



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

Email: (Attn: Frank Coleman) clarence@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 the approval of council. The property owner must complete sections 1, 2 and sign at section 3. Please read the Conditions section carefully. Permit is issued only after this application has been signed by an authorised officer of council.

PROPERTY OWNER MUST COMPLETE SECTIONS 1, 2 AND SIGN AT 3

Major works & 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 permit from council. Applicant will need to make written application to council, providing:

- Details of works including proposed date/time and required road closures etc
- Traffic Management Plan or reference to field guide plan
- Evidence of adequate Public Liability Insurance and appropriate industry training for site workers

Section 1	<p>1. Do works relate to a Development/Subdivision application or approved Permit. YES. <input type="checkbox"/> NO. <input type="checkbox"/> If NO then proceed to question 4.</p> <p>2. If YES has a Development/Subdivision application or approved Permit been issued. YES. <input type="checkbox"/> NO. <input type="checkbox"/></p> <p>3. If YES have Engineering Plans been approved. YES. <input type="checkbox"/> NO. <input type="checkbox"/></p> <p>Application or Permit Number DA _____ SD _____</p> <p>If the answer to 2 or 3 above is NO then this application will NOT be processed until engineering plans have been approved. If engineering plans have been approved then these must be attached to this application and all works must comply.</p> <p>4. Type of work New vehicle crossing/driveway <input type="checkbox"/> Modify vehicle crossing/driveway <input type="checkbox"/> Develop nature strip (landscaping etc) <input type="checkbox"/> Excavations <input type="checkbox"/> Other (please specify) :</p>	<p>OFFICE USE ONLY Works to comply with (tick box)</p> <p><input type="checkbox"/> DA Permit Conditions/ approved plans</p> <p><input type="checkbox"/> SD Permit Conditions/ approved plans</p> <p><input type="checkbox"/> TSD-R09-v1 Urban vehicle crossing</p> <p><input type="checkbox"/> Modified Urban Crossing TSD- R04-</p>
Section 2	<p>1. Address of proposed work: _____</p> <p>2. Dates for proposed work: _____</p> <p>3. Property owner (must be the applicant): Name: _____ Phone No: _____ Address _____</p> <p>Attach a sketch plan of proposed work which must show property boundaries and/or attach approved permit documents and engineering plans.</p> <p>4. Name of Contractor (Person responsible for works): _____ Phone No: _____ Address: _____ _____ Signed: _____ Date: _____</p> <p><input type="checkbox"/> I have read and agree to undertake the work in accordance with the permit conditions.</p>	

GENERAL CONDITIONS - Please note that failure to comply with the below conditions may result in the imposition of an infringement fine of 3 Penalty units (>\$450.00) under council BY-LAW No. 2 of 2014 in addition to the cost to repair damaged infrastructure.

- If the works form part of development or subdivision works you must first contact council’s Development Appraisal Area on 03 6217 9712 to confirm Permit Conditions. All Permit Conditions must be complied with when the works are undertaken.
- Superseded vehicle crossings/driveway aprons are to be removed and reinstated as kerb unless otherwise approved by council.
- All reinforcement/compacted FCR to be inspected by council prior to concrete pour/surfacing – Ph 03 6217 9712.
- Footpaths to be kept open, level and free of any loose material. Where closed they are to be fenced off using barrier mesh, “pedestrian watch your step” signage and traffic cones and closed no longer than seven (7) days.
- You must provide a safe work site for the public and site personnel at all times. Works within the nature strip are to be fenced off using barrier mesh and all site personnel are to wear high visibility clothing in accordance with the relevant Australian Standards.
- No building materials are to be kept on nature strip during construction and works on the nature strip are to be completed within fourteen (14) days of commencement.
- Placement of skip bins on the nature strip will only be allowed after obtaining a license from Council (Ph. 03 6217 9695). They are to be clear of any footpath, driveway or road.
- You must reinstate the nature strip and any effected footpath to its full width and using the same material in accordance with drawing TSD-R09-v1, to the Council’s satisfaction. Reinforcement/FCR to be inspected by Council prior to surfacing – Ph 03 6217 9712.
- Construction and future maintenance of the works remains the adjoining property owners responsibility. Council reserves its right to remove new structures at your cost to allow for future roadworks or to access its services.
- You must check the location of all underground services prior to commencing work as service authorities may have infrastructure in the road reserve and you have a responsibility to check with them before commencing work. Service infrastructure locations can be obtained by phoning the “Dial Before You Dig’ organisation on 1100. Any damage to Council infrastructure will result in an invoice being sent to cover repair costs.
- All works carried out inside the Road Reserve/Council Land are to comply with the current Tasmanian Code of Practice for Traffic Control at Works Sites issued by the Department of Infrastructure, Energy and Resources (DIER). Signage and barricades are to be in accordance with AS 1742.3 – Traffic Control Devices for Works on Roads & the appropriate Field Guides.
- 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”
- The authorised agent is required to provide the owner with a copy of this endorsed permit on receipt.
- Additional Conditions: _____

Section 3	Signature of property owner or authorised agent: _____
	Date: _____ <input type="checkbox"/> I have read and agree to undertake the work in accordance with the permit conditions.
	Applicant email address for permit delivery: _____

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 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 six (6) months only, from date of issue.	
Signed: _____	Date: ____/____/20
Permit mailed to applicant: <input type="text"/>	Initials: <input type="text"/>
Reinforcing/FCR inspected: <input type="text"/>	Initials: <input type="text"/>
For queries & inspections relating to this permit contact council’s Roads Officer, Frank Coleman on 03 6217 9712.	

Property boundary line

Footpath

Nature strip/verge

Within red boundary = Owner responsibility to maintain

Edge of road pavement

