



Application for Temporary Road Occupancy

This Application is required to be submitted when undertaking any construction or maintenance work (except work 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). Works are only for a maximum period of 5 days.

This application form consists of 4 Sections:

- Applicant's details
- Locality sketch & Traffic Control Plan
- Insurance
- Indemnity

The standard conditions of approval for Temporary Road Occupancy are also attached to this form.

To apply for a Temporary Road Occupancy Permit, please complete all sections and return with payment 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. For any technical enquiries please contact Council's Traffic & Transport Services Section on 9806 5768.

Your application will be determined in 2 days. If your application is successful you will be faxed an approval that must be kept on-site at all times.

If your application is not successful your payment will be reimbursed (except for the application fee).

Failure to obtain a permit or non compliance with the approved 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.

Fees are calculated on a per lineal metre per day basis.

Fees for 2006/07 period

Application fee for all areas (non-refundable):	\$40.00
Plus a daily charge per metre frontage of:	
(a) CBD	\$6.10
(b) North Parramatta	\$4.00
(c) Harris Park	\$2.00
(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	\$400.00
Non-CBD Lane Closure – per lane per day or part thereof	\$200.00

A map of these areas is attached to this form.

All fees are GST exempt

Fees are reviewed annually.

Section 1 – Applicant Details

Applicant Name:

Business Name:

Business Address:

Phone No: Fax No: Mobile No:

Location Where Permit will apply:

Street name:

Property no (if applicable): Suburb:

Post Code: Nearest Cross Street:

Dates of Proposed road occupancy:
(maximum period of 5 days)

Time of Proposed road occupancy:

Proposed activities: (unload material, demolition, excavation, utility work, etc).....

Occupying length (metre): Occupying width (metre):

Number of lanes affected: Amount to be paid: \$.....
(see front page)

I/We have read the Conditions of this Permit and agree to abide by these conditions in full. I/We understand that failure to meet any of these conditions can result in the immediate cancellation of the permit and recovery of any associated costs that have been paid.

Signature Date

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

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

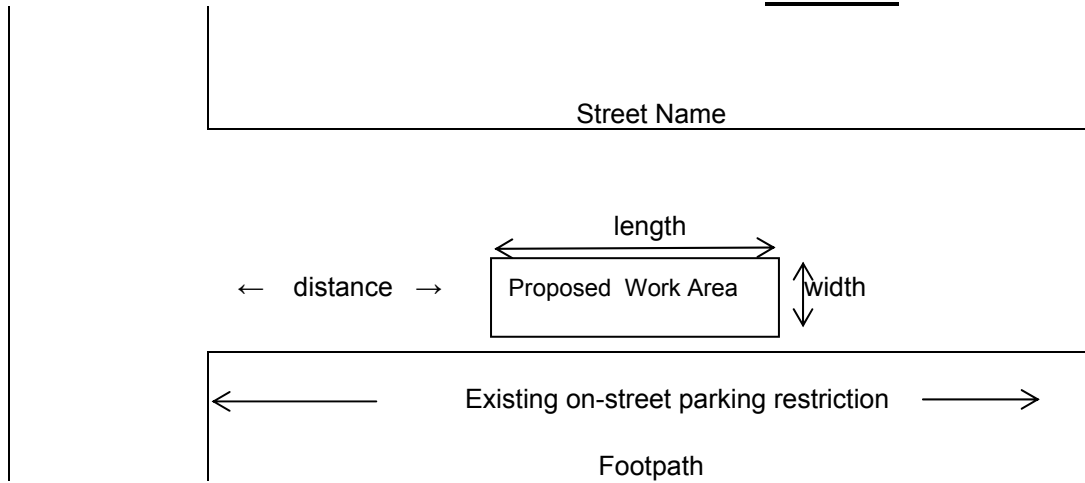
<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card No:	
	Expiry Date:	Card Holders Signature:
	Card Holders Name:	

OFFICE USE ONLY		
Date:	Amount:	Receipt No:
RC486		

Section 2- Locality Sketch & Traffic Control Plan

Please attach a sketch indicating the street, nearest cross street/s, the property where the proposed work area is to be operating, and the footpath/roadway to be affected. Include adjacent properties in the sketch and the nearest cross street.

SAMPLE



Please attach a Traffic Control Plan (TCP) for the proposed work (complying with permit conditions) for work on road or work that requires pedestrians to walk on the road. The TCP is to be designed by a qualified person who holds a current Design and Audit Control Plan Certificate (RTA) and must be attached.

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

Permit will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance.

A Certificate of Currency must be provided to Council by the insurance company before a permit is issued.

Insurance Information

I hereby declare that I (name of applicant): _____ as permit holder and Parramatta City Council are 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.

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

1. 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.
2. It is the responsibility of the applicant to provide sufficient to Council to enable the application to be considered.
3. A copy of approved Road Occupancy permit by RTA should be attached with this application if the proposed works site is within a 100m of Traffic Signal control intersection.
4. This permit may be cancelled without notice should public or residential amenity be detrimentally affected.
5. Your Approval must be kept on-site at all times as proof of approval.
6. 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.