

Permit to Stand Plant &/or Temporary Road Closure

Under the NSW Road Rules 2014, Roads Act 1993 and Local Government Act 1993

Use this form to obtain permission to stand a Mobile Crane/Concrete Pump/Generator/Cherry Picker/Other Plant, or for a temporary road/lane closure.

Fees are valid until 30 June 2019

About this form

▼ Applicant & Contractor details

Activity Details

(Be specific about type of plant – line pump or boom pump, crane etc)

Type of Plant Length of roadway (m)

Property No./Street

Suburb Nearest cross street

Between the hours of

Date from: * *to..... (inclusive) Total no. of days

Applicant Details

(Person lodging application and main contact person)

Permit will be issued to this email address →

Company name

Contact person * *

Phone (Bus): Mobile Ph:

E-mail Address

Traffic Control Details

Company name:

Contact person (**Must be best person to discuss TCP/TMP**):

Phone (Bus): Mobile Ph:

E-mail or Postal Address:

▼ Applicant checklist – You must attach the following documents

All documents must be received **2 full working days** prior to activity to avoid being charged an additional fast track fee.

Receipting of payment does not constitute an approved permit.

Applications without supporting documents will not be accepted – complete checklist below.

- Correct payment details must be submitted with the application
- Copy of public liability insurance (minimum \$10,000,000)
- Insurance **MUST** list Woollahra Municipal Council as an interested party

If traffic or pedestrian flow is affected (not required if it is a concrete line pump):

- Traffic Control Plan (TCP) - certified by an RMS-accredited Traffic Control Consultant

If activity is on a State Road and/or within 100m of traffic signals:

- RMS Road Occupancy License

If temporary Road Closure is required (If 3m of travel lane width cannot be maintained at all times)

- Traffic Management Plan (TMP) – in accordance with the RMS document "Procedures for Use in the Preparation of a TMP". This form is available for download from Council's website
- Copy of notification letter to surrounding properties, Local Fire Brigades & NSW Ambulance Service

▼ Conditions

Conditions for Permit to Stand Plant:

1. A copy of the Approved Permit, TCP and TMP must be retained on-site and produced if required by a Council Officer.
2. All traffic control shall be in accordance with the current version of AS1742.3 and the RMS guide to Traffic Control at Works Sites. TCPs modified from those that appear in the abovementioned documents shall contain a reference to the standard plan upon which they are based. All TCPs must be prepared by a qualified person, holding an RMS "Design and Inspect Traffic Control Plans" accreditation.
3. Woollahra Council does NOT approve Traffic Control Plans (TCPs). If a TCP is submitted with the application it is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment or OH&S. If a Permit to Stand Plant or Temporary Road Closure is granted, it does not imply approval of the TCP.
4. Plant cannot stand in any section of roadway where it would be illegal to park a vehicle, e.g. No Stopping.
5. Where lifting takes place over an area not protected by barricading, or pedestrian flow is affected by the activity, RMS accredited traffic controllers must be available to control pedestrian and vehicular traffic. Responsibility for pedestrian and road users' safety lies with the applicant from the commencement of work until the permanent restoration of the roadway or footpath by Council.
6. If approval is granted, the applicant must notify NSW Police (Rose Bay) of the planned activity and Council's approval.
7. Material shall not be placed or left on any of the Council's roadways, footpaths, parks or reserves.
8. Pedestrian ramps over pump lines crossing Council footpaths must be in accordance with Work Cover Specifications to permit safe pedestrian, wheelchair, and pram access.
9. Council will not be held responsible for any costs incurred should the road space covered by this Permit be in accessible.
10. In the event of wet weather, a date change must be requested in writing prior to 10am of the original approved date. A fee will be charged for any changes requested after 10am or for any other reason.
11. This Permit is not transferable, for day, time, or location.
12. This Permit may be cancelled without notice.

Additional Conditions for Temporary Road Closures:

13. Pedestrian and vehicle access to adjoining land must be maintained at all times.
14. Where a temporary road closure is required, a notification letter is to be distributed to surrounding properties at least seven days prior to the closure and again 24 hours prior to the closure. A 24 hour site contact number must be included.
15. Subject to location, a letter of concurrence may be required from City Rail, Sydney Buses, or other impacted organisations.

▼ Council Officer Use Only

Added conditions/comments:

.....

.....

.....

Approved: Yes No

Signature:.....Date:.....

▼ Indemnity Statement

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or on Council's land.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

▼ Declaration

I (the applicant) have read and understand the conditions of Permit To Stand Plant and/or Temporary Road Closure. I accept that all the conditions must be complied with on the day/s of the activity. I also understand that: -

- Permit to Stand Plant applications must be lodged at least 2 full working days prior to the start of activity to avoid being charged an additional fast track fee. (See fees and examples pg3)
- Incomplete applications will be charged a fast track fee in cases where missing information/documents are not received at least 2 working days prior to the start of activity.
- Applications lodged after 12pm for activity the following working day will not be processed.
- Temporary Road Closure applications require approval by Roads and Maritime Services (RMS) and consideration of the Local Traffic Committee, and may take up to six weeks to process.

Applicant Signature: Date:

For an update or information on your application please contact Customer Service on (02) 9391 7000

▼ Fees (valid until 30 June 2019). All fees are GST exempt.

Fee Type	Fee \$	Receipt Code
Application Permit to Stand Plant (includes application & first day of works)	\$361.00	60
Fast Track Fee - additional to Application Fee (For applications received with less than 2 full working days' notice)	\$396.00	60
Consecutive day - per extra day or part there of	\$198.00	60
Metered parking bay – additional to Application Fee – per bay per day	\$96.00	60
Change of date fee – where permit needs to be reissued at applicant’s request (N/A in cases of wet weather where request is received prior to 10am on day of works)	\$198.00	60
Temporary road closure – additional to application Permit to Stand Plant fee	\$198.00	60
Additional processing time – per hour	\$198.00	60

Receipt of payment does not constitute an approved permit

Calculating fees: Complete applications must be received **prior to 10am two business days ahead** of the requested work date to avoid being charged an additional fast track fee.

Example - No fast track fee charged: Two full working days processing time given.
Work day on Thursday, complete application received **before 10am** Tuesday.

Example - Fast track fee charged: Less than two working days processing time given.
Work day on Thursday, application received **after 10am** Tuesday – OR – Incomplete application received prior to 10am Tuesday with remaining documents submitted after 10am Tuesday.

To avoid fast track fee, complete application must be received by:	For work starting on:
10am Thursday	Monday
10am Friday	Tuesday
10am Monday	Wednesday
10am Tuesday	Thursday
10am Wednesday	Friday
10am Thursday	Saturday

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: Customer Service
on 9391 7000

Payment methods:

Credit Card Payment Form

Complete the credit card payment form on page 5 and submit with your application.

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.

- For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

▼ Customer Service Use Only - Checklist

- | | | |
|--|---|---|
| <input type="checkbox"/> \$10M Public liability Insurance with Woollahra Council as interested party | <input type="checkbox"/> TCP - (except if concrete line pump) | <input type="checkbox"/> Check date of works vs. date application received – if less than <u>2 full working days'</u> notice charge the additional fast track fee |
|--|---|---|

Comments:

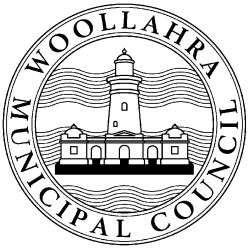
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☒ CS Officer:.....Date:.....

▼ Privacy Notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *NSW Road Rules 2014* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.



Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA													
Full Name on Credit Card																	
Credit Card No.				--					--					--			
Card Expiry Date			--			Total Amount Paid	\$										
Cardholder's Signature																	
Date					Contact Phone No.												

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For

Council Reference eg DA No. etc

Address (where applicable)

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	