

APPLICATION FORM AND CONDITIONS



PERMIT FOR STREET OPENING

North Sydney Council is responsible for managing street openings undertaken within the North Sydney local government area. A street opening is defined as opening a road pavement, footpath or nature strip for connection or access to a public utility i.e. gas, electricity, telecommunications, sewerage or water; installation or repair of property stormwater drainage; investigations or other similar work.

This form includes five sections:

- applicant's details
- locality sketch
- indemnity
- insurance details
- permit conditions

To apply for a permit, please complete all relevant sections and return with payment to the Customer Service Centre, Council Chambers, 200 Miller Street, North Sydney.

Permits are issued subject to the conditions attached to this application form.

Please make sure you read the conditions before applying for a permit

FEES FOR 2011/2012

Application Fee	\$127 (non-refundable)
Charges for Permanent Restoration of Road and/or Footpath Surface:	
Road – Asphalt (50mm) on concrete (200mm) dowelled and reinforced	\$548 per m2
Road – Concrete (200mm) dowelled and reinforced	\$403 per m2
Road – Asphalt (50mm)	\$330 per m2
Footpath – Concrete (75mm)	\$300 per m2
Footpath – Asphalt (50mm)	\$250 per m2
Footpath – Pavers on 25mm sand bedding & 100mm DGB 20 concrete base	\$285 per m2
Footpath – Pavers on 25mm sand bedding & 75mm concrete base	\$365 per m2
Paving – Sandstone CBD Type including Basecourse	\$1,376 per m2
Grass verge – includes approved turf & soil	\$220 per m2
Driveway Slab – Concrete (130mm) reinforced	\$365 per m2
Kerb & Gutter 150mm high or Driveway layback – Concrete	\$316 per m2
Kerb 150mm or Gutter only – Concrete	\$217 per m2
1.4m EKIGully Pit (a) up to 2.5m deep	\$3,748 per m2
(b) replacement of Precast Inlet only	\$689 per m2
Connection to Stormwater – per inspection	\$46 per m2

Please note: Fees are reviewed annually

PERMIT IS VALID FOR A PERIOD OF UP TO 60 DAYS FROM DATE OF ISSUE

- 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.
- Work not completed to Council specifications will be rectified by Council at applicant's expense.
- Where no appropriate charge is listed, cost will be estimated based on actual work plus overheads.
- Areas of reinstatement over 50m2 may be subject to revised charges.
- No transfer of permits allowed. Written requests for cancellation treated on a case by case basis only.

PRIVACY STATEMENT

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.*

I have read and understand the Privacy Statement

Signed: Date:

PERMIT FOR STREET OPENING

SECTION 1 - APPLICANT'S DETAILS

Applicant's Name: _____ Phone no. (business hours): _____
 Business Name: _____ Phone no. (after hours): _____
 Business Address: _____

CONTRACTOR'S DETAILS

Contractor's name (if different from above): _____
 Phone no. (business hours): _____ Phone no. (after hours): _____

LOCATION OF PERMIT REQUEST & PURPOSE

Number and Street: _____ Suburb: _____

DETAILS OF PERMIT REQUEST

DA/CC number: _____ Start date: _____ Finish date: _____
 Hours of work – Monday to Friday: _____ Saturday/Sunday: _____
 Brief description of proposed work: _____

Is job within a metered parking area?	Y	N	Is RTA Road Occupancy Permit required?	Y	N
Has NSW Police approval been obtained?	Y	N	Is the work for a public utility?	Y	N
Name of Public Utility:			Job Reference Number:		
Public Utility contact person:			Phone no:		

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

Signature: _____ Date: _____

EXTENT OF EXCAVATION AND RESORATION CHARGE (Minimum Charge is 1.0 square metre or 1.0 linear metre)						
Type	Material	Length (m)	Width (m)	Area (m ²)	Unit Cost (\$)	Amount (\$)
Roadway	Asphalt/Concrete					
Footpath	Asphalt/Concrete/Pavers					
Other						
Additional Information (please tick):						

<u>FOR COUNCIL USE</u>		Permit No:
Application Fee: \$	Restoration Charge: \$	Total Paid (Code 150) \$
Receipt No:		Customer Service Officer:
Authorised by (name):		Date/Time:
Conditions/Comments:		

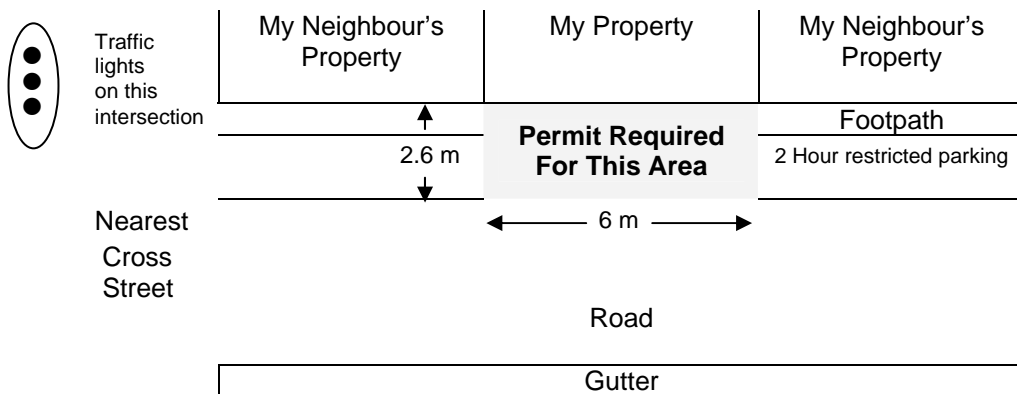
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SECTION 2 - LOCALITY SKETCH

(including Traffic Management Plan to Australian Standards, if applicable)

Please draw a sketch indicating the street, nearest cross street(s), the property where the plant is to stand and be operated, and the footpath/roadway to be affected. Include adjacent properties in the sketch and the nearest cross street.

EXAMPLE



Traffic Control/Management Plan(s) for the proposed work, complying with the permit conditions, must also be attached.

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SECTION 3 - INDEMNITY

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

Name of Applicant: _____

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the 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, agents 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 property or 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, agents or employees either solely or in contribution thereto.

Signed: _____

Date: _____

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SECTION 4 - INSURANCE DETAILS

Permits 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.

All Certificates must include the following information:

- North Sydney Council to be noted as an interested party.
- A limit of liability of at least \$10M.
- Amounts to be denominated in Australian dollars (AUD) in the first instance.
- Relevant jurisdiction to include the Australian Commonwealth.

Insurance Information

I hereby declare that I (name of applicant) _____
as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of 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 North Sydney Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.

Signed: _____ Dated: _____

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SECTION 5 - PERMIT CONDITIONS

1 GENERAL

1. No work shall begin until a valid permit is obtained.
2. This permit gives the applicant permission to stand and operate the nominated item of plant for one day only at the location or locations nominated on the permit.
3. Existing traffic regulations apply to all permits issued. This includes enforcement of NO STOPPING ZONES; CLEARWAYS; TRANSIT LANES; etc. during signposted times.
4. Where applicable, a permit to exceed dimensions approval must be obtained from the RTA.
5. Where the affect on the immediate area is considered significant by Council, a notification letter advising surrounding properties of the proposed work and how they may be affected etc. may be required. A copy of this letter must be submitted to Council prior to the issue of the permit.
6. Subject to location a letter of approval may be required from City Rail or Sydney Buses. City Rail (North West Sector) - Area Manager Phone 9847 8940. Sydney Buses Traffic Manager Phone 9245 5614.
7. Requests for transfer of permit due to adverse weather conditions will be granted on a case-by-case basis. Requests for transfer of permit due to other factors will only be granted once. For approval to be granted amended Police and RTA approvals, where applicable, are required.

PERMIT SHALL BE AVAILABLE ON-SITE AND BE PRODUCED ON REQUEST.

2 SITE SAFETY

1. All traffic control shall be in accordance with the current version of AS 1742.3 and its associated handbooks and the RTA Manual - Traffic Control at Work Sites. Plans modified from those that appear in the above mentioned documents shall contain a reference to the standard plan on which they are based.
2. North Sydney does NOT approve Traffic Control Plans. If a Traffic Control Plan is submitted with the application, it is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment or Occupational Health and Safety. If a Permit for Street Opening is granted, it does not imply approval of the Traffic Control Plan.
3. Where the works to be undertaken are likely to affect vehicular traffic, the Police Local Area Traffic Branch is to be contacted for their approval. Contact by phone: 9969 1933 or Fax 9969 1991.
4. Where the works to be undertaken are likely to affect vehicular traffic within 100m of any set of traffic lights, or on the roads listed in Section 4 of the conditions, a Road Occupancy Permit will be required from the RTA.
5. Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is affected, a minimum of 48 hours written notice must be given to residents.
6. Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until permanent restoration of the roadway or footpath by Council.

ALL TRAFFIC CONTROL PLANS SHALL BE AVAILABLE ON-SITE AT ALL TIMES.

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SECTION 5 - PERMIT CONDITIONS (continued)

3 STORMWATER DRAINAGE

1. Stormwater pipes discharging into gutters shall be maintained at all times. Damage to stormwater drainage will be repaired at the applicant's expense.
2. All stormwater connections to street gutters shall be made in accordance with Council's standards.
3. Any environmental pollution incidents affecting the stormwater system must be immediately reported to Council on 9936 8100. All costs associated with remediation shall be borne by the applicant.

4 ROAD OCCUPANCY PERMIT

A separate RTA Road Occupancy Permit will be required when the works to be undertaken are likely to affect vehicular traffic within 100m of any set of traffic lights, or on the following roads:

- Arthur St – Berry St to Pacific Hwy
- Alfred Street North – Kurraba Rd to High St
- Alfred Street South – Lavender St to Dind St
- Bannerman St – Murdoch St to Shellcove Rd
- Belgrave St – Ben Boyd Rd to Waters Rd
- Ben Boyd Rd – Yeo St to Oaks Ave
- Berry St – Pacific Hwy to Arthur St
- Blue St – Walker St to Miller St
- Brook St – Chandos St to Palmer St
- Chandos St – Christie St to Brook St
- Christie St – Chandos St to Pacific Hwy
- Clark Rd – Kurraba Rd to MacDougall St
- Ernest St – Alexander St to Ben Boyd Rd
- Falcon St – Pacific Hwy to Watson St
- Gerard St – Waters Rd to Macpherson St
- Harriette St – Shellcove Rd to Wycombe Rd
- High St – Clark Rd to Warringah Expressway
- Kurraba Rd – Clark Rd to Wycombe Rd
- Macpherson St – Military Rd to Fernhurst Av (west side only)
- Military Rd – Falcon St to Macpherson St
- Miller St – Blue St to The Boulevard
- Murdoch St – Military Rd to Bannerman St
- Pacific Hwy – Christie St to Warringah Expressway
- Rangers Rd – Spofforth St to Murdoch St
- River Rd – Shirley Rd to Russell St
- Shellcove Rd – Bannerman St to Harriette St
- Shirley Rd – Pacific Hwy to River Rd
- Spofforth St – Military Rd to Rangers Rd (west side only)
- Wycombe Rd – Harriette St to Kurraba Rd

You must contact the RTA to apply for a Road Occupancy Permit. Applications typically take up to ten (10) working days for approval. A copy of the approval must be submitted when applying for this permit.

Contact details for the RTA are:

Transport Management Centre

25 Garden Street, Eveleigh, NSW 1430

PO Box 1625, Strawberry Hills, NSW 2012

Phone: (02) 8396 1584 or (02) 8396 1512 or (02) 8390 1513

Fax: (02) 8396 1530

SECTION 5 - PERMIT CONDITIONS (continued)

5 EXCAVATION AND BACKFILLING – DETAILED REQUIREMENTS

NO EXCAVATED MATERIAL SHALL BE USED FOR BACKFILLING

1. All excavated material shall be removed from site within 24 hours and disposed of legally off-site.
2. Excavated material shall not, at any time, be stockpiled against tree trunks, buildings, fences, or in such a way as to obstruct the free flow of water along gutters.
3. Trench edges in concrete or asphalt footpaths or road pavements and any concrete base beneath segmented pavers shall be sawcut for the full depth of the pavement except along expansion joints.
4. All full segmental paving units shall be taken up by hand, neatly stacked on pallets, sealed with plastic wrap and delivered to Council's Works Depot or stored at locations that will minimise interference with vehicular and pedestrian traffic access to the area. If returned to Council's Works Depot, pallets shall be clearly marked to identify their origin.
5. All cut segmental paving units and any concrete edging associated with sections of lifted segmental pavers shall be removed and legally disposed of off-site.

6 EXCAVATION BACKFILLING AND COMPACTION

1. All openings shall be backfilled with a selection filling sand/cement mix of between 14 to 1 and 20 to 1.
2. Backfill shall be placed in layers not exceeding 150mm thick and to a point below the existing pavement surface as specified in Council's Infrastructure Specifications for Roadworks, Drainage and Miscellaneous Structures.
3. All material shall be compacted in layers not exceeding 150mm thick. Each layer shall be compacted to the Relative Compaction required before the next layer is placed.
4. Backfill shall be compacted to a minimum of 92% Relative Compaction when tested in accordance with AS1289.5.4.1 for Modified Compactive Effort.
5. Special attention shall be paid to thorough compaction around service or mains cabling and/or pipes.
6. After compaction of sub-base layers is complete, selected base course material (DGB20 or equivalent) shall be placed in layers not exceeding 150mm thick to within 50mm of the existing pavement surface after compaction.
7. The base course shall be uniformly compacted over the full area and depth within the trench to a Relative Compaction of 100% when tested in accordance with AS1289.5.4.1.
8. Backfill for trenches less than 300mm in width shall be placed by hand using shovels.
9. At its discretion, Council may request compaction testing to be carried out at the applicant's expense.
10. Immediately after backfilling and compaction of the base course, the footpath or road pavement shall be temporarily restored, to finish flush with the existing pavement, and re-opened to pedestrians and/or vehicular traffic.
11. A defects liability period of twelve (12) months shall apply to all backfilling works.

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SECTION 5 - PERMIT CONDITIONS (continued)

7 TEMPORARY RESTORATION

1. Temporary restoration of road or footpath pavements shall consist of either:
 - a. Bituminous cold mix material, of a maximum 50mm thickness. If necessary the base course material shall be built up to achieve the maximum 50mm thickness required.
 - b. Steel plating, only where access is required to the trench again and complete backfilling is not possible. The steel plating over the trench shall be of sufficient thickness to support traffic loadings, suitably secured with pins and ramped with bituminous cold mix material. Where steel plating is used, advance warning signs shall be provided in accordance with AS 1724.3 or the RTA Manual - Traffic Control at Work Sites.
2. All openings in verges or public reserves shall be restored in accordance with the requirements of Council's Open Space and Environment Department Phone: 9936 8228.
3. Turf, small plants, shrubs and trees may be taken up and stored for possible re-use. The decision as to whether or not the turf and plants are suitable for re-use will be made by Council's Open Space and Environment Department. All turf, small plants, shrubs and trees deemed unsuitable for re-use shall be removed and legally disposed of off-site.

8 PERMANENT RESTORATION

1. Unless approved prior to commencement of work, all permanent restoration of the road and/or footpath pavement shall be undertaken by North Sydney Council.
2. Where approval has been given for the applicant or contractor to undertake the permanent restoration, restoration charges must still be paid in full. A request for refund of these charges may be made upon completion of the work. Refer to Section 9 for details.
3. The minimum area for which restoration charges apply is 1 square metre of area or 1 metre in length.
4. Restoration charges must be paid in full to Council prior to commencement of any work. The only exceptions are contractors working for public utilities that submit a separate restoration order to Council and contractors undertaking major infrastructure work associated with a DA or CC.
5. The restoration charge is assessed on the measurements supplied by the applicant and is subject to adjustment in accordance with the measurement of the actual area opened.
6. Unless otherwise approved by Council, the area of concrete road pavement to be restored (in addition to the actual excavation area) shall include any adjacent area within 750mm of any edge of the concrete slab in which the opening is made or any edge of a previous restoration.
7. All concrete road restorations shall be dowelled to the existing road pavement.
8. Unless otherwise approved by Council, the area of concrete footpath to be restored (in addition to the actual excavation area) shall include any adjacent area within 600mm of any edge of the concrete slab in which the opening is made or any joint in a concrete slab or any edge of a previous restoration.
9. The area of paved footpath to be restored shall include an additional 200mm around all edges, e.g. an opening of 1000mm x 1000mm will have a restoration charge based on an area of 1400mm x 1400mm.

Where the area excavated is in excess of that for which a permit has been obtained, additional restoration fees must be paid in full prior to further restoration work being undertaken.

SECTION 5 - PERMIT CONDITIONS (continued)

9 REFUND OF RESTORATION CHARGES

1. An applicant/contractor that has undertaken the permanent restoration may apply for a refund of the restoration charge portion of the Street Opening Permit upon completion of the work.
2. The refund request must be made by whoever has paid the Street Opening Permit restoration charges.
3. The refund request must be made in writing and include a copy of the actual Street Opening Permit. A form letter has been provided for this process should the applicant/contractor choose to use it.
4. All restoration work must be undertaken in accordance with Council's Infrastructure Specifications for Roadworks, Drainage and Miscellaneous Structures. Failure to do so will result in the forfeit of all restoration charges.

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The General Manager
North Sydney Council
PO Box 12
North Sydney NSW 2059

Facsimile: (02) 9936 8177

Att: Works Section

REQUEST FOR REFUND OF RESTORATION CHARGES PAID FOR
STREET OPENING PERMIT NO: _____

Job Location:

Applicant:

Postal Address:

Receipt Number:

Restoration Charge Paid:

The works recently undertaken at the above location have been completed.

The permanent restoration work has been carried out by the applicant, or a contractor working for the applicant in accordance with Council's Infrastructure Specifications for Roadworks, Drainage and Miscellaneous Structures.

I hereby request a refund of the restoration charge at your earliest convenience.

Yours faithfully

Enclosure: Copy of Street Opening Permit