

APPLICATION FOR WORKS IN A COUNCIL ROAD RESERVE

Road and Footpath Opening and/or Occupation
S138 of the Roads Act 1993

- Use this form to apply for permission to undertake civil works or road occupations (e.g. crane lifts, deliveries, traffic control and/or filming), or to obtain approval of driveways for a Complying Development Certificate or Construction Certificate.
- Applications for construction of driveways with a Council-approved contractor should use the **Footpath Crossings, Driveways & Laybacks form**.

NO WORK IS TO COMMENCE UNLESS A ROAD OCCUPATION PERMIT IS ISSUED BY COUNCIL

PART 1 - APPLICANT DETAILS

Company Name (if applicable):

Applicant's Name:

Address:

Phone contact:

Email:

Is the applicant also the supervisor? Yes No

Signed:

Date:

PART 2 – ON-SITE SUPERVISOR DETAILS (if not the applicant)

Full name of on-site supervisor:

Phone contact (24 hour):

PART 3 – PROPERTY DETAILS OF PROPOSED WORKS

Address:

Lot & DP no. (if known):

Street frontage of works (if different to street address, e.g. for corner lots)

Note: Driveway and footpath concreting works must be undertaken by a Council-approved contractor. If you are not ready to appoint a contractor and require an in-principal approval, e.g. for a complying development or to meet conditions of a Development Consent, proceed to Part 6. **An approved contractor must be nominated prior to the commencement of any driveway or footpath works.**

PART 4 - CONTRACTOR DETAILS

Contractor name:

Company name:

Phone:

Email:

PART 5 – WORK TIMES

PLEASE NOTE:

- Please allow up to 7 business days for processing.
- If the permit requires a full road closure (i.e. No through traffic) or requires construction of permanent traffic facilities, the permit will need approval from the Kiama Local Traffic Committee. Applications for approval from the Kiama Local Traffic Committee require 4 months' notice. Please call Council for advice if you have any questions regarding your application.

Proposed Start Date:	Proposed Finish Date:
Proposed Times:	Includes Saturdays: Yes <input type="checkbox"/> No <input type="checkbox"/>
TOTAL NUMBER OF DAYS:	
Permit required within two business days (An additional fee of \$237 applies): Yes <input type="checkbox"/> No <input type="checkbox"/>	

PART 6 – DESCRIPTION OF WORK

Please provide a detailed description of the work being undertaken and Council will assess the appropriate fees.

Please provide plans of proposed works as attachments to this application.

Is the work associated with a Development Consent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, provide Reference No.	

Note 1: Standards and Specifications

1. Driveway and footpath works must comply with Council's [Driveway and Footpath Works procedure manual](#). Where standard gradients are unable to be achieved, custom longitudinal section drawings must be provided.

Note 2: Limitations – No consent for internal works

2. This application cannot provide approval for works within private land. Any such works must either qualify as Exempt Development pursuant to the [State Environmental Planning Policy: Exempt and Complying Development](#), or be subject to [Development Consent](#) pursuant to the Environmental Planning and Assessment Act 1979.

Note 3: Liability for Damage

3. Any damage that occurs to Council assets as a result of any construction must be repaired to Council's satisfaction. Failure to do so may result in Council recovering restoration costs from the applicant in accordance with s101 of the Roads Act 1993.

PART 6 – PUBLIC LIABILITY INSURANCE

Evidence of Public Liability Insurance for minimum amount of \$20M (for proposed works duration) shall be provided. The insurer, date of expiration and policy number is to be provided below:

Insurer	Expiration Date of Policy	Policy No.

PART 7 – TRAFFIC GUIDANCE SCHEME

REGULATION OF TRAFFIC UNDER S115 OF THE ROADS ACT 1993

A traffic guidance scheme prepared by a person holding current SafeWork NSW 'Prepare a work zone traffic management plan' accreditation **must be provided as an attachment to this application**. The plan reference and accreditation number shall be provided below:

Plan Reference:	
Author:	
Accreditation Number:	

TO MAKE AN APPLICATION

Lodge your completed application in person to Council or email it to council@kiama.nsw.gov.au

The completed application shall include separate PDF documents which includes:

- this completed application form;
- the Traffic Control Plan;
- evidence of Public Liability Insurance for the period of work proposed;

You will be contacted for fee payment. To expedite the issue of the permit, you may provide your contact name and phone number below and you will be contacted for Credit Card Payment. Payment can also be made in person with credit card, cash or cheque (made payable to "Kiama Municipal Council").

Contact name:		Phone number:	
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PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess your application for a road & footpath occupation permit. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** The supply of this information is compulsory and the personal information you provide will enable Council to assess your application road & footpath occupation permit. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444 or by email to council@kiama.nsw.gov.au or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council's Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council's Privacy Policy can be viewed at www.kiama.nsw.gov.au/your-council/policies

FEES AND CHARGES

CATEGORY	EXAMPLE OF TYPE OF WORK INVOLVED	NOTES	FEE
On-road filming	Filming on Council roads in either a moving vehicle or from the road verge.	Each film location to be a separate application.	\$226 each day
Low Impact Works	Painting, signage removal/installation, awning maintenance, house service lines. No plant or machinery will be involved.	One day only, and less than \$2000 in value	\$226 for one day
All other works	Road works including footpaths and drainage, installation of above/below ground services/utilities, crane operations, concrete pumping and pickups/deliveries, use of Traffic controllers' in a public road and dewatering of a site.	Approval is for a maximum time frame of four months (at Council's discretion).	\$253 application fee, and \$13.00 per each additional day.
Site access and fencing	Erection of fencing or hoardings in the road reserve.	Approval is for a maximum time frame of four months (at Council's discretion).	\$659
Time restricted signposted Work Zone	Where a signposted enforceable signposted work zone is to be installed outside the site.	Application to be endorsed by Kiama Traffic Committee and Council before approval can be granted. Allow up to two months. Applicant responsible for organising signage.	\$2.40/metre/day
Speed Reduction	Reduction of signposted speed on the TCP.	Where shown on the TCP that the speed limit will be reduced This is in addition to all other fees.	\$332
Urgency Fee	Permit needs to be expedited.	Where the permit is required within 2 business days of lodgement. This is in addition to all other fees.	\$237
Notification Fee	Where Council is required to publicly notify the application.	Where Council is required to publicly notify the application.	\$100
Inspection Fee	Where additional inspections are required for works in the public domain.	Up to 5 inspections.	\$374
Engineering Assessment	Where works in the public domain are required to assessed.	Fee assessed on cost of works.	\$633 to \$1,266
Security Deposit	For protection of existing Council infrastructure adjoining a development proposal per Council's adopted Fees & Charges.	Residential (excl. single dwelling) - \$3350 or \$470/lineal metre of frontage (whichever is greater) Commercial / Industrial – Up to 1.5% (rounded to nearest \$1000) of total development value	\$3350 minimum