



# Road Opening Permit

Application number:

Under Section 138; 219(1) and 223 of the Roads Act NSW, 1993.

Effective from July 2022 to June 2023

## When is a Road Opening Permit required?

When a plumber, builder or a member of public needs to dig up or under-bore in the road reservation. This application should only be used if permanent restoration is supposed to be done by Council on the payment of appropriate damage charges by applicant as set out on this application form.

Common reasons for a Road Opening permit are:

- Service connections (water; electricity; telecommunication; gas; sewer, etc.)
- Standard storm water pipe connections (diameter 100mm pipe or equivalent rectangular sections) to an existing storm water pit or to kerb side. Please note that kerb side connections should only be gravity flow to the gutter and all others should be connected to the nearest storm water pit (if direct connection to an existing Council storm water pipe is required, then please contact Council Stormwater Engineer or Infrastructure Asset Management Engineer for further advise)
- Conduit and/or pit installations on behalf of public utilities where there is no current standard agreement with Council.

To ensure no existing underground services are damaged, the applicant must 'Dial 1100 Before You Dig', contact Council regarding storm water pipe system location and accurately locate and protect any existing services before commencing work.

**Note:** (You do not have approval to commence Road Opening works under this application until you receive a written permit from Council quoting a Permit Number).

The applicant must comply with the conditions of road opening, the specification of temporary repair; and restoration fees, as given in Road Opening Permit.

Please allow 5 working days for this application to be processed. For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant

Company name:

Contact name:

ABN/ACN:

Address:

Phone:

Email:

Builder's  
licence no:

Tradesperson's  
licence no:

DA / LAN no:  
(if applicable)

Tradesperson's  
licence no:

## Site details

Reason for opening road:

Address where road will be opened:

Nearest cross street:

Site contact name:

Phone:

Email:

Proposed date road will be open:

## Insurance details *(Please attach a copy of your certificate of currency to this application form)*

Applicant / Contractor's Public Liability Insurance Details (min \$20,000,000):

Insurance Policy Company:

Policy no:

Agency:

Value:

Expiry date:

## Applicant checklist *(The applicant is required to supply the following documentation)*

- Traffic (both vehicular and pedestrian) Control Plan (TCP) prepared by RMS-accredited Traffic Control Consultant is attached; (no road closure is permitted under this TCP) – **Mandatory Requirement**
- Evidence of current public liability insurance (minimum \$20,000,000) – **Mandatory Requirement**
- Application fee is paid (and receipt attached) or alternatively credit card authorisation form is completed and attached – **Mandatory Requirement**
- Land Access Notice (LAN) or similar authority from the utility network owner (if applicable) and

The applicant must complete and sign the application form and provide all relevant supporting documentation and information as instructed on the form.

Application will not be assessed until all required information is received

## Instructions, Supporting Documentation and Conditions

Full details of the instructions, supporting documentation and conditions associated with this application can be accessed at: [www.woollahra.nsw.gov.au/road-opening-permit-conditions](http://www.woollahra.nsw.gov.au/road-opening-permit-conditions)

## Indemnity statement and applicant's declaration

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 / near Council's facility.

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.

### Applicant's declaration:

I,  declare that:

I have read, understood, and accepted the application (Refer for Conditions and Specification [www.woollahra.nsw.gov.au/road-opening-permit-conditions](http://www.woollahra.nsw.gov.au/road-opening-permit-conditions)) I understand that all these conditions must be complied with. I apply for a permit to carry out the works described in this application on the dates prescribed. I declare that all the information given are true and correct to my knowledge.

I also understand that:

- If incomplete, the application may be delayed or rejected;
- More information may be requested after the date of lodgement;
- By making this application, I contractually bind myself and the owner of the property/network (in case of working for utility services provider) served by this work, for the payment of dues owed to Council on demand and on time. Hence, I have notified those interested parties.
- A processing fee must be paid along with charges and.
- Additional payment may be requested if actual damage, upon inspection, is greater than the proposed damage cost by this application.
- I (the applicant) applicant shall inform Council immediately following the completion of such work.
- A copy of this permit shall be kept on-site with all supporting drawings, plans and current public liability insurance at all times and observe the conditions of the permit.

**Applicant's signature**

**Date**

## Schedule of Fees (Fees are valid until 30 June 2023)

Full details of the Schedule of Fees relating to this application can be access at:

[www.woollahra.nsw.gov.au/council/fees\\_and\\_charges](http://www.woollahra.nsw.gov.au/council/fees_and_charges)

*Note: Minimum charge is the permit fee PLUS minimum restoration charge as indicated by the surface type opened below (refer Schedule of Fees). Council reserves the right to reject the works, depending on the location and size of work being carried out. Council may provide a separate quote for the works, therefore the schedule of charges is not applicable, as listed below*

Type of Works (refer to link above)	Description of opening include construction material details (refer to link above)	Quantity	Unit (per m <sup>2</sup> or per m)	Rate	\$ amount (unit x rate)	Receipt code
Road pavement (min 1m <sup>2</sup> )						T40
Footpaths (min 1.5m <sup>2</sup> )						T40
Vehicular driveways (min 1.5m <sup>2</sup> )						T40
Other works (specify)						T40
Administration fee					\$380.32	T42
<b>Total</b>						

Type of fee / charge	Fee or charge (gst exempt)	Unit (per hour, per metre, sq metre etc)	Supplementary information
Road Opening Administration fee for restorations to be carried out by Utility Authorities on their nominated contractors	\$134.90		\$134.90 per restoration up to 10m <sup>2</sup> plus \$10.00 per 1m <sup>2</sup> thereafter
Road Opening Permit Administration Fee for restorations to be carried out by Council or its contractors	\$380.32	per permit	Additional charges at \$210.21 per hour or part hour for inspection and supervision in excess of 1.5 hours. Minimum charge is the Permit Administration Fee plus restoration charge (below) for 1m <sup>2</sup> of the surface type to be opened.
<b><u>Restorations charges</u></b>			
<b>Road pavements</b>			
Asphalt (50mm) on Concrete base (200mm) [Dowelled and Reinforced]	\$752.55	m <sup>2</sup>	
Asphaltic concrete on road base wearing course only 50mm AC 10	\$490.80	m <sup>2</sup>	
Concrete 200mm dowelled and reinforced	\$623.60	m <sup>2</sup>	<b>Minimum 1m width is required for proper restoration of concrete road</b>
<b>Footpaths</b>			
Asphalt 50mm on 75mm concrete base	\$580.80	m <sup>2</sup>	
Asphalt 25mm on road base	\$301.95	m <sup>2</sup>	
Concrete 75mm	\$343.75	m <sup>2</sup>	
Concrete 75mm (Paddington Mix Concrete)	\$481.45	m <sup>2</sup>	Concrete footpaths in the Paddington Heritage DCP area, must be restored using Paddington Mix washed concrete finish. Additional cost is 20% over the rate for normal concrete.
Pavers 25mm sand bedding and 100mm DGB 20	\$454.60	m <sup>2</sup>	An additional cost will be charged for the supply of replacement pavers at cost.
Pavers on 25mm sand bedding and concrete base course	\$842.15	m <sup>2</sup>	An additional cost will be charged for the supply of replacement pavers at cost.
Kerb Access Ramp (0.6m wings) Black Oxide Concrete	\$2,161.90	per item	
Kerb Access Ramp (1.2m wings) Black Oxide Concrete	\$2,161.90	per item	
Grass verge- including approved turf and soil	\$116.55	m <sup>2</sup>	Includes establishment and maintenance as per Councils specification. 3 months of watering to establish.
<b>Vehicular driveways</b>			
Concrete residential driveway (100mm)	\$486.65	m <sup>2</sup>	
Concrete commercial driveway (150mm reinforced)	\$587.05	m <sup>2</sup>	
Asphalt driveway includes concrete base (125mm)	\$361.69	m <sup>2</sup>	
<b>Other works</b>			
Concrete kerb & gutter or Driveway Layback	\$445.30	LM	
Kerb only (lineal m) or Gutter only	\$338.60	LM	
Concrete Dish Crossings	\$541.62	LM	
Kerb Outlet (100mm pipe)	\$256.84	per item	Includes saw cutting and reconnection to existing stormwater pipe.
Gully Pits Inlets	\$5,345.68	per item	Includes the installation of new lintel (1.8m) and grate. Note: this does not include the cost of supply of lintel and grate. For all other drainage restoration works required Council will provide a quote based on its Minor Works Contract.
Saw Cutting - up to 75mm thick	\$64.85	LM	Includes establishment fee.
Saw Cutting greater than 75mm thick	\$85.96	LM	Includes establishment fee.

## Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In Person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

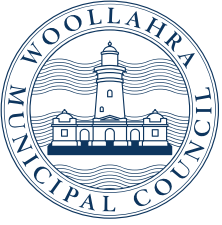
### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

## OFFICE USE ONLY

CSO name:



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

 Visa MasterCard American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Phone:

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: