

# Quality Management – Asset Management - Civil

QMF-CA-008

Application – Occupation of Footpath / Roadway



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

**Code (82)**

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

## APPLICANT DETAILS (permit sent via email)

<b>Company:</b>	<b>Contact No:</b>
<b>Name:</b>	<b>Email:</b>
<b>Address:</b>	
<b>Licence No.:</b>	<b>Public Liability Policy No.:</b>

## OCCUPATION DETAILS

<b>Location of Work / Address:</b>	
<b>Name of Site Supervisor:</b>	<b>Contact No.:</b>
<b>Dates of Occupation:</b> _____ to _____	<b>Times of Occupation:</b> _____ to _____
<b>Description of works:</b>	

## FEES (per site)

<b>Type of Activity</b> <small>(Shipping containers are not permitted)</small>	Crane (\$130.00 per day)	$(\$130.00 \times \text{_____ days}) = \$\text{_____} +$
	Skip Bins (\$130.00 per week)	$(\$130.00 \times \text{_____ weeks}) = \$\text{_____} +$
	Temporary Fencing/Occupation (\$52.00 per metre per week)	$(\$52.00 \times \text{___ metre} \times \text{___ weeks}) = \$\text{_____} +$
<b>TOTAL CHARGE</b>		<b>= \$ _____</b>

## ADDITIONAL REQUIREMENTS

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

1. 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.
2. 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 of the footpath / roadway occupancy.
3. Dilapidation Report (in colour) detailing the existence and condition of any footpath paving and/or kerb & gutter adjoining the site for checking against Council's records. Damage to footpaths, kerb & gutter, stormwater systems and general streetscape will require restoration at the permit holder's expense.
4. (IF APPLICABLE) RMS Road Occupancy Licence where the occupied area is located on RMS roads (state, arterial, sub-arterial roads) and/or is within 100m of a traffic signal.
5. (IF APPLICABLE) Written approval from bus service provider where any bus lanes, services or zones are affected.

**NOTE:**

- Allow 10 working days from lodgement for the processing of a permit. Works shall not commence prior to the issue of a permit.

**CONDITIONS OF APPROVAL**

The general conditions governing the Occupation of the Footpath/Hoarding are set hereunder.

*Permit Holder*

1. The permit holder must comply with any conditions and restrictions given by authorised Council officers, RMS, and Police officers (e.g. time restrictions, number of traffic lanes occupied).
2. The person who is occupying the specified areas shall carry the permit at all times, and shall produce it on demand by any officer or employee of Council, or by any Police officer.
3. The permit holder must notify Council of any variation on the approved date and conditions of approval, and obtained a revised permit on this matter.

*Police Permission*

4. Police permission is required prior to any occupation of footpaths or roadways in proximity of State Roads or within the CBD area. This must be obtained through an application to the Traffic Supervisor of New South Wales Police, Local Area Command.

*Protection of the Public*

5. The Permit Holder is responsible for the protection of the public from hazards which may be caused by the occupation of footpath/roadway.
6. Signs, barriers etc. shall be provided appropriately around the approved area and as specified in the TCP, and shall be properly maintained until the occupancy is completed. TCP requirements are regarded as the minimum and the Permit Holder shall provide and maintain further signs, lights, barriers and reflectors as may be necessary to ensure the proper safety of the public or as may be directed by the Council.
7. The site must be adequately lit with flashing yellow lamps, supplemented by reflectors. A minimum of two lamps must be placed and visible to approaching traffic. The responsibility for keeping lamps lit lies with the Permit Holder.
8. Provision for safe access for pedestrians around the occupied area must be provided at all times.
9. The applicant must not have more than one (1) half of the usable road pavement closed to traffic at any time. Full road closures are not permitted without consultation with Council Traffic branch.
10. Traffic control at the site shall comply with the requirements of SafeWork NSW, AS 1742.3 – Traffic Control Devices for Works on Roads, and the RMS 'Traffic Control at Worksites Manual'.

*General Conditions*

11. Any damage to footpath, kerbs, stormwater systems, and general streetscape as a result of the activities and occupation of footpath/roadway will be checked against the dilapidation report and may require restoration at the Permit Holder's expense.
12. The Permit Holder is responsible for locating all relevant utility services through 'Dial Before You Dig' prior to the works. Any damage to public utility installations is the responsible of the permit holder.
13. A road occupancy permit must be obtained when undertaking any construction or maintenance work (except for a Works Zone or Hoarding) on a footpath or road in the Fairfield City Council Area (except on roads controlled by the RMS). Failure to obtain a permit or non-compliance with the permit conditions is a breach of the Local Government Act 1993 as amended, Environmental Planning and Assessment Amendment Act 2008, and/or the Roads Act 1993 as amended. Infringements will be issued in accordance with the regulations of these Acts.
14. The permit holder must notify Council of any variation on the approved date and conditions of approval, and obtained a revised permit on this matter.
15. If there are any unknown details at the time of lodging the application, the applicant must contact Council and provide this information prior to the commencement date of occupancy. Upon receipt of the necessary information, Council will then issue the permit.

**I/WE, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL OF COUNCIL'S REQUIREMENTS AND CONDITIONS FOR THE OCCUPATION OF FOOTPATH/ROADWAY:**

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

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

**DATE:** .....

**DATE:** .....

COUNCIL USE ONLY	Comments	Authorising Officer & Date
<p style="color: red;"><b>Approved</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		