

## Application for Activities in a Council Road Reserve

(Under S138 of the Roads Act, 1993 and Traffic & Transport Management for Special Events)

Use this form to apply for approval for:

A. *Minor Works not involving a development application such as:*

- Undertaking maintenance or investigation work utilising the road reserve or footpath.
- Doing minor works such as building a driveway or boring under a road.
- Undertaking minor road works involving minimal traffic impact.

B. *Major Works when required by a condition of development consent.*

C. *Events undertaken in a Council Road Reserve or likely to impact traffic movements on a public road*

Is this an : - initial application  or additional submission  (Highlight new information)

Is this application associated with a DA or CDC? Yes / No. If yes please provide reference no.

### Applicant's Details:

Company Name:

ABN:

Contact Name:

Contact Details:

Email:

### Details of organisation undertaking proposed works/event:

as above, or

Company Name:

ABN:

Contact Name:

Contact Details:

Email:

Site Supervisor:

Mobile:

**Activity Description:** (for multiple activities please submit associated TMP's and TGS's for each, as required)

Activity proposed start date:

Activity proposed finished date:

**Activity Location:** (if multiple locations please submit associated TMP's and TGS's for each, as required)

**Traffic Impacts** - tick the traffic impacts identified by TMP:

- no road closure     part road closure     full road closure
- no traffic delays     traffic delays with maximum expected delays of ..... minutes
- no pedestrian impacts     pedestrian impacts

**Traffic Controls** - tick the traffic controls identified by TMP and shown in TGS:

- signs only (no speed reduction)     signs only (with speed reduction)
- stop/slow control (manual or automated booms gates etc)     traffic lights     VMS

**Other** - Information to determine if a referral for other parties for approvals or concurrence:

Location

Will the proposed works/event be on crown or community land? Yes / No

Roads

Will the proposed works/event be on or may impact traffic movement on a classified road? Yes / No

Environmental

Will the proposed work/event impact any identified endangered fauna or flora? Yes / No

Will the proposed works/event require the removal or lopping of any tree (s)? Yes / No

Cultural & Heritage

Is the proposed work/event near any identified cultural and/or heritage site? Yes / No

**A sketch plan detailing all proposed works shall be submitted with each initial application.  
An approval will not be issued without all information be supplied and appropriate fees being paid and any referral(s) received.  
Any approval issued will only be for the work/event and locations(s) listed above.  
Council reserves it right revoke any approval issued without notice.  
An approval will not be issued for a period that is past the date noted on the provided certificate of currency for public liability insurance.  
An approval for works/events that have been identified for referral will not be issued until such referral(s) is returned to Council and reviewed by Council. Please allow extra time for such referrals.  
An invoice will be issued on information supplied. Council require a minimum 10 working days to process this application from receipt of payment.**

**MANDATORY ATTACHMENTS**

Traffic Management Plan (TMP) and Traffic Guidance Scheme (TGS): Date Supplied.....

Public Liability Insurance : (min. \$20M) Date Supplied.....

*CUSTOMER SERVICE UNDERTAKING: unless the referral requires referral Engineering staff will seek to produce a Consent within seven days of all of the information requirements being met.*

**OFFICE USE ONLY**

Date Application received: Fee: *Refer Fees and Charges* Date Paid