



## PARRAMATTA CITY COUNCIL

### APPLICATION FOR TEMPORARY ROAD AND/OR FOOTPATH OCCUPANCY

Please read the **Conditions of Use** carefully before completing the application form. Note that this application is subject to general conditions specified hereon and any other special conditions attached hereto, and subject also to payment of the appropriate fee in accordance with the Council's schedules of fees and charges.

Please use **BLOCK CAPITALS** and tick boxes as required

#### **SECTION 1**     **APPLICANT DETAILS**

Applicant's Name:

Business Name:

Business Address:

Phone No:  Fax No.  Mobile No:

#### **SECTION 2**     **LOCATION OF OCCUPANCY**

Area of Occupancy?

- Road and/or footpath with no pedestrian access (Attach TCP <sup>#1</sup> ; *The TCP must show the name and certificate number of the person in possession of a current "Select/Modify Traffic Plans" or "Design & Audit Control Plan" Certificate*)
- Footpath with restricted pedestrian access (Attach Locality Sketch <sup>#2</sup>)
- Park vehicle only, without working on the road reserve (Attach Locality Sketch)

Street Address:   
(where work is to be performed)

At/Between:   
(Cross Street Names)

Is the occupied area within 100m of Traffic Signals?

- YES (Attach RTA's Road Occupancy Licence <sup>#3</sup>)
- NO

Does the occupied area affect Bus Lanes or Bus Services?

- YES (Attach written consent from relevant bus providers)
- NO

Does the occupied area affect a Taxi Zone?

- YES (Attach written consent from Taxi Council)
- NO

<sup>1</sup> Traffic Control Plan (TCP – see attached) is to be designed and signed by a qualified person in possession of a current "Select / Modify Traffic Plans" or "Design & Audit Control Plan" Certificate. The person's name and Certificate number must be shown on the plan.

<sup>2</sup> Locality Sketch (see attached) should show properties, nearest driveways, cross streets, road and footpath width, traffic facilities including parking restrictions and dimensions of the work area.

<sup>3</sup> Contact: Traffic Management Centre of the Roads and Traffic Authority on (02) 8396 1513.

Does the occupied area affect the access to properties?

- YES (Attach a copy of the notice to be distributed to residents/businesses advising them of the proposed occupancy)
- NO

**SECTION 3 DATES AND TIME OF OCCUPANCY**

Dates of Proposed occupancy:   
(dd/mm/yr – dd/mm/yr<sup>4</sup>)

Time of Proposed occupancy:   
(hr:min – hr:min<sup>5</sup>)

Approved building hours of the site (if Any):

**SECTION 4 ACTIVITY DETAILS (refer to attached sketch Plan)**

Purpose of the occupancy:

Length of the affected area (from start to end of road tapering):

Width of the affected area:

No. of kerbside lane(s) affected:

No. of travel lane(s) affected:

Does this work require mobile crane set-up?

- YES (Gross weight of the crane: \_\_\_\_\_ tonne)
- NO

Does this work require opening of footpath/road surface?

- YES (Obtain a road opening permit for Council’s Pavement Management and Restorations)
- NO

**SECTION 5 SITE CONTACT DETAILS**

Name of Worksite Supervisor:

Mobile No:

<sup>4</sup> A permit can be obtained for a maximum of 5 working days. However, permits can be issued for a longer period if the works involved with the construction or restoration of footpaths and/or road pavements.

<sup>5</sup> In certain streets works can only be performed during off-peak hours. For details please contact Traffic & Transport Services on (02) 9806 5768.

## SECTION 6    INSURANCE DETAILS

Public Liability Policy No:	<input type="text"/>
Name of Insurance Company:	<input type="text"/>
Period of Insurance:	<input type="text"/> (from dd:mm:yr to dd:mm:yr)
Workers Compensation Policy No:	<input type="text"/>
Name of Insurance Company:	<input type="text"/>
Period of Insurance:	<input type="text"/> (from dd:mm:yr to dd:mm:yr)
Limit of Indemnity (\$):	<input type="text"/> (minimum is \$10 million)

Is Parramatta City Council's name included in the Public Liability Insurance policy as an interested party or a Principal?

- YES (Attach a copy of both Public Liability and Workers Compensation Insurance Certificates)
- NO (please contact your insurance company/broker on this matter and attach the revised Certificates)

## SECTION 7    PERMIT CONDITIONS

1. A road occupancy permit must be obtained when undertaking any construction or maintenance work (except for a Works Zone or Hoarding) on a footpath or road in the Parramatta Local Government Area (except on roads controlled by the Roads and Traffic Authority). **Failure to obtain a permit or non compliance with the permit conditions is a breach of the Local Government Act 1993 as amended and/or the Roads Act 1993 as amended.** Infringements will be issued in accordance with the regulations of these Acts.
2. A permit can be obtained for a maximum of 5 working days. However, permits can be issued for a longer period if the works involved with the construction or restoration of footpaths and/or road pavements.
3. A permit does not allow any variation to the Hours of Construction/Demolition imposed by any conditions in a Development Consent under the Environmental Planning & Assessment Act 1979.
4. It is the responsibility of the applicant (referred to hereafter as Permit Holder) to provide sufficient information to Parramatta City Council (referred to hereafter as the Council) for the determination of the application.
5. A copy of the permit must be kept on-site at all times of occupancy.
6. The permit may be cancelled without notice should public or residential amenity be detrimentally affected.
7. The Permit Holder to ensure that all services (fire hydrants, etc) are kept free of any obstructions.
8. The Permit Holder is to advise emergency services (namely Police, Fire Brigades & St Johns Ambulance) of the proposed temporary road occupancy.
9. The Permit Holder and/or its representatives **must not occupy a road or footpath or install a temporary traffic control until the road closure has been effected.**
10. According to the Roads Regulation 2008, the Permit Holder must give at least 7 days notice of its intention to close a public road in the exercise of its functions under Part 8 of the Roads Act 1993 (as amended) by means of a notice published in a local newspaper, and conspicuous notices erected along the road. No such notice is necessary in the case of an emergency.
11. The Permit Holder is to provide and maintain appropriate and adequate traffic measures (including detour signs & traffic controller) for the safe movements of traffic and pedestrians.
12. To direct traffic on a road, Roads Regulation 2008 requires that the Permit Holders must appoint traffic controllers who must wear a badge or other distinguishing mark clearly indicating the traffic controller's authority from the roads authority
13. The Permit Holder is to remove all barriers and signs associated with the road closure at the times nominated to re-open the street to traffic and pedestrians.
14. The Permit Holder holds Council harmless and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agent or employees either solely or in contribution thereto.

15. The Permit Holder is to reimburse Council for the cost of repair of any damage caused to public way, or as a result of the activities.
16. The Permit Holder is to comply with any reasonable directive of Council's Law Enforcement Officers.
17. The Permit Holder is to meet all costs associated with the closure, and shall pay fees in accordance with Council's current Fees and Charges.
18. The applicant is to notify Council of any variation on the approved date and conditions of approval and obtain a revised permit on this matter.

**SECTION 8 APPLICANT DECLARATION**

I declare on behalf of the business nominated on this application form that the information I have provided is true and correct in every detail. I understand that the Parramatta City Council may withdraw and cancel the permit if information I have supplied is not true and correct. I declare that I have read and understood the Permit Conditions of this application and agree to abide by them. I declare that the public liability and workers compensation insurances shall not be cancelled or lapse without the agreement of Parramatta City Council before or during the occupation of road and/or footpath and policy document shall be endorsed to this effect. I also understand that I, as a Permit Holder, am to reimburse Council for the cost of repair of any damage caused to public way, or as a result of the activities.

Applicant's Name	Applicant's Signature	Date

**IMPORTANT:**

The information provided by you on this form will be used by Parramatta City Council to process this application. The provision of this information is compulsory and if not provided, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access.

**SECTION 9: FEES AND CHARGES FOR 2009/2010**

Fees are calculated on a per lineal metre per day basis. All fees are GST exempt and reviewed annually.

Application fee for all areas (non-refundable):	\$44.35
<b>Plus a daily charge per metre</b> frontage of (see attached map):	
(a) CBD	\$6.75
(b) North Parramatta	\$4.40
(c) Harris Park	\$2.20
(d) Other areas (see map)	Nil

**Crane Operations involving Temporary Partial Road Closure (additional to above fees):**

CBD Lane Closure – per lane per day or part thereof	\$443.45
Non-CBD Lane Closure – per lane per day or part thereof	\$221.70

**Example of fee calculation:**

- The total fee for road occupancy without mobile crane set-up is:  
*Application fee + Number of kerbside lane used x total length of the used area (from start to end of road tapering) x number of days x daily charge per meter frontage.*
- The total fee for road occupancy with mobile crane set-up is (in addition to above fees):  
*Number of travel lanes used x daily charge for each travel lane closure.*

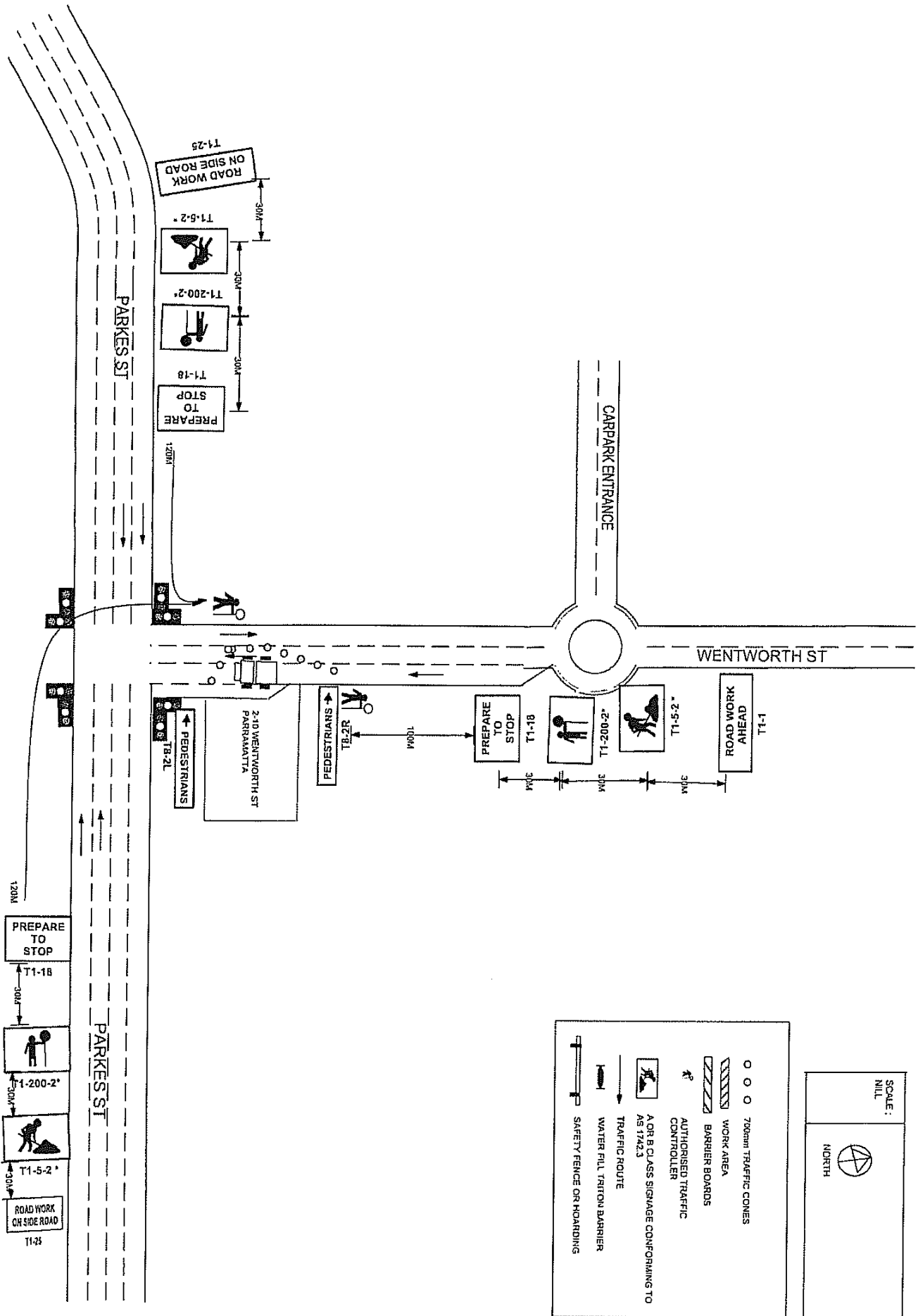
**SECTION 10: OBTAINING A TEMPORARY ROAD OCCUPANCY PERMIT**

1. The completed application form together with the required documentations is to be faxed to Council's Traffic & Transport Services on (02) 9806 5023 for obtaining a quotation.
2. Payments then required to be made by faxing the completed credit card authorisation form on (02) 9806 5023. Payments can also be made by cash or money order or cheque (made payable to Parramatta City Council) at Council's front counter 30 Darcy Street, Parramatta.
3. Processing of the application generally takes 2 business days. If the application is successful, an approval/permit will be faxed to you that must be kept on-site at all times. If the application is not successful, payments (except for the application fee) will be reimbursed.

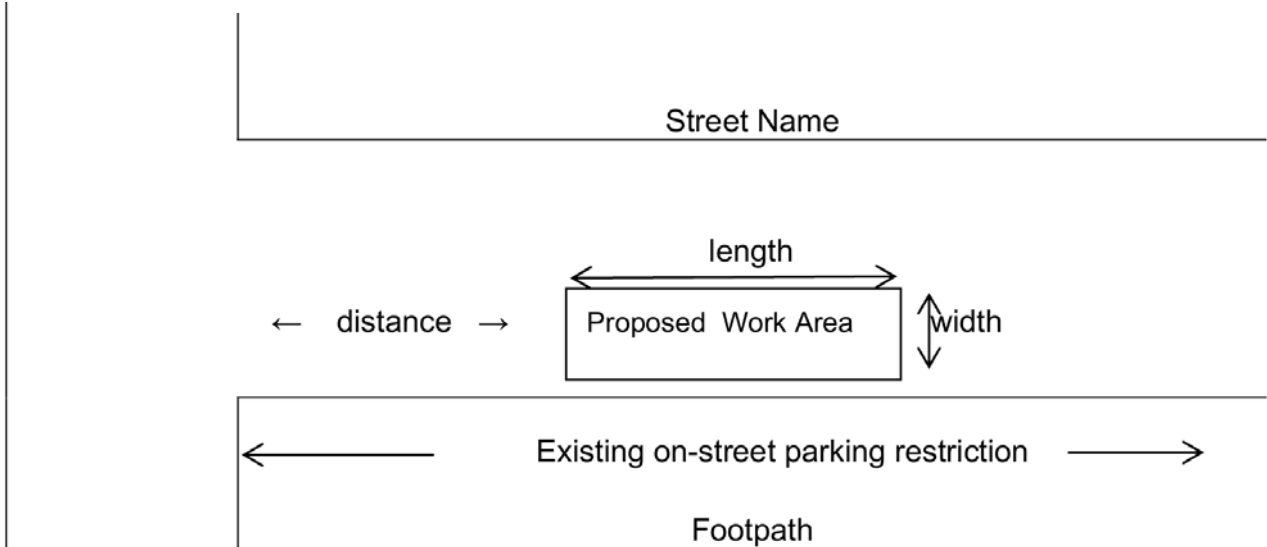
**SECTION 11: CONTACT DETAILS**

For further information, contact Traffic and Transport Services on (02) 9806 5768.

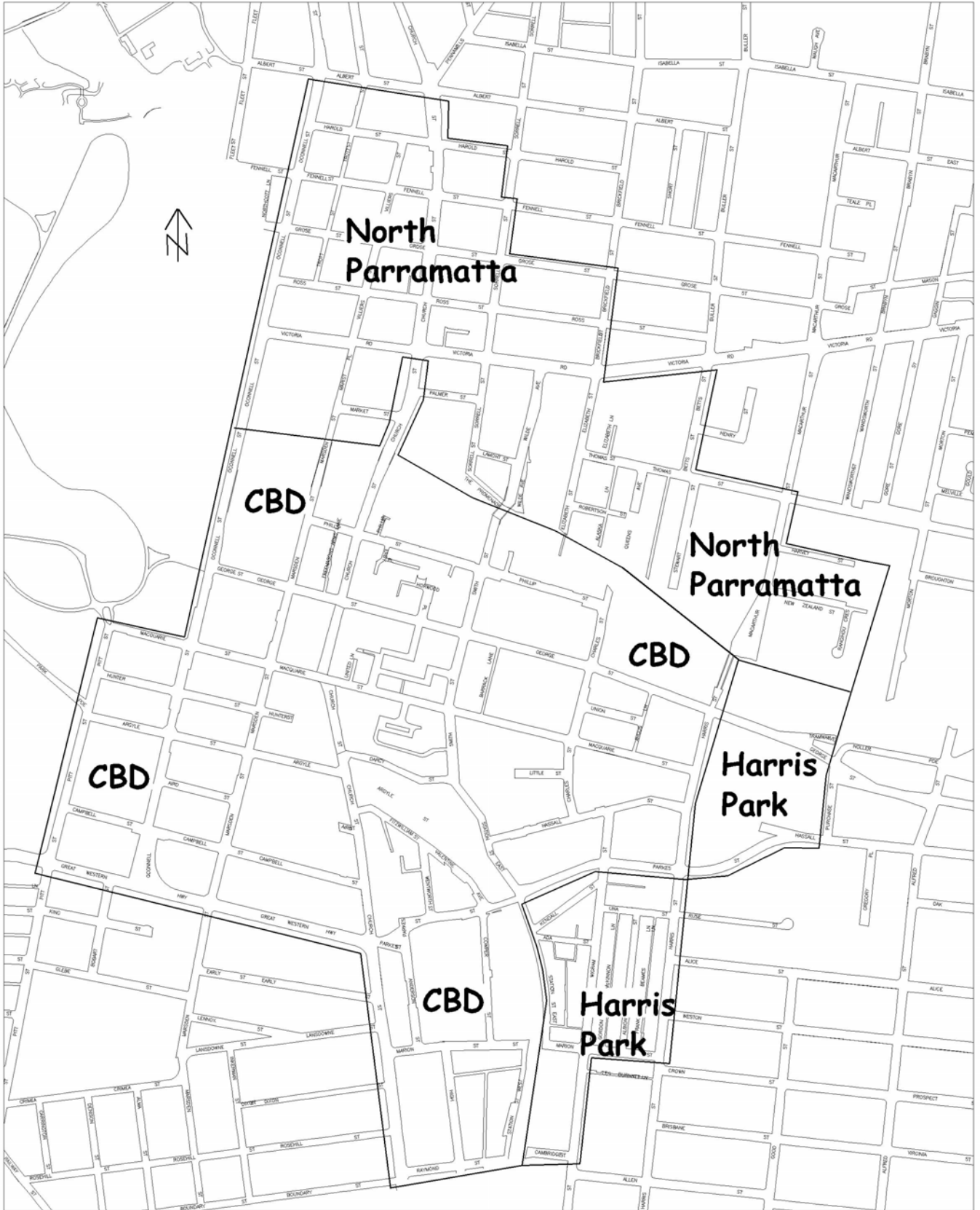
# ATTACHMENT 1: SAMPLE TRAFFIC CONTROL PLAN (TCP)



**ATTACHMENT 2: SAMPLE LOCALITY SKETCH**



**ATTACHMENT 3: AREA MAP SHOWING THE BOUNDARY OF PARRAMATTA CBD, HARRIS PARK & NORTH**





**PARRAMATTA CITY COUNCIL**  
**CREDIT CARD AUTHORISATION FORM**

Applicant's Name:

Business Address:

Phone No:

Fax No.:

Mobile No:

Payment Details (please specify the reason of payment):

I authorise Parramatta City Council to debit my credit card in the amount of:

Cardholder's Name (please print name in capital letters):

Credit Card Details (**Visa, MasterCard, Bankcard**)

(**Note:** American Express Credit Card is **NOT** accepted)

Credit Card Expiry Date:

Card Holders Signature:

Date:

**OFFICE USE ONLY**

Council Officer Name:

Account Code

Payment processed (please tick  
box to the right when completed)

Council Officer's Signature:

Receipt No.:

Date: