

Road Opening Permit Application

Application Form for Road Opening (SC 237) – Roads Act 1993 Section 138



APPLICANT'S DETAILS (Party or Company who will receive all invoices/refunds related to the works)	
Company Name	
Applicant/Officer's Name	
Applicant/Company Address	
Suburb	Postcode
Telephone	Facsimile
Email	

WORK SITE DETAILS			
Estimated Start Date			
Estimated size of opening	Length:	Width:	Total Size:
Type of opening (please tick)	Footway <input type="checkbox"/>	Paved footway <input type="checkbox"/>	Road <input type="checkbox"/>
	Kerb/Gutter <input type="checkbox"/>	Permanent Driveway <input type="checkbox"/>	Temporary Driveway <input type="checkbox"/>
Address where road will be opened			
Nearest cross street			
Reason for opening road			

EXTERNAL APPROVALS – where required
NSW Police Acknowledgement Number
TfNSW Road Occupancy Licence

CONFLICT OF INTEREST
To ensure transparency in Council's decision-making process and to avoid potential conflicts of interest, applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.
I am an employee/Councillor or relative of an employee/Councillor of Lockhart Shire Council
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes state relationship:

I, the undersigned, do hereby make application to Lockhart Shire Council for permission to make the Road Opening/s set out above, and agree to abide by conditions as stated in the "Road Opening Permit Guide".	Permit Fee (per permit)	\$140.00
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Applicant's Signature	Date
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OFFICE USE ONLY		
	Receipt No.	Permit No.
	Date	



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PRIVACY NOTIFICATION: the personal information that Council has collected or is collecting from you is personal information for the purposes of the *Privacy and Personal Information Protection Act 1998*. The intended recipients of the personal information are: Officers within Council; data service providers engaged by Council from time to time; any other agent/contractor of Council; and other statutory authorities. Council has collected this personal information from you in order to process your request/application etc. Enquiries concerning personal information can be addressed by Council's Public Officer on 02 6920 5305.

Note: Upon completion of the work you are required to arrange an inspection by calling Council's Engineering and Environmental Services Department on (02) 6920 5305 or email mail@lockhart.nsw.gov.au.

Council's statutory fees and charges are reviewed annually. Applicants are advised that any adjustments to the original restoration charges will be made based on the fees and charges at the time of the final notice.

APPLICATION CHECKLIST	
Please tick applicable boxes below to confirm you have provided copies of the documents requested. Please lodge copies with the completed application form.	
<input type="checkbox"/>	A full traffic/pedestrian control plan, in accordance with AS1742.3 and the TfNSW manual for traffic control at work sites
<input type="checkbox"/>	Dial Before You Dig cover sheets including sequence numbers for any impacted assets e.g. Telstra or Essential Energy
<input type="checkbox"/>	A copy of the Applicant's current public liability insurance certificate (minimum of \$10 million) indemnifying Lockhart Shire Council
<input type="checkbox"/>	A safe work method statement and/or Safety Data Sheets for proposed works
<input type="checkbox"/>	All external approval/acknowledgements or permits i.e. TfNSW, Police, etc
<input type="checkbox"/>	Contractors working on behalf of utility providers i.e. Essential Energy, Riverina Water and telecommunications networks must provide authorisation from said Service providers
<input type="checkbox"/>	Lockhart Shire requires photographic evidence of the state of the footway/road prior to commencement of your works. A minimum of three (3) photo's showing a close-up of the work area and two long shots from either end of the works are required