

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 a 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
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:

Is your proposal considered Major Works?
(And **does not meet clause 10 – Minor Maintenance Works** in the Terms and Conditions Page 5.)☐ No ☐ Yes

Will the footpath, road, or road related area be closed for more than 30 days?
If **Yes**: a refundable security deposit bond will be charged☐ No ☐ Yes

Is the proposed closure on a [State/Classified Road](#)?
If **Yes**: approval from TfNSW will be required.☐ No ☐ Yes

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 or Traffic Guidance Scheme	<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"/>
6.	Non-Council Asset Owner Approval	<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	\$ 341.00	AP/TRC
Fees after lodgement		Application Code
Road / footpath closure (Per lineal metre per lane per day)	\$ 4.50	AP/TRC
Off-street parking space closure (per space per day)	\$ 28.00	AP/TRC
Security deposit for closures greater than 1 month duration (Refundable upon completion)	\$1,770.00	AP/TRC
Minor Maintenance Works<5.0m ² and 5 days	Free	
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 access the application.
- 1.5. An application may require longer processing times beyond what is outline in 1.4 for Considerable Works.
- 1.6. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied prior to commencement.
- 1.7. Fines may apply if an activity commences without satisfying the conditions set out in the permit.
- 1.8. Council may require additional information to process the application, if the application is incomplete or unclear.

2. Fees and Charges:

- 2.1. 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.
- 2.3. A refundable security bond may be required and can be in the form of cash, bank cheque or bank guarantee.
- 2.4. Fees may be recalculated based on lodged supporting documentation or by remeasurement.
- 2.5. Minor Maintenance Works are not subject to clause 2.1.

3. Dilapidation Reports:

- 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. Electronic documents must comply with the Bayside Council [Lodgement Guidelines for Engineering Applications](#).

5. Specifications for Supporting Information:

- 5.1. **Traffic Management Plan** – A plan (prepared by person holding a PWZTMP licence) in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines, AS1742.3, and SafeWork 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. Should a Certificate of Currency expire within the approved permit period, the applicant is responsible for obtaining and providing a valid copy during.
- 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 to impact an existing bus route.

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5.5. **Non-Council Asset Owner Approval** – Asset owners may have specific asset protection requirements. The Applicant acknowledges that the Council Permit does not authorise working within a specified protection zone, or no-go zone, around assets which are not owned by Council. The Applicant acknowledges that it is their responsibility to receive approval from the relevant asset owner and comply with any requirements set out by those asset owners regarding protection of their asset.

5.6. Minor Maintenance Works applications are not required to provide a Traffic Management Plan which complies with clause 5.1.

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, SafeWork NSW, NSW Dial 1100 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 recover the cost of barricading and/or barricading from the applicant.

7. Bond Return:

7.1. Upon completion of your works, contact the Responsible Officer listed on your Permit to book an inspection for refund of securities.

7.2. Submit the [Request for Bond Refund Form](#) and submit to council.

7.3. A council Public Domain Engineer has conducted the inspection and has been established that no damage has been sustained to Council assets, Council will process your bond refund.

7.4. Inspections may take fourteen(14) working days from initial request.

7.5. Bond refunds may take up to 6 weeks from submission of form and completion of the inspection.

7.6. Council advises that you supply your bank details so an EFT refund can be initiated.

7.7. If you have not received your bond after this time period, contact the Councils Accounts Department on 1300 581 299.

8. Extension of Permit:

8.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.

8.2. Council reserves the right to reject Extension of Time requests if:

8.2.1. it is made more than 10 business day after the permit has lapsed.

8.2.2. the request is made less than 10 business days prior to the proposed extension start date: or

8.2.3. the proposed scope of works has considerably changed from the original application.

Road Closure Specific

9. Filming and Photography Related Applications

9.1. Applicants may apply to barricade parking spaces for Essential Vehicles and/or a loading/unloading zone overnight to enable filming activities.

9.2. An **Essential Vehicle** is one which must remain within close proximity of the filming set to allow for filming. Cast and crew vehicles or caravans are not considered Essential Vehicles. Essential Vehicles must be nominated by the production company.

9.3. Production companies are to exhaust all spaces which have been made available to them on private property prior to applying for barricading of spaces on Council land.

9.4. A Council permit does not authorise towing or moving of vehicles which are parked in approved spaces listed in the permit.

9.5. A council carpark may be proposed to be occupied for cast and crew when the number of cast and crew exceed the amount of available on-street parking spaces.

10. Minor Maintenance Works

10.1. Minor Maintenance Works are works which:

10.1.1. occupy less than 5.0m² at any point in time;

10.1.2. can be completed within 5 business days;

10.1.3. are not related to or require construction approval by way of a Development Application, Complying Development, or other construction consent;

10.1.4. are not demolition, excavation, or trenching activities;

10.1.5. are performed to solely maintain: the functionality of assets, safety within the Public Domain, and/or amenity of the Public Domain;

10.1.6. do not impact the flow of vehicular traffic; and

10.1.7. do not require supervision or hazard controls while works are not being performed.

10.2. Applications may be reclassified to and from Minor Maintenance Works based on lodged supporting documentation and the risk profile of the proposed activity.

11. Considerable Works are propositions which:

11.1. Remove a travel route or intend to reroute a travel route with detours or other traffic diversions.

11.2. Have a duration of longer than 30 days.

11.3. Are on Classified roads and impacts the Council Road network; or

11.4. Require the concurrence stakeholders outside of Bayside Council.

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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	/	/	
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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

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

\$

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