

# Road Opening Permit Application

Under Section 138 of the *Roads Act*, 1993

**This application is only valid when a written permit has been issued by Council.**

*Fees are valid until 30 June 2019*

## About this form

### ***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 in page 5 of 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 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.***

***Please allow 5 working days for this application to be processed.***

### **Conditions of Road Opening and Restoration Fees**

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

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 4).



## Applicant's details

### Applicant's name, address and contact details

Company name: .....

Contact name: ..... ACN/ABN: .....

Postal address: .....

..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... Mobile: .....

E-mail: .....

Builder's Licence No: ..... Tradesperson's Licence No: .....

DA No (if applicable): .....



## Insurance details

### Insurance details

Applicant / Contractor's Public Liability Insurance Details (min \$10,000,000):

Insurance Policy Company:.....

*Please attach a copy of your certificate of currency to this application form.*

Policy Number: ..... Agency:.....

Value: ..... Expiry Date: .....



## Site details

### Location

Reason for opening road: .....

.....

Address where road will be opened: .....

..... Post Code: .....

Nearest cross street: .....

Site Contact Person: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... Mobile: .....

E-mail: .....

Proposed date road will be opened: .....

## ▼ Applicant Checklist

The applicant is required to supply the following supporting 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)
- Evidence of current public liability insurance (minimum \$10,000,000);
- Land Access Notice or similar authority from the utility network owner (if applicable) and;
- Application fee is paid (and receipt attached) or alternatively credit card authorisation form is completed and attached

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 for the applicant

- ***You do not have approval and must not commence Road Opening works until you receive a written permit from Council quoting a Permit number.***
- The 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.
- Carefully read Conditions & Specifications on pages 6 & 7 of this application form.

## ▼ Indemnity Statement

**Indemnity**

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.

## ▼ Signature

**Your declaration**

I,..... (the applicant) have read, understood and accepted the conditions (pages 6, 7 & 8). 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 lodgment;
- 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.

☒ Signature: ..... Date: .....

# 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 Rd  
Double Bay, NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

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

**Who to contact for technical enquiries:** The Inspection Officer can be contacted on  
(02) 9391-7133

**Payment methods:**

**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. We will acknowledge that we have received your application and provide you with the registered number.

**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.

# Application fee

Note: Minimum charge is the permit fee PLUS minimum restoration charge as indicated by the surface type opened below (refer page 5 for Schedule of Fees). Council reserves the right to reject the works, pending on the location and size of work being carried out. Council may require to provide a separate quote for the works, therefore the schedule of charges is not applicable, as listed below.

Type of Works (refer to the attached schedule of fees)	Description of opening include construction material details (refer to the attached schedule of fees)	Quantity	Unit (per m <sup>2</sup> or per m)	Rate	\$ Amount (unit x rate)
Road Pavement (min 1m <sup>2</sup> ) (receipt code 40)					
Footpaths (min 1.5m <sup>2</sup> ) (receipt code 40)					
Vehicular Driveways (min 1.5m <sup>2</sup> ) (receipt code 40)					
Other works (specify) (receipt code 40)					

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (refer to receipt for details)

Retain your receipt as proof of lodgement of the application.

Receiving Officer: ..... Date: .....

Cashier : .....Date:.....

Receipt Code 42	\$362.00
Admin Fee	
Total	

# Privacy notification

The personal details requested on this form will only be used in connection with the requirements of this application. Access to this information is restricted to Woollahra Municipal 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. You may also request Council to suppress your personal information from a public register.

## Schedule of fees 2018/2019

Type of Fee / Charge	Fee or Charge (GST exempt)	Unit Rate e.g. per hour, per metre sq, etc.	Supplementary Information
Road Opening Administration fee for restorations to be carried out by Utility Authorities on their nominated contractors	\$120.35		\$118 per restoration up to 10m <sup>2</sup> plus \$10.00 per 1m <sup>2</sup> thereafter
<b>Road Opening Permit Administration Fee for restorations to be carried out by Council or its contractors</b>	\$362.00	per permit	Additional charges at \$198.00 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>Restorations Charges</b>			
<b>Road Pavements</b>			
Asphalt (50mm) on Concrete base (200mm) [Dowelled and Reinforced]	\$748.50	m <sup>2</sup>	
Asphaltic concrete on road base wearing course only 50mm AC 10	\$327.80	m <sup>2</sup>	
Concrete 200mm dowelled and reinforced	\$558.15	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	\$358.40	m <sup>2</sup>	
Asphalt 25mm on road base	\$192.40	m <sup>2</sup>	
Concrete 75mm	\$211.45	m <sup>2</sup>	
Concrete 75mm (Paddington Mix Concrete)	\$249.45	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	\$205.10	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	\$277.00	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	\$1,635.40	per item	
Kerb Access Ramp (1.2m wings) Black Oxide Concrete	\$1,891.25	per item	
Grass verge- including approved turf and soil	\$58.20	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)	\$227.30	m <sup>2</sup>	
Concrete commercial driveway (150mm reinforced)	\$320.35	m <sup>2</sup>	
Asphalt driveway includes concrete base (125mm)	\$324.60	m <sup>2</sup>	
<b>Other Works</b>			
Concrete kerb & gutter or Driveway Layback	\$358.40	LM	
Kerb only (lineal m) or Gutter only	\$257.90	LM	
Concrete Dish Crossings	\$486.35	LM	
Kerb Outlet (100mm pipe)	\$230.50	per item	Includes saw cutting and reconnection to existing stormwater pipe.
Gully Pits Inlets	\$4,797.50	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	\$58.20	LM	Includes establishment fee.
Saw Cutting greater than 75mm thick	\$77.15	LM	Includes establishment fee.



## Final Inspection – Office Use Only

Actual Road Opening Measurements: .....

Additional charges: .....

Date of invoice: .....

Date restoration order issued: .....

Name of restoration contractor: .....

Signed: ..... (Technical Officer) Date: .....



## Conditions & specification

Council has a responsibility to maintain its road pavement, road shoulder, footpath, nature strip, kerb and gutter, etc. in the best and safest possible condition. Therefore, strict compliance of the following conditions is required to ensure a quality restoration. All works must be carried out in accordance with the conditions and specification provided below.



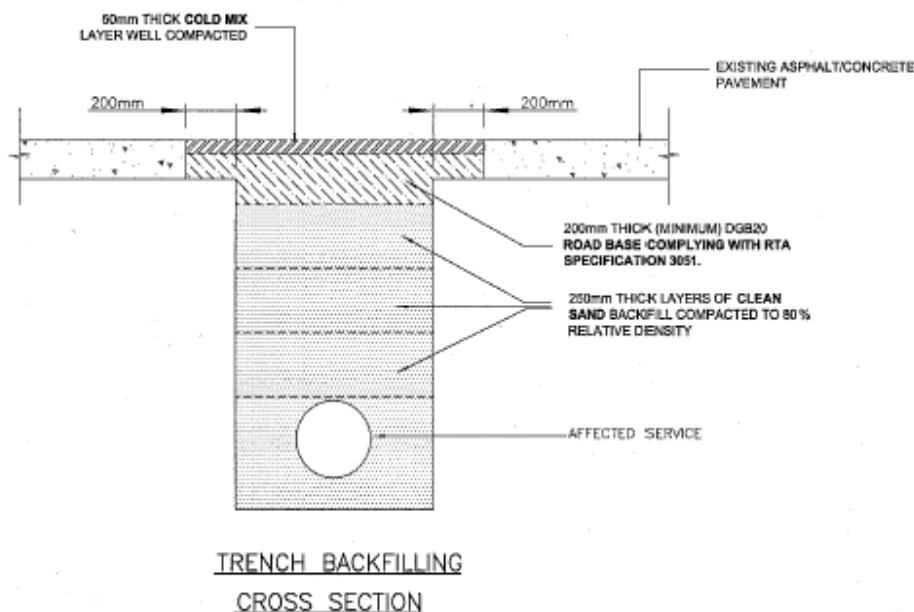
## Conditions

- a) The applicant must locate and protect all existing utility services and storm water structures prior to disturbance of the ground surface. 'Dial 1100 Before You Dig' preventing damage to buried utility services and promoting safe digging/boring. Contact Council in connection to storm water drainage systems in the vicinity and seek further advise.
- b) All traffic and pedestrian control measures must be provided and maintained, including warning signs, safety barricades, lights and other devices. They must comply with AS 1742.3 and its associated handbooks; and RMS' Traffic Control at Work Sites Manual and have regard to the volume and speed of the vehicles and/or volume of pedestrians in the area. **Traffic control plans must be attached with the application in the case of road opening in the sealed road, median and/or footpath.**
- c) Woollahra Council does NOT approve Traffic Control Plans. The TCP submitted with the application, 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 Occupational Health and Safety. If a Road Opening Permit is granted, it does not imply approval of the TCP.
- d) The applicant must take all measures to protect all existing trees & tree roots in accordance with Council's Tree Preservation Order (TPO): [http://www.woollahra.nsw.gov.au/services/trees/tree\\_preservation\\_order](http://www.woollahra.nsw.gov.au/services/trees/tree_preservation_order)
- e) Demolition, excavation and construction work must not take place outside the hours of 7.00am to 5.30pm Monday to Friday and 7.00am to 1.00pm Saturday. No work or deliveries may take place on Sundays and public holidays. Noise from construction activities associated with the road opening must comply with the guidelines contained in the NSW EPA *Environmental Noise Control Manual* Chapter 171.
- f) At the close of each day's activity, the work site must be left in a safe condition, having due regard to providing temporary access to private properties and public thoroughfare.
- g) No more than half the width of a road pavement may be opened at any one time. On main traffic routes police approval must be obtained (allow 4 working days). On State Roads, a RMS Road Occupancy Licence must be obtained (allow 10 working days).
- h) All excavated materials and surplus backfilling materials must be removed from the site of the work and the site must be left in a clean condition.
- i) Upon completion of the opening, the permit holder, as set out in the specification, must carry out temporary restoration for trench construction within Council roads.
- j) Erosion and sediment controls must be in accordance with Council's standard drawing No DR2 "Temporary Sediment and Erosion Control Details".
- k) Any permanent or state survey marks situated in the footway or roadway during the course of construction must be protected. These permanent state survey marks are placed under the Survey Coordination Act. Any trench or surface work contemplated in the vicinity of such mark must be referred to the NSW Department of Lands prior to the commencement of work.

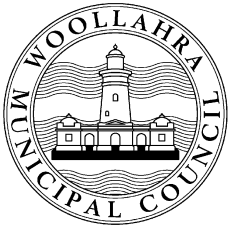
- l) Stormwater pipes discharging into gutters shall be maintained at all times. Damage to stormwater drainage will be repaired at the applicant's expense.
- m) A road-opening permit is also required for any boring work, including the payment of a permit fee prior to the commencement of boring.
- n) If a road opening is constructed through a portion of kerb access ramp, the whole of the kerb access ramp must be reconstructed applying the rates as per footpath reconstruction.
- o) Where the works will impact on adjacent properties, a notification letter is to be distributed to surrounding properties advising them of the proposed work and how they may be impacted etc.
- p) Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is impacted, a minimum of 48 hours written notice must be given to residents. Council is not responsible for liaising/ negotiating terms of access with surrounding properties.
- q) Requests for transfer of permit due to adverse weather conditions may be granted on merits based assessment. Updated Police and RMS approvals, where applicable, are required.

## Specification for the trench construction within council roads

1. All trenches within the roadway, traversing pathways or driveways are to be backfilled to within 250 mm of the road surface with clean sand (not filling sand) as shown in the drawing below.
2. All sand backfilling shall be thoroughly compacted in layers not exceeding 250 mm thickness either by use of a "Wacker" type rammer or vibratory roller (where the width of the trench permits)
3. Sand backfilling to depths less than 1.5 metres shall be compacted to 80% relative density, which is equivalent to a minimum of 10 blows per each 300 mm penetration of a scala penetrometer. Over 1.5 metres, the scala blows are to be a minimum of 8.
4. The top layer of the trench must comprise a minimum of 200 mm thick compacted DGB 20 to RMS Specification 3051 road base and a well compacted surface seal of 50 mm thickness.
5. Compaction of DGB 20 road base must be to a minimum of 98% modified compaction ratio.
6. Concrete and asphalted edges of trenches must be saw cut after completion of the trenching works on an alignment that includes all edge failures that have occurred during the process.
7. The permit holder/utility authority must maintain the temporary cold mix-wearing course (surface seal) in a safe condition until the Council carries out the permanent restoration (but which shall not exceed a period of 6 months). Should failure occur within the temporary cold mix surface during the maintenance period, the permit holder shall be liable for the repairs.
8. The permit holder must ensure that, during the backfilling operation, specified materials have been used and specified layer thickness and densities have been achieved.
9. Where work may be subject to erosion, appropriate erosion and sedimentation controls must be implemented in accordance with Council and EPA requirements.
10. After completing temporary restoration satisfactorily, the road opener/permit holder must forward the permanent restoration order to Council.
11. All requirements for traffic control (to comply with AS1742.3 and its associated handbooks; and the RMS' Traffic Control at Work Sites Manual) are the responsibility of the road opener/permit holder. This will include pedestrian and vehicular traffic. If, in the opinion of Council, the traffic control measures are inappropriate, the Council will have the right to make any reasonable adjustments to the traffic control measures to improve safety and convenience. The permit holder will be responsible to pay for the costs of such adjustments in addition to the normal fees and charges for the road opening work.







# 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	_____	