

# Road Reserve Permit



## Council Chambers

374 Main Road  
Glenorchy TAS 7010

## Postal Address

PO Box 103  
Glenorchy TAS 7010

## Customer Service

 (03) 6216 6800  
 gccmail@gcc.tas.gov.au

ABN 19 753 252 493

[www.gcc.tas.gov.au](http://www.gcc.tas.gov.au)

## ALL SECTIONS MUST BE COMPLETED.

Please read the General Conditions section, it is the applicant's responsibility to ensure that all documents are accurate and conforms to all standards and legal obligations. A permit is issued only after this application has been signed by an authorised officer of Council and payment made.

### SECTION 1

1. Do works relate to a Development/Subdivision application and/or approved Planning Permit? YES  NO   
If NO, proceed to question 5.

2. Has a Development/Subdivision application and/or approved Planning Permit been issued? YES  NO

3. Have engineering plans been approved and are attached? YES  NO

4. Provide the planning number and location.

***If the answer to question 2 or 3 above is NO, this application will NOT be processed until planning or engineering plans have been approved. If engineering plans have been approved, these plans must be attached to this application.***

5. Type of Works:

New or modified vehicle crossing / driveway  Road occupancy (no excavation)  Service provider excavation

Private works (ie underground electrical, fences)  Other excavation required (please specify)

*Road occupancy includes scissor lifts, cranes, signs, awnings and road / lane closures where excavation isn't required. The Road reserve permit is only for works in Council's Road Reserve which includes roads, footpaths, laneways and nature strips.*

### SECTION 2

#### Property owner or authorised agent:

#### Responsible business (or person) for the works

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## SECTION 3 - REQUIRED DOCUMENTATION CHECKLIST

- Approved plans (for applications related to planning applications)
- Scaled design plan of proposed works
- Site specific Traffic Management Plans
- If road closure required, then acceptance of fee for Council to place ad in paper
- Evidence of industry training for workers
- Evidence of public liability insurance of \$10M
- Risk Assessment completed
- Confirmation of Before You Dig Australia
- Details of consultation undertaken

*Scaled design plan to show services affected such as trees, poles, stormwater, TasWater, TasNetworks and NBN, and details on the standard of works to be undertaken (i.e. refer to Tasmanian Standard Drawings)*

**I have read all conditions and agree to undertake works in accordance with the General Conditions. I confirm that my documentation is accurate and confirm all standards and legal obligations have been met.**

### Responsible business (or person) for the works:

### Applicant Signature

### Date:

By signing I authorise Glenorchy City Council to update my details listed within this form.

### PLEASE NOTE:

Failure to comply with the conditions below may result in the issuing of an infringement fine of 20 penalty units under Council's Public Places and Infrastructure By-Law No. 1 of 2022, in addition to the cost of repair of infrastructure.

The permit is issued in accordance with the Traffic Act 1925, the Local Government Highway Act section 46 and Council's Public Places and Infrastructure By-Law No. 1 of 2022.

If the works form part of development or subdivision works you must first contact City Planning on 03 6216 6800 to confirm permit conditions.

All works must comply with permit conditions. Information on skip bins can be obtained by contacting Council on 03 6216 6800.

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## GENERAL CONDITIONS

1. A safe work site must be maintained at all times for the public and workers.
2. The permit is issued subject to photographic evidence of the condition of the works site prior to, during and after the works or required infrastructure condition report.
3. The works must be in accordance with the approved plan, the TSD, Council specifications, TasNetworks requirements, relevant standards, guidelines, code and any legal requirements.
4. Any necessary permits from other entities must be obtained prior to commencement.
5. At least 48 hours' notice must be provided to Council before works begin.
6. Seven working days' notice is to be given for Council to inspect reinforcement/compacted FCR prior to concrete pour/surfacing.
7. Redundant vehicle crossings and/or driveway aprons are to be removed and reinstated as kerb in accordance with TSD unless otherwise approved by council.
8. Footpaths to be kept open, level and free of any loose material, otherwise closed under and in accordance with the Traffic Management Plan.
9. For trench excavations through Council footpaths, the entire width of the affected footpath panel shall be replaced.
10. No building materials are to be kept outside the works site as approved under the TMP.
11. The nature strip and any affected footpath must be reinstated to its full width and using the same material as existing.
12. Construction and future costs, maintenance and liability of the works remain the responsibility of the applicant.
13. The road reserve, including footpaths, nature strips, and other affected areas, must be fully reinstated to Council standards following completion of works.
14. All road pavement reinstatements must be completed within 48 hours of practical completion of works.
15. The location of all underground services must be checked prior to commencing work as service authorities may have infrastructure in the road reserve that may differ or not be on DBYD. Service infrastructure locations can be obtained from 'Before You Dig Australia'. The property owner will be liable for any repair and/or reinstatement costs due to damage caused to Council infrastructure or others.
16. All works carried out on Council owned or managed land including the road reservation are to comply with the current 'Austroads Guide to Temporary Traffic Management (AGTTM)', in accordance with AS 1742.3 Traffic Control Devices for Works on Roads and Work Health & Safety requirements.
17. Contractors have appropriate Public Liability Insurance for a sum of not less than ten (10) million dollars and attach a copy of the certificate of currency.
18. The authorised applicant is required to provide their client (i.e. the property owner) with a copy of this endorsed permit on receipt. A copy of this permit must be available on site at all times and be made available to council officers upon request (electronic version acceptable).
19. The cost of the permit is in Council's fees and charges.
20. Private underground electrical connections (PUEC) are approved subject to:
  - TasNetworks agrees to record the PUEC once live, on Before You Dig Australia. The Electrical Contractor must provide a site plan of the underground connection mains to TasNetworks for inclusion in their GIS and BYDA records.
  - The location of the underground electricity cable between the power pole and property boundary must be clearly identified with a TasNetworks underground cable marker in accordance with TasNetworks Standard Drawings UG-603 to UG-608.

## PERMIT APPROVED

This permit is not valid until signed by an authorised officer of Council and is valid for 3 months from date of issue from proposed start date of works.

Signed:	Date (emailed to applicant):
Name:	Title:
Inspected Date (s):	Initials:

For queries and inspections relating to this permit contact Council on 03 6216 6800.

# **Personal Information Protection Statement**

Glenorchy City Council (Council) collects personal information to process requests and carry out its everyday functions, but may choose to use it for other lawful purposes under the Personal Information Protection Act 2004.

Your personal information may be shared with Council staff, contractors, law enforcement agencies, courts and other organisations where authorised or required by law.

You do not have to provide your personal information, but if you choose not to, Council may be unable to action your application or request.

You can find out more about how Council manages personal information and how to request access or corrections to it in Council's Privacy Policy available on Council's website or by contacting [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au).

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**Enquiries concerning personal information can be addressed to:**

Glenorchy City Council PO Box 103 Glenorchy, 7010

Phone: 03 6216 6800

Email: [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au)