



Application for Works Zone

Parramatta City Council is responsible for the approval of Works Zones in the Parramatta Local Government area.

This application form includes 4 sections

- Applicant details
- Locality sketch
- Indemnity
- Insurance

To apply for a Permit, please complete all relevant sections and return with payment of Application Fee to Council's Customer Contact Centre for processing. Payments can be made in person at 30 Darcy Street, Parramatta or by Fax No: 9806 5904 or Phone 9806 5000. If you require additional information, please contact Councils Traffic & Transport section on Phone: 9806 5768.

Approval for a Works Zone may take up to 6 weeks. Council will write to you after the approval process advising of outcome of the application. If successful, Council will also request final payment of the other fees.

Fees for 2009/10

Application fee (non-refundable):		\$886.95
Plus Weekly charge per metre frontage:	a) CBD	\$40.80
	b) North Parramatta	\$26.60
	c) Harris Park	\$13.30
	d) Other areas	\$9.05

A plan of these areas is attached.

Please note that fees are reviewed annually. All fees are GST exempt.

The Standard conditions of approval for Works Zones are also attached to this document.

Section 1 – Applicant’s Details

Applicant’s name:

Business name & address:

.....

Phone No:

Fax no: Mobile no:

Proposed Activities:(unload materials, demolition, construction vehicle parking, etc)

.....

Proposed Works Zone Location:

Length of Works Zone:

Duration of work (no of weeks):

Start Date:

Completion Date:

I have read and understood the conditions for this permit and agree to comply with these conditions for the duration of the operation of the approved works zone. I understand that failure to comply with these conditions may result in the immediate cancellation of the permit and removal of the Works Zone.

Signature Date

Payment Method	Method	Amount
	Cash	\$
	Cheque	\$
	Credit Card	\$

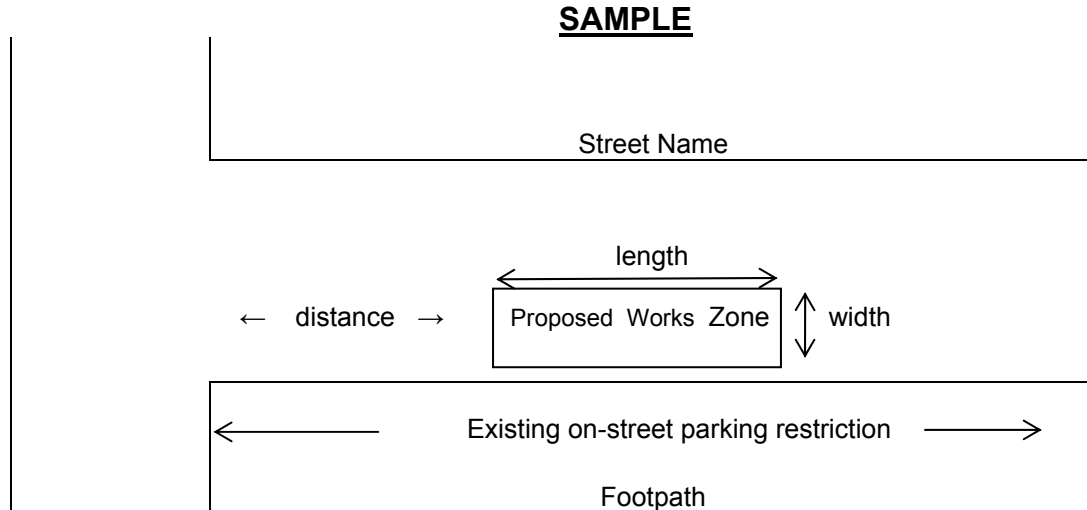
Payments by credit card (the following information must be completed)

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card No:	
	Expiry Date:	Card Holders Signature:
	Card Holders Name:	

OFFICE USE ONLY		
Date:	Amount:	Receipt No:
RC487		

Section 2 – Locality Sketch

Please attach a sketch showing site details indicating the street name, adjacent properties, nearest cross street, length of the proposed works zone, distance from a fixed point (nearest intersection or from the property boundary), street furniture, etc.



A Traffic Control Plan (TCP) for normal construction activity related to use of the Works Zone is to be submitted with this application. Any future construction related activity on the road that occurs outside the Works Zone or varies from the TCP above will require a separate Road Occupancy application to Council.

Section 3 – Indemnity

This indemnity form **must be completed** and signed before a permit can be issued

Name of applicant: _____

(referred to hereafter as Permit Holder) holds Parramatta City Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keep released and indemnified, from and against all actions, suits, claims, demand, costs, charges and expenses for which Council, its servants or employee 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.

Signed: _____

Date: ____/____/____

Section 4 – Insurance Details

The permit holder shall provide *Public Liability Insurance cover indemnifying Parramatta City Council as a Principal for the sum of \$10 million* and submit evidence of such insurance with the application.

Note, permit will not be issued unless you have public liability insurance for the area you want to use.

Insurance Information

I hereby declare that I (name of applicant): _____ as permit holder am insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$10 million. The Public Liability Insurance cover also includes Parramatta City Council as an interested party.

Name of Insurance Company: _____

Public Liability Policy No: _____

Period of Insurance: from: _____ to: _____

Limit of Indemnity: \$ _____

I understand that this insurance shall not be cancelled or lapse without the agreement of Parramatta City Council and policy document shall be endorsed to this effect.

Signed: _____ Dated: _____

Section 5 – Permit Conditions

- Fees**

The application fee must be paid in full before a permit is considered. An invoice detailing the total amount will be faxed or posted to the applicant with the approval for the Works Zone. Payments must be made to Council prior to the due date which is 1 month from the invoice letter date. Failure to pay fees by the due date may result in the Works Zone being removed.
- Hours of Operation**

The Works Zone area must be sign posted 'Works Zone'. Operating hours are in accordance with your approved Development Application.
- Appropriate traffic control is to be maintained during operation of Works Zones in accordance with RTA Traffic Control at Work sites / AS17423.

4. **Vehicle Access**

In this case, the following Australian Road Rules apply:

A driver must not stop in a Works Zone unless the driver is driving a vehicle that is:

- a) Engaged in construction work in or near the Zone;*
- b) Permitted to stop in the Works Zone under another law.*

5. **Storage**

Goods and materials are not permitted to be stored in a Works Zone.

6. **Skips in Works Zones**

All skips should be located within the construction site boundary and not in the Works Zone area.

Permission to locate a skip in the Works Zone area will only be granted in exceptional circumstances where no storage space is available within the site. A separate application will be required for a skip. Application forms to Locate a Waste Container on a Public Street can be obtained from Parramatta Council's Webpage (www.parracity.nsw.gov.au) or by phoning 9806 5768.

7. **Indemnity and Public Liability Insurance**

Evidence of Public Liability Insurance, i.e. Certificate of Currency from your insurance company, must be included in your application.

8. **Cancellation and Variation**

Works Zones within Parramatta are randomly inspected on a regular basis. Council reserves the right to revoke any Works Zone permit at any time without refund or compensation if any of the conditions contained within this document are breached.

9. **Roles and Responsibilities for the Approval of Traffic Control**

In acting on this approval the applicant assumes responsibility for safety at the site (including areas of the road reserve); compliance with Australian Standards, Austroads and RTA guidelines; compliance with any planning requirements (such as the need for a Review of Environmental Factors); ensuring that pedestrian and disabled access is maintained; and compliance with Workcover requirements.

Council's role in granting this approval is to ensure that appropriate public notification is undertaken; ensure that the impact on traffic flow is minimal; maintain records of activity on road reserve in case future legal issues arise; ensure compliance with Sections 115 and 138 of the Roads Act; advise if RTA and/or Police approval is also required; advise Council's Rangers of the activity; ensure that there is no conflict in scheduling between different organisations working in the same area; ensure work occurs at the appropriate time of day balancing amenity, safety and congestion issues; minimise use of the road reserve when alternatives are available; approve the temporary variation of traffic restrictions; and ensure that the applicant has adequate public liability insurance.