



Clarence... a brighter place

# Application for a permit to undertake works in or affecting a highway

Email: (Attn: Frank Coleman) [developmentengineering@ccc.tas.gov.au](mailto:developmentengineering@ccc.tas.gov.au) Ph: 03 6217 9712

In Accordance with Council's Local Highways Standard Requirements By-Law No. 2 of 2014, you must first contact council's Development Appraisal Area if the works form part of a Development or Subdivision Application/Permit.

## Minor works in nature strip (including driveway works)

All private works in the nature strip require council approval.

## Major works and works on road

Works on/under road and/or affecting traffic, including road/lane closures, energy provider, telecommunications, and private underground power require separate written application and a written council permit. Applicant must make a written application to council, providing:

- details of works including proposed date/time and required road closures
- Traffic management plan or reference to field guide plan
- evidence of adequate public liability insurance and appropriate industry training for workers

## PROPERTY OWNER MUST COMPLETE SECTIONS 1 and 2 AND SIGN AT SECTION 3

Please read the Conditions section. A permit is issued *only* after this application has been signed by an authorised officer of council.

Section 1	1. Do works relate to a Development/Subdivision application or approved Permit? If NO, proceed to question 4.		YES..... <input type="checkbox"/> NO ..... <input type="checkbox"/>	<b>OFFICE USE ONLY</b> Works to comply with (v each relevant box) DA Permit Conditions/Approved Plans ..... <input type="checkbox"/> SD Permit Conditions/Approved Plans ..... <input type="checkbox"/> TSD-R09-v3 Urban Vehicle Crossing ..... <input type="checkbox"/> TSD-R04-v3 Modified Urban Crossing ..... <input type="checkbox"/> Electrical Works ..... <input type="checkbox"/> Infrastructure Conditions Report Required? YES..... <input type="checkbox"/> NO ..... <input type="checkbox"/> Fees Required? YES..... <input type="checkbox"/> NO ..... <input type="checkbox"/> \$ .....	
	2. Has a Development/Subdivision application or approved Permit been issued?		YES..... <input type="checkbox"/> NO ..... <input type="checkbox"/>		
	3. Have engineering plans been approved? Application / Permit No: DA ..... SD.....		YES..... <input type="checkbox"/> NO ..... <input type="checkbox"/>		
	<i>If the answer to question 2 or 3 above is NO, this application will NOT be processed until planning or engineering plans have been approved. If engineering plans have been approved, plans must be attached to this application.</i>				
	4. Type of works New vehicle crossing..... <input type="checkbox"/> Modify vehicle crossing / driveway ..... <input type="checkbox"/> Develop nature strip (landscaping)..... <input type="checkbox"/> Excavations ..... <input type="checkbox"/> Utility or service..... <input type="checkbox"/> Parking sensors..... <input type="checkbox"/> Electrical works / underground connection, or works in road reserve ..... <input type="checkbox"/> Pole number must be provided: ..... Other (please specify): .....				
Section 2	Address of proposed works				
	Dates of proposed works				
	Property owner or authorised agent	Name			
		Contact No.			
		Address			
		Email			
	Attach a sketch of proposed works showing property boundaries and/or attach approved permit documents and engineering plans.				
Person responsible for works	Name				
	Contact No.				
	Address				
	Email				
Section 3	I have read all conditions and agree to undertake works in accordance with the permit conditions.				
	Property owner or authorised agent	Signature		Date	
	Person responsible for works	Signature		Date	

**PLEASE NOTE**

Failure to comply with the conditions below may result in the issuing of an infringement fine of 3 penalty units under council's Local Highways Standard Requirements By-law No. 2 of 2014, in addition to the cost of repair of infrastructure.

If the works form part of development or subdivision works you must first contact City Planning on 03 6217 9712 to confirm permit conditions. All works must comply with permit conditions.

A safe work site must be maintained at all times for the public and workers.

Information on skip bins can be obtained by contacting Council on 03 6217 9695.

**GENERAL CONDITIONS**

1. The permit is issued subject to the provision of any required infrastructure condition report.
2. The works will be required to comply with Council's Works on Council Owned and/or Managed Land Policy.
3. Redundant vehicle crossings and/or driveway aprons are to be removed and reinstated as kerb unless otherwise approved by council.
4. All reinforcement/compacted FCR to be inspected by council prior to concrete pour/surfacing.
5. Footpaths to be kept open, level and free of any loose material. Where closed they must be fenced off using barrier mesh, 'pedestrian watch your step' signage and traffic cones and closed no longer than seven (7) days.
6. Works within the nature strip must be fenced off using barrier mesh and all site personnel are to wear high visibility clothing in accordance with the relevant Australian Standards.
7. No building materials are to be kept on the nature strip during construction and works on the nature strip are to be completed within 14 days of commencement.
8. Placement of skip bins on the nature strip will only be allowed after obtaining a licence from council. Skip bins are to be placed clear of any footpath, driveway, or road.
9. The nature strip and any affected footpath must be reinstated to its full width and using the same material in accordance with Council's Specifications for Works on Council Owned and/or Managed Land.
10. Construction and future maintenance of the works remains the property owner's responsibility.
11. The location of all underground services must be checked prior to commencing work as service authorities may have infrastructure in the road reserve. Service infrastructure locations can be obtained from 'Before You Dig'.
12. The property owner will be liable for any repair and/or reinstatement costs due to damage caused to council infrastructure.
13. All works carried out on council owned or managed land including the road reservation are to comply with the current 'Austroads Guide to Temporary Traffic Management (AGTTM)', issued by State Growth. Signage and barricades are to be in accordance with AS 1742.3 Traffic Control Devices for Works on Roads and the appropriate Field Guides.
14. Contractors to have appropriate Public Liability Insurance for a sum of not less than ten (10) million dollars and attach a copy of the certificate of currency.
15. The authorised agent is required to provide the property owner with a copy of this endorsed permit on receipt.
16. A copy of this permit must be available on site at all times and be made available to council officers upon request (electronic version acceptable).
17. Additional Conditions:

.....

.....

.....

**Privacy Statement**

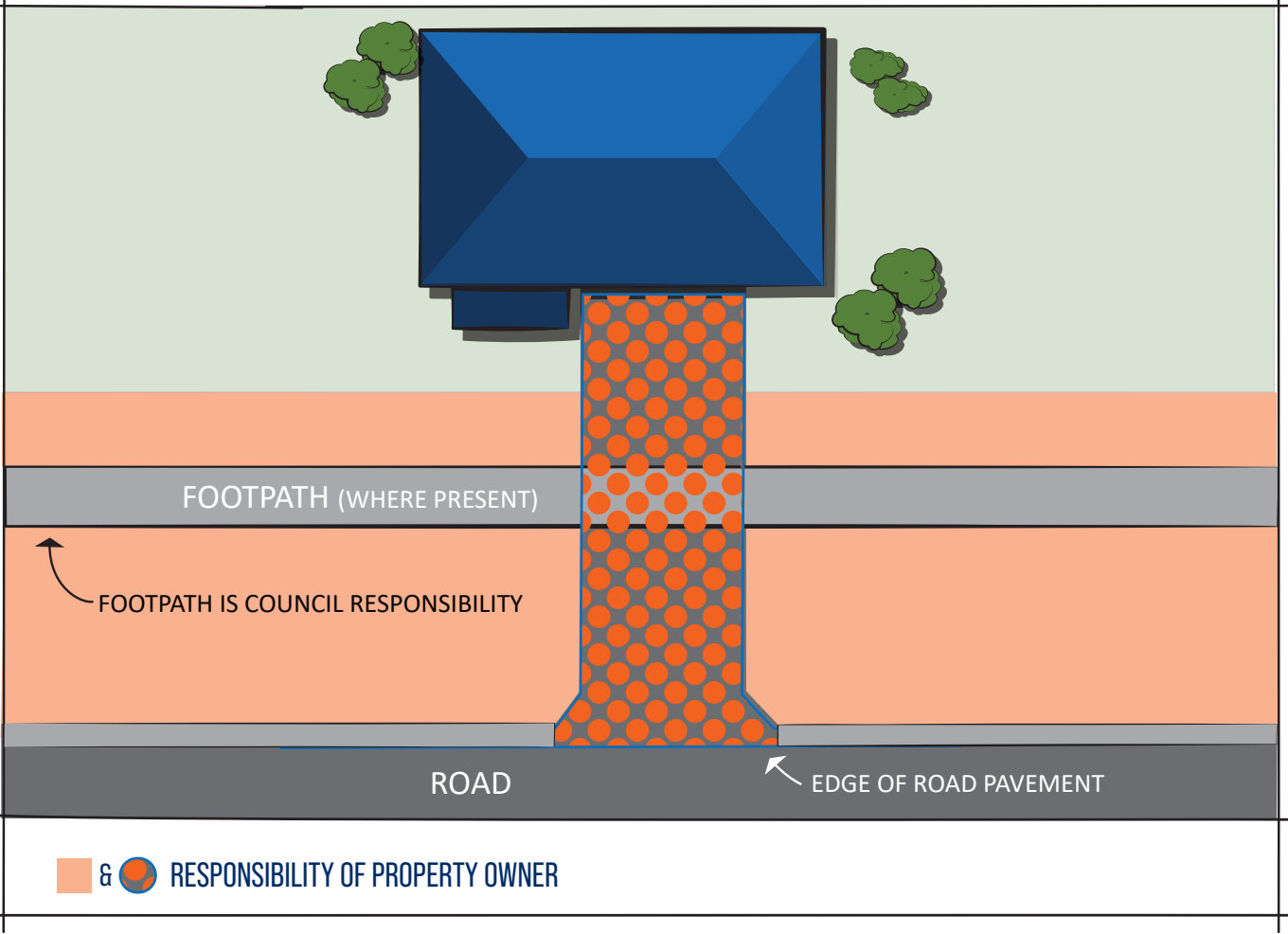
The personal information on this form is required by Council for works on Council roads in accordance with the Traffic Act 1925. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our Privacy Policy, which is available at [www.ccc.tas.gov.au](http://www.ccc.tas.gov.au) or at council offices.

**PERMIT (OFFICE USE ONLY)**

This permit is not valid until signed by an authorised officer of council and is valid for 6 months only from date of issue.	Permit mailed to applicant		Initials	
	Reinforcing / FCR inspected		Initials	
Signed		Date		
Permit number				

For queries and inspections relating to this permit contact council's Roads Officer, Frank Coleman on 03 6217

URBAN DRIVEWAY CROSS OVER RESPONSIBILITY



RURAL DRIVEWAY CROSS OVER RESPONSIBILITY

