application and/or licence. I understand that I must pay additional charges in line with our current fees and charges when council advises of any additional fees, after assessment of the application, and payment will be required prior to any approval. Additional fees may also be levied when Bayside Council Officers determine the application has exceeded the initial estimation or measurements at lodgement.

Applications and costs can't be submitted on behalf of another business, or transferred to another business, company or individual.

---

Applicant's Signature	Date	/	/
-----------------------	------	---	---

## Classified Roads

TfNSW has responsibility for the road pavement and kerb and gutter on Classified Roads. If the main traffic route is a classified Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Council is responsible for works, activities, occupation, and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.

On a [Classified Road](#), Council is unable to approve your activity unless the concurrence of Transport for New South Wales (TfNSW) has been obtained. Additional processing time will be required for Council to refer applications to TfNSW. Activities and the hours of work may be restricted and/or subject to conditions. Activities will be unable to commence unless a Road Occupancy License (ROL) has also been obtained from the Transport Management Centre.

## Regional Roads

On a [Regional Road](#), additional processing time may be required to refer applications to TfNSW. Activities and the hours of work may be restricted and/or subject to conditions. Activities may require a Road Occupancy License (ROL) from the Traffic Management Centre.

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### Online

---

Visit [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

### In person

---

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

---

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

**Payment is preferred by cheque, money order, debit or credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.**

## Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council Officers. Members of the public will not be provided with access to the personal details contained on this form.

### OFFICE USE ONLY

Receipt No	Date	\$
------------	------	----