



ROAD OCCUPANCY/DEVELOPMENT WORKS/EVENT APPLICATION

NEED HELP?

www.wollondilly.nsw.gov.au | council@wollondilly.nsw.gov.au
4677 1100 | 62-64 Menangle St, Picton NSW 2571

THE PURPOSE OF THIS APPLICATION:

Consent from Council is required for works to be undertaken within the road reserve, under S138 of the Roads Act.

TIME FRAME FOR PROCESSING APPLICATIONS:

This Application may take up to ten (10) working days to process and Council will only consider your application once all the relevant documentation has been received and appropriate fees paid. Council's processing fees for Road Occupancy/Development Works/Event Application are non refundable.

OFFICE USE ONLY:

Receipt No: _____ Authority No: _____

Record No: _____ HPE Content No: _____

Part 1 | Applicants Details

Customer/Company Name: _____

Contact Person: _____

Address: _____

Post Code: _____ Email: _____

Phone B/H: _____ Mobile: _____

Part 2 | Purpose of Application

Nearest Property adjacent to work area or land to which the application relates

Name of road to be occupied: _____ Specific location details: _____

Street No: _____ Street Name: _____

Suburb/Town: _____ Post Code: _____

Lot No: _____ Section: _____ DP No: _____

Are your works associated with a Development Application? Yes No

Development Application Number: _____



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Part 3 | Describe the Work

Describe what you want to do:

Details of Time Frame

Commencement Date: _____ Finish Date: _____

Estimated Cost of the proposed road works or Structures: _____

Part 4 | Contractors Details

Name: _____

Licence No: _____ Contact: _____

Address: _____

Post Code: _____ Email: _____

Phone B/H: _____ Mobile: _____

Part 5 | Purpose of Application

Choose 1 of the options

5A : Event/Road Occupancy

- | | |
|--|---|
| <input type="checkbox"/> Enter/exit property under traffic control | <input type="checkbox"/> Skip bin |
| <input type="checkbox"/> Temporary road closure | <input type="checkbox"/> Temporary fencing for hoarding <i>eg. at shop front/facade</i> |
| <input type="checkbox"/> Small sissor lift, crane/cherry picker | <input type="checkbox"/> Portable home relocation |
| <input type="checkbox"/> Placement of container | <input type="checkbox"/> Filming |

Payment must be made when submitting your application to Council. Your application may be subject to additional fees once the Council Officer inspects your application, any additional charges must be made prior to approval being issued. Fees and Charges are in accordance with Council's 2020/2021 Financial Year.stated <https://www.wollondilly.nsw.gov.au/council/corporate-planning-and-reporting/fees-and-charges/>.

Event Fees

Permits for events (non-roadwork) affecting a Public Road	\$275.00 (incl. GST)	<input type="checkbox"/>
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5B : Road Occupancy/Development Works *Works relating to a subdivision or Development Application*

- Development road frontage works/kerb & gutter
- Road occupation
- Traffic management for development
- Staged occupation of road reserve *eg. footpath construction*

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Development Fees

A 'Shift' shall be considered equivalent to a single day.

Permits for events affecting a public road	\$283.50 (incl. GST)	<input type="checkbox"/>
Application Fee for Roadworks or Structures permit in Low Risk Occupation. <i>NOTE: If unclear of the changes required this should be the minimum fee for lodgement of the application. Additional fees will be modified if applicable.</i>	\$172.50 (incl. GST)	<input type="checkbox"/>
Application Fee for Roadworks or Structures permit for Medium to High Impact/Risk Occupation for 1 to 5 shifts inclusive. <i>See application for definitions.</i>	\$283.50 (incl. GST)	<input type="checkbox"/>
Additional shift fees for Medium to High Impact/Risk Roadworks or Structures Permit per week for greater than 5 shifts.	\$535.00 (incl. GST) per week or part thereof	<input type="checkbox"/>
Bond for High Impact/Risk Roadworks or Structures Permit.	\$50,000.00 (incl. GST) or 20% of the estimated value of the works subject of the road management permit, whatever is greater	<input type="checkbox"/>

Payment Note

Payment is to be made online via Council's website '**Make a Payment**' or via the online link: [wollondilly.nsw.gov.au/resident-services/make-a-payment/](https://www.wollondilly.nsw.gov.au/resident-services/make-a-payment/)
Please ensure you attach a copy of your receipt to this application

The following information must accompany applications for a Section 138 consent for works within the public road:

- One copy of approved Traffic Control Plan or Traffic Management Plan where applicable for works within the public road reserve.
- Copies of Safe Work NSW Traffic Management appropriate accreditations. (Ticket).
- One copy of Public Liability Insurance in an amount of \$20,000,000 (contractor).
- Copies of work experience of the contractor proposing to carry out the works.
- Silt devices for Stormwater.
- Copy of receipt for online payment.

Please Note

- Bond money shall be calculated for long term roadworks or structure.
- Additional page shall be included to provide shift details including time and date if required.
- Road Management Approval Permits shall be issued in respect of timeframe as nominated by the applicant as part of the Road Management Approval.
- 'Road Works' or 'Structures' shall be considered as indicated in the *Roads Act 1993* – “road work includes any kind of work, building or structure (such as a roadway, footway, bridge, tunnel, road-ferry, rest area, transit way station or service centre or rail infrastructure) that is constructed, installed or relocated on or in the vicinity of a road for the purpose of facilitating the use of the road as a road, the regulation of traffic on the road or the carriage of utility services across the road, but does not include a traffic control facility, and carry out road work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a road work.”
- Traffic includes vehicular, pedestrian and all other kinds of traffic. (Definition under *Roads Act 1993*).
- Traffic control facility has the same meaning as it has in Part 6 of the *Transport Administration Act 1988*, and carry out traffic control work includes carry out any activity in connection with the construction, erection, installation, maintenance, repair, removal or replacement of a traffic control facility. (Definition under *Roads Act 1993*).

Privacy Statement

Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information will be stored in councils EDRMS and accessed by the processing officer. Failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that the personal information (not financial details) supplied on this document may be the subject of a request to access information under the *Government Information (Public Access) Act 2009* [GIPAA].