



# Application for Temporary Full Road Closure

Roads Act 1993

<b>About this form</b>	<p>Use this form to apply for a Temporary Full Road Closure.</p> <p><b>Depending on the likely impact of the closure on traffic and/or residents/businesses, the application may need to be reported to the Local Traffic Committee and Council for determination. Consequently, it could take up to eight (8) weeks for a successful application to be approved. If the closure is limited to the Parking Lane (no impact on traffic flow) or is a Partial Road Closure (maintaining at least 3 metres clearance for vehicular access) then you should apply for a Road, Footpath or Carpark Occupation Permit.</b></p> <p>This form does not necessarily include a comprehensive list of the fees that may be applicable, should the application be approved. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Please refer to Council's adopted Fees and Charges.</p>
<b>How to complete</b>	<ol style="list-style-type: none"><li>1. Ensure that all fields have been filled out correctly.</li><li>2. Please print clearly</li><li>3. Once completed, please refer to the <i>How to Lodge</i> section for further information.</li></ol>

<b>Section 1: Associated Property Address</b>			
Unit No.		House No	
Street Name			
Suburb		Post Code	

<b>Section 2: Associated DA information or Complying Development Certificate information</b>			
Is there an associated DA or Complying Development Certificate with these works?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
DA/CDC Consent No		Approval Date	

<b>Section 3: Activity Details</b>	
<b>Activity Location</b> – Describe the location incl. street name(s) and proximity to a cross street and/or property	
<b>Associated Activity</b> – Provide a summary of the proposed works or activities	

<b>Section 4: Closure Details</b>			
Commencement Date		Finish Date	
How many days will the road be closed?	<input type="checkbox"/> One half day only (<4 hours)	OR	Number of days
Contingency Period			
Are you seeking a fee exemption under Clause 12.16?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
If yes, provide details			

<b>Section 5: Public Liability – Provide details of public liability insurance cover (See Clause 12.3)</b>			
Insurance Company		Public Liability Expiry Date	
Policy Number			

<b>Section 6: Mandatory Documents</b> to be supplied with all applications as separate documents, in pdf format, with clear file names	
<input type="checkbox"/> Application form – a signed copy of the application form.	
<input type="checkbox"/> Public Liability Insurance Certificate of Currency – required for every application (see details above).	
<input type="checkbox"/> A Traffic Control Plan (Prepared by RMS accredited person) in compliance with RMS Traffic Control at Work Sites Manual Guidelines – AS1742.3 and Work Cover NSW regulations.	
<input type="checkbox"/> Scope of works/ Site Plan.	
<input type="checkbox"/> A draft Notification letter(s) for distribution by the applicant to residents in the affected area, for approval by Council.	

Section 7: Applicant's Details or Company and Representatives (Required)			
If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.			
Salutation (✓)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name		Surname	
Company name		ABN	
Postal Address (If different to street address)			
Suburb		Post Code	
Email			
Phone number		Other	

Section 8: Site Contact (if different to above) – for site inspections/ meetings, Council officer contact	
Contact Name	
Contact Phone Number	
Contact email address	

Section 9: Traffic Control Plan	
<p>Please note: Council <b>does not provide</b> approval of the Traffic Control Plan. The applicant will be responsible for arranging the supply, erection and maintenance of all barricades, signs and lights in accordance with Australian Standard AS 1742.3-1996: Traffic Control Devices for Works on Roads. These will not be available from Council.</p> <p>The plan should indicate site area and position of plant, traffic lane widths, barricade type and positions, sign types and positions, alternative arrangements for road and footpath users (e.g. Pedestrian/road detours) and traffic controller positions.</p>	
Accreditation Number	Expiry Date <u>    </u> / <u>    </u> / <u>    </u>

Section 10: Arrangements and Access		
Will RMS accredited traffic controllers be used?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will alternative arrangements be provided for the following? Will the site area for the plant interfere with the following?		
	Please ✓	Comment
Pedestrians	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Cyclists	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Arrangements	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Bus Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Emergency Vehicle Access	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Please Specify)		
If Yes to any of the above, please explain what other provisions are proposed		
What types of Barricades are to be used to cordon the site area for the plant (e.g. Traffic Cones, Barrier Boards?)		
Please list / detail all signs to be used and their positions to advise roads user of site area / situation		

Section 11: Road Closure Fees				
The Application Fee is payable upon lodgement. Council will advise you of additional fees after assessment of the application and payment will be required prior to approval of the Permit and installation of the signage.				
Description	Unit	Amount	Quantity	Cost
Temporary Full Road Closure Application Fee (Non-refundable)*	Item	\$513.60	1	<b>\$513.60</b>
Referral to Local Traffic Committee	Item	\$535.00	1	<b>\$535.00</b>
Road Occupation Fee for Temporary Full Road closure - half day OR	Half-day	\$256.80		
Road Occupation Fee for Temporary Full Road Closure - per day	Days	\$513.60		
*This charge includes advertising the proposal in accordance with the Roads Act 1993				
<b>Lodgement Total</b>				<b>\$</b>
<i>Note: Use of road for events deemed to have significant local or community benefit are exempt from fees, subject to approval.</i>				

## Section 12: Permit Conditions

### Permit Application:

- 12.1 The assessing Council Officer will contact the applicant within 10 (ten) working days if they need to discuss or seek clarification in relation to any aspect of the application. In some instances, the Officer may request additional information or amendments to your proposal in order to complete their assessment.
- 12.2 Depending on the likely impact of the closure on traffic and/or residents/businesses, the application may need to be reported to the Local Traffic Committee and Council for determination. Consequently, it could take up to eight (8) weeks for a successful application to be approved. The assessing Council Officer will advise the applicant accordingly.
- 12.3 In accordance with the Roads Act 1993, any proposed Temporary Full Road Closure must be advertised for 28 days and local residents must be notified of the proposal in writing prior to consideration by the Local Traffic Committee. The assessing Council Officer will arrange the advertising, whilst the applicant must arrange the resident notification, with the notification letters approved by the Council officer.
- 12.4 The Applicant must conform to all the requirements of this agreement together with the conditions issued by Council with an approved Permit.
- 12.5 The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). The Inner West Council needs to be noted as an interested party to the insurance policy for activity on Council roads and footpaths.
- 12.6 Immediate processing of applications is not guaranteed, and Council will not be responsible for the consequences caused by late applications or insufficient information.
- 12.7 The Applicant shall indemnify the Council;
- Against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this Permit.
  - Against all claims and expenses and costs therefrom made or recovered against the Council by any person and against all loss damages costs and expenses incurred by the Council arising out of the failure of the applicant to comply with the provision of any Act, Regulation, Ordinance or By-law or any order or direction lawfully given thereunder by any person relating in any work done or purported to be done by the applicant under the authority of this Permit.

### General Work Times:

- 12.8 Unless otherwise approved by Council, work shall only be permitted during the following hours:
- 7:00 am to 6.00 pm, Mondays to Fridays, inclusive (with demolition works finishing at 5pm);
  - 8:00 am to 1:00 pm on Saturdays with no demolition works occurring during this time; and at no time on Sundays or public holidays.
- 12.9 If approved by council, works may be undertaken outside these hours where they do not create any nuisance to neighbouring properties in terms of dust, noise, vibration etc. and do not entail the use of power tools, hammers etc. This may include but is not limited to painting.
- 12.10 In the case that a special permit is obtained from Council for works in association with this development, the works which are the subject of the permit may be carried out outside these hours. This condition does not apply in the event of a direction from police or other relevant authority for safety reasons, to prevent risk to life or environmental harm.

### Noise:

- 12.11 The use of any equipment or activities must not result in any "offensive noise" as defined by the Noise Control Act.
- 12.12 Activities generating noise levels greater than 75dB(A) such as rock breaking, rock hammering, sheet piling and pile driving shall be limited to: 8:00 am to 12:00 pm, Monday to Saturday; and 2:00 pm to 5:00 pm Monday to Friday.
- 12.13 The Proponent shall not undertake such activities for more than three continuous hours and shall provide a minimum of one 2-hour respite period between any two periods of such works. "Continuous" means any period during which there is less than an uninterrupted 60-minute respite period between temporarily halting and recommencing any of that intrusively noisy work. Noise arising from the works must be controlled in accordance with the requirements of the *Protection of the Environment Operations Act 1997* and guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual.

### Fees & Charges:

- 12.14 An application is only valid when the fees specified for payment at lodgement have been paid to Council.
- 12.15 A Permit is only valid on the condition that all required fees are paid to Council in accordance with Council's adopted Fees & Charges.
- 12.16 Temporary full road closures for events deemed to have significant local or community benefit are exempt from fees, subject to approval.
- 12.17 The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the application has exceeded the initial estimation or measurements.

### Traffic and Pedestrian Management:

- 12.18 No traffic control shall be undertaken without a traffic management plan being submitted to and accepted by Council.
- 12.19 The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.1, 1742.2, 1742.3 and 1743 Traffic control devices for works on roads and RMS Traffic Control at Work Sites Manual Guidelines.
- 12.20 The Council does not approve Traffic Control Plans. The TCP submitted with the application is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Work, Health and Safety.
- 12.21 If works are less than 50 metres from traffic lights, or on State road, the Applicant must provide Council with a relevant Transport for NSW (TfNSW) Road Occupancy Licence (ROL). Some classified roads may also require an ROL. Classified roads can be found on: <http://www.rms.nsw.gov.au/business-industry/partners-suppliers/lqr/documents/classified-roads-schedule.pdf>
- 12.22 TfNSW has responsibility for the road pavement and kerb and gutter on State Roads. If the main traffic route is a classified State Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Note that Council is responsible for works, activities, occupation and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.
- 12.23 A minimum 1.5m wide accessible path of travel must be maintained for pedestrians at all times, clear of obstructions between the adjacent property boundary(s) and the approved area/articles- otherwise an appropriate alternative pedestrian thoroughfare is required.

### Police Approval:

- 12.24 For works occurring on the roadway with consequent interruptions to traffic, the applicant is to contact the local Police Traffic Sergeant. An acknowledgment is to be obtained and a copy of that acknowledgement shall be held on site so that it can be produced if requested by any person or other authority.

### Resident/ Business Notification:

- 12.25 All affected businesses (including Transit System Buses), residents and other occupants must be notified of the road closures, activities and changes to public transport arrangements at least fourteen (14) days prior to commencement of the road closure. Any concerns or requirements raised by business proprietors, residents or other occupants must be resolved or accommodated. The notice shall include

- 12.26 details of alternate access arrangements, detours and applicant contact details.  
The applicant must erect conspicuous notices along the road giving notice of the proposed temporary road closure at least fourteen (14) days prior to implementation (See Appendix A1 for information required.)

**Safety and Legislation:**

- 12.27 The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.
- 12.28 The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, Work Cover NSW, NSW Dial1 100 before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.
- 12.29 Where in Council's opinion, inadequate barricading and/or lighting has been provided around the works or activity, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant.

**Site Management:**

- 12.30 The site shall be maintained in a safe condition. The applicant shall, in demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway or roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit.
- 12.31 The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council's Engineering Services Manager. Failure to comply may result in the applicant being required to reimburse Council for any extraordinary cleansing costs.
- 12.32 Should Council incur costs as above or any of Council's property and/or the physical environment sustain damage during the course of the occupation, or if the works put Council's assets or the environment at risk, Council may carry out any works necessary to repair the damage and/or remove the risk. The cost of these works shall be borne by the applicant and/or if applicable, may be deducted from any security deposit/ bonds held by Council.

**Extension of Permit:**

- 12.33 Consent, if issued, is valid only for the notified and advertised dates. Any change of dates will need to be readvertised and will be subject to additional fees.
- 12.34 If the works are postponed due to unforeseen circumstances, the Applicant must advise the Council Representative in writing of the proposed revised date (subject to being within the notified/advertised dates), as soon as practicable after the decision is taken to not proceed with the original approved date(s). Updated Police and RMS approvals, where applicable, are required. Providing there are no changes to the original traffic management plan and the road is available for use, a revised permit may be issued.

**General:**

- 12.35 A copy of the Permit must be held on site and be available for inspection whilst the works/activity is being carried out.
- 12.36 Consent for a temporary road closure does not infer approval of the activity or event associated with the road closure. Separate application and approvals may be required for the activity or event.
- 12.37 It is the responsibility of the applicant to ensure that all necessary approvals from other agencies (e.g. Roads & Maritime Services, Sydney Harbour Foreshore Authority etc.) are obtained.
- 12.38 Separate Council approval is to be obtained prior to the placement of any waste storage container on the footway or roadway.
- 12.39 All excavation, construction and restoration works must comply with Council's specifications.

**Section 11: Applicant's Declaration (Required)**

- I declare that all the information in the application is to the best of my knowledge true and correct
- I understand that if the information is incomplete, the application may be delayed / rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted may be void
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit
- I certify that our Traffic Control Plan complies with WorkCover's and RMS's requirements and that I will ensure safety at the site is controlled as described in the plan and this application.
- I have read and accepted the conditions/notes outlined in this application form.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant's signature		Date	____/____/____
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## Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

## How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

**From 27 April 2020, applications can be lodged online on Council's website at:**  
[www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

**Lodge online:** [www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service](http://www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service)

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Lodge in person:** Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham.

**Opening hours:** Monday-Friday, 8:30am-5:00pm [www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm.

**Fees and charges:** This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council



## A1 –Temporary Road Closure Notification

The applicant must erect conspicuous notices along the road giving notice of the proposed temporary road closure at least fourteen (14 ) days prior to implementation.

This notification **must** show the following:

- Time and dates of temporary Road Closure for example;
- The reason why a temporary Road Closure is taking place;
- Alternative routes or access arrangements;
- Contact details for the event/site
- The notification **may** include information regarding alternative parking arrangements and exemptions.