

## Application and Agreement for a Permit to Carry Out Works or Activities within a Council Road Reserve

No works must commence within a road reserve until a permit has been issued.

**A permit is required before carrying out any works within a Council road reserve**, including the carriageway, footpath, nature strip/verge and associated infrastructure within the Glamorgan Spring Bay municipal area.

**This permit does not cover works in a State road reserve.** For those works, contact the Department of State Growth.

### Permit Application

#### Works, including roadworks, in a Council road reserve

This permit applies to works within a Glamorgan Spring Bay Council road reserve. Works must not start **until approval has been 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 Checklist

- Completed Application for Works Within Road Reserve Permit (this form)
- Permit Fee (Non-Refundable)       Domestic \$170       Commercial \$220
- Traffic Management Plan and evidence of traffic management competency must be provided. See condition 14 for further information.
- Copy of Certificate of Currency (must be current) – for more information see condition 13
- Proposed work drawings must comply with LGAT Standard Drawings and are subject to Council approval.

**Please note:**

- A permit will not be issued until all required documents have been submitted.
- The permit is valid until the nominated finish date. If works are not completed by that date, a new application or extension request is required.
- The above-mentioned permit fee only covers one site inspection. **Additional site inspections required due to non-compliance or incomplete works will be charged at \$110 per reinspection.**

<b>Declaration</b>
--------------------

<b>DECLARATION BY APPLICANT</b>
---------------------------------

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

- Indemnify Council, its employees and agents against any loss, damage, expense, claim, demand, action or cause arising from works carried out under an approved permit.
- Carry out the works in accordance with the permit conditions, if granted, and acknowledge that those conditions are legally binding.
- Carry out the works in accordance with Council standards and LGAT Standard 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 Council or its delegate.

I declare that I am the applicant, that the information in this application is true and correct, and that the owner, if not me, has been notified of this application and has given permission for the proposed works.

<b>Signature:</b>	<b>Name:</b>
	<b>Date:</b>

## Council Approval

---

This section must be completed before any work commences on site.

- Approved subject to the Standard Permit Conditions.**
- Approved subject to the Standard Permit Conditions and the \*Further conditions below.**
- Refused. Please contact Council for details.**
- Infrastructure Protection Bond (required if ticked) Value: \$\_\_\_\_\_**

**Delegated Council  
Officer Signature:** .....

**Name & Title:** .....

**Date:** .....

Please notify Council before works commence and again when works are complete. Council will arrange an inspection. If the required conditions have not been met, or the works are not completed to a satisfactory standard, Council will advise the outstanding works and provide a revised completion date. Council will reinspect once the works are complete.

**\*Further Conditions:**

- Dilapidation Report.
- All service road crossings must be bored unless written consent is obtained from an approved Council Officer. Consent will only be given where boring is proven to be unfeasible.
- The bond value will be confirmed after the application is assessed. An invoice will be issued, and payment must be received before the permit is sent.
- Construction works must be carried out under the direct supervision of a suitably qualified and experienced practicing civil engineer engaged by the developer and approved by the Council's Chief Executive Officer.
- 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 Chief Executive Officer, unless approved otherwise by the Council's Chief Executive Officer.

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

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

### **STANDARD PERMIT CONDITIONS.**

1. All works must be carried out in accordance with the approved plans, relevant Australian Standards, Council Standard Drawings, LGAT and IPWEA Tasmania guidelines, and any planning permit conditions.
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.byda.com.au](http://www.byda.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 of the works).
10. Any disturbed surfaces must be reinstated and stabilised to the satisfaction of the Council's Chief Executive Officer 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 Chief Executive Officer 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. Before a permit is issued, the applicant must provide a current Certificate of Currency showing public liability insurance of at least \$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 given 48 hours' notice of the site and time of testing. Results must be available to Council officers on request during the 12-month maintenance period. Compaction testing is 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 must match the existing surface material unless otherwise approved by the Council's Chief Executive Officer or delegate.
18. Permit holders are responsible for ensuring the security of their work site.
19. Any inspection opening in a trafficable area must be replaced with an approved trafficable lid or junction pit, as inspection openings are not designed to withstand vehicle loads.
20. Sealed Surfaces must be reinstated with matching finish and to existing level and grade.
21. All works must be inspected before backfilling, pouring or sealing. At least 48 hours' notice must be provided before inspection. Contact Council's inspection team on 03 6256 4777.