

## APPLICATION AND AGREEMENT FOR A PERMIT TO CONDUCT AN ACTIVITY OR ANY WORK WITHIN A COUNCIL ROAD RESERVE

No works can be undertaken in any road reserve without a permit being issued.

This permit is required for any works carried out in a **Council road reserves (carriageway and/or verge area)** within the Glamorgan Spring Bay municipality.

**This permit does not cover works carried out in a State road reserve** - (contact the Department of State Growth).

### APPLICATION FOR PERMIT

#### Works (including Roadworks) in Council Road Reservation:

This permit applies to works undertaken within Glamorgan Spring Bay Council Road Reservation. Works must not commence **until approval is granted** by Glamorgan Spring Bay Council.

#### Applicant Contact Details

<i>Company Name</i>			
<i>Company ABN</i>			
<i>Applicant Name</i>			
<i>Postal Address:</i>			
<i>Phone:</i>		<i>Email:</i>	

#### Proposed Works Details

<i>Description of Works:</i>			
<i>Location of Works:</i>			
<i>Start Date:</i>		<i>Working Hours:</i>	
<i>Finish Date:</i>			

## Required Document Check List

- ☐ Completed Application for Works Within Road Reserve Permit (this form)
- ☐ Permit Fee (Non-Refundable)      ☐ Domestic \$143      ☐ Commercial \$199
- ☐ Traffic Management Plan and Traffic management competencies (must be supplied) – for more information see condition 14
- ☐ Copy of Liability insurance (must be current) – for more information see condition 13 for more information see condition 14
- ☐ Proposed Work Drawings (drawings must be in accordance with the LGAT Standard Drawings. Design drawings are subject to Council approval)

**Please note:**

- **Permit will not be issued unless all of the above documents are submitted.**
- **The permit will be valid for 12 months from the nominated start date. If works are not completed within this timeframe, a new application or extension request will be required.**

## Declaration

### DECLARATION BY APPLICANT

I, the applicant, being the responsible person hereby apply to the Glamorgan Spring Bay Council for a *Works Within Road Reserve Permit* and agree to:

- Indemnify Council, its employees and agents against any loss, damage, expenses, claims, demands, actions and causes whatsoever sustained by any person or body for injury, loss or damage arising in any manner from works performed under a permit (if approved).
- Carry out the work in accordance with the conditions that will be provided in a permit (if granted) and understand that these are legally binding conditions.
- Carry out the work in the accordance of Council's standards as well as LGAT standards drawings.
- Pay, upon request, any increased costs incurred by the Council for completing and/or making safe any faulty or unattended reinstatement works or for any additional inspection of the works that may be necessary.
- Complete all works to the satisfaction of the Responsible Authority.

I declare that I am the applicant and that all the information in this application is true and correct; and the owner (if not myself) has been notified of this permit application and has given permission to apply for and carry out works associated with this permit application.

**Signature:**

**Name:**

**Date:**

## Council Approval

This section must be complete prior to commencing any works on site.

- ☐ **Council approves the above application subject to the standard conditions.**
- ☐ **Council approves the above application with further conditions\*. See below.**
- ☐ **Council does not approve the application, please contact Council for details.**
- ☐ **Has permit fee been received?**
- ☐ **Infrastructure Protection Bond (required if ticked)                      Value: \$\_\_\_\_\_**

**Delegated Council  
Officer Signature:**

.....

**Name & Title:**

.....

**Date:**

.....

Please notify Council prior to works, and upon completion of works, Council will arrange an inspection of works. If the following conditions have not been met and works are completed to an unsatisfactory standard Council will advise of outstanding works and a revised completion date. Council will then reinspect works after completion.

**\*Further Conditions:**

- ☐ Dilapidation Report.
- ☐ All service road crossings must be bored unless written consent is gained from an approved Council Officer and such consent shall only be given when boring is proven unfeasible.
- ☐ Bond value will be confirmed upon assessment of the application. An invoice will be issued, and payment is required before a permit will be sent.
- ☐ Construction works must be carried out under the direct supervision of an approved practicing professional civil engineer engaged by the developer and approved by the Council's General Manager.
- ☐ The carriageway surface course must be constructed with a 10mm nominal size hot-mix asphalt with a minimum compacted depth of 35mm in accordance with standard drawings and specifications prepared by the IPWE Aust. (Tasmania Division) and the requirements of Council's General Manager, unless approved otherwise by the Council's General Manager.

**(See also – STANDARD PERMIT CONDITIONS overleaf)**

## **PERMIT A – WORKS – INCLUDING ROADWORKS – WITHIN A COUNCIL ROAD RESERVATION**

### **STANDARD PERMIT CONDITIONS.**

1. All works must be carried out in accordance with the approved plans, relevant Australian Standards, Council's Standard Drawings, LGAT and IPWEA (Tasmania) guidelines and the conditions on the Planning Permit.
2. This permit applies to all works affecting any part of the road reserve, including the road, kerb & channel, footpaths, and verge.
3. A 'Before You Dig Australia' (BYDA) enquiry must be completed prior to commencing any works. Visit [www.1100.com.au](http://www.1100.com.au) or call 1100.
4. Council accepts no liability for damage to Council or third-party assets resulting from works carried out under this permit.
5. Construction debris, including sediment, must be prevented from entering stormwater infrastructure or private property.
6. Any damage to Council assets must be reported immediately to a Council Officer on (03) 6256 4777.
7. Photographic evidence of site conditions must be submitted before and after works. Any unreported damage will be considered the responsibility of the permit holder unless pre-existing conditions have been documented and submitted to Council prior to commencement.
8. The permit holder must pay the cost of alterations or reinstatement to existing services and/or Council infrastructure and/or private property incurred as a result of the works. Associated work required must be specified or undertaken by the relevant authority.
9. The permit holder remains liable for all defects for a period of 12 months following Council's inspection and acceptance of works (i.e., practical completion).
10. Any disturbed surfaces must be reinstated and stabilised to the satisfaction of the Council's General Manager or delegate. All disturbed surfaces must be covered with compacted topsoil and re-seeded and/or reinstated to the satisfaction of the Council's Municipal Engineer. All disturbed areas not otherwise covered by design standards and specifications must be reinstated to at least a minimum standard that meets or exceeds the existing conditions to the satisfaction of Council's General Manager or delegate.
11. Any disturbed footpaths must be reinstated in full length sections according to municipal standards.
12. The location and construction of driveway crossovers must be approved by Council.
13. Prior to a permit being issued, applicants must provide evidence to Council of Public liability insurance to \$ 20,000,000.
14. A traffic management plan and evidence of appropriate traffic management competency (in accordance with Austroads Guide to Temporary Traffic Management) must be submitted. All relevant signage must be in place prior to the commencement of works.

15. Compaction testing results must be provided on request for each excavation within the road pavement. Council must be provided 48 hours prior notification of the site and time of compaction testing. Compaction testing results must be available to Councils Officer upon request at any time during the 12-month maintenance period. Compaction testing must be carried out at the permit holder's cost.
16. When directed by an authorised officer a temporary seal must be placed over road crossings prior to the completion of the day's works.
17. Final reinstatement of the road surface shall be in the same material as the original surface unless otherwise approved by Councils' General Manager or delegate.
18. Permit holders are responsible for ensuring the security of their work site.
19. Any inspection openings within trafficable area must replace with approved trafficable lid or Junction pit as inspection opening are not designed to withstand the vehicle loads.
20. Sealed Surfaces must be reinstated with matching finish and to existing level and grade.
21. All works must be inspected prior to backfilling or pouring/sealing. 48 hours' notice must be provided prior to inspection. Please contact Council's inspection team at 03 6256 4777.