


Road &/OR Footpath Opening Permit by Private Contractor request for Temporary Restoration


S.138 Roads Act 1993



LODGEMENT OF APPLICATION: You can lodge for your application via:


customerservice@huntershill.nsw.gov.au

 **Email:** A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card. Credit card payment details outlined on tax invoice.

 **Council:** Hunters Hill Council, 22 Alexandra Street, Hunters Hill.

8.30am - 4.30pm, Monday – Friday.

Payment by CASH, CHEQUE OR CARD

 **Mail:** Hunters Hill Council, PO Box 21 Hunters Hill NSW 2110.

Payment by CHEQUE ONLY

Please note: Your application will **NOT** be processed until **FULL** payment has been received. If paying by CREDIT CARD, an additional 0.53% processing fee will apply

Fees and Charges – Please retain your receipt as proof of lodgment of the application

See Hunter's Hill Schedule of [Fees & Charges](#)

Works on behalf of a Utility Company

If you are carrying out road &/or footpath works on behalf of a Utility, please refer to the 'Road and/or footpath opening by contractor on behalf of a Utility company information sheet' before lodgment of this application. Information available on Council website.

[Road &/Or Footpath Opening by Utility Company Fact Sheet](#)

Prior to Lodgement of this Application

You are highly advised to read and familiarise yourself with Council's 'Road and Footpath Opening Information Sheet' prior to lodgment of this application. Information available on Council website;

[Road &/Or Footpath Openings Fact Sheet & Conditions](#)

About this Application

- This application is to seek permission to carry out a road opening in Council owned land (which includes road reserve footpath and nature strip) and carry out the **TEMPORARY RESTORATION ONLY**.
- **ALL PERMANENT RESTORATIONS OF THE ROAD AND/OR FOOTPATH PAVEMENT SHALL BE UNDERTAKEN BY COUNCIL ONLY.**
- An invoice for the permanent restoration works will be created after notification of the temporary restoration works being completed has been made by the applicant.
- This application may take up to seven (7) working days for assessment and processing, expectation approximately five (5) working days except in difficult matters for assessment and processing. The applicant must allow for this in planning any works.
- **This application is not an automatic approval.** Your application will be assessed to determine whether conditional approval may be granted. Council's Civil Infrastructure Department will contact the applicant to arrange a joint inspection to determine the site area and cost of works upon the application being successful. Once the identified costs have

been paid, written approval to carry out works shall be issued to the applicant. If an application is refused, the applicant will be notified in writing.

- No works will be permitted until formal notification from Council is received in writing by the applicant.
- Once the temporary restoration has been completed to Council standards and inspected by Councils Service Delivery Department, Council will complete the permanent restoration within 90 days.
- Any works on a state road, regional road or within 100m of traffic signals requires a Road Occupancy License (ROL) to be obtained from the NSW Roads and Maritime Services (RMS). A copy of the ROL must be attached when submitting the application to Council.
- Requests for transfer of permit due to adverse weather conditions or other factors will be granted on a case-by-case basis. Requests need to be made to Council before the permit start date commences or in exceptional circumstances within the validity granted on the permit.

OFFICE USE ONLY: Customer Service Officer

CSO Name:	CSO Signature:	Date:
Fee Paid:	Receipt No:	Event No:

Applicant details

Title:		Surname:		First Name:	
Company Name:					
Street Address:					
	Suburb:		Postcode:		
Postal Address:					
	Suburb:		Postcode:		
Contact Number:					
Email Address:					

Contractor details

Contractor Name:					
Address:					
	Suburb:		Postcode:		
Contact Number:					
Email Address:					
Plumber/Licence No:		Expiry Date:			

Public Liability Insurance Details			
Insurance Name:			
Policy Number:			
Validity period:	From:		To:
Limit of indemnity:			
<p>I have attached a copy of the certificate of currency showing value of \$20 million for a period of six (6) months, displaying Hunter's Hill Council as an interested party. I understand that this application will not be accepted without this being attached at the time of submission. I understand that this insurance shall not be cancelled or lapse.</p>			
Signed:		Date:	

Site Details:							
Site Contact:					Mobile:		
Street Address of Site:							
Suburb:					Postcode:		
Lot:		DP:		SP:		Sec:	
Period Required:	From:				To:		
Reason for opening:							
Description of proposed works:							

Development Application Details		
Is there a current Development Application (DA) lodged with Council for this property?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DA Number:		CC Number:

State Roads (these applications go to RMS)	
Victoria Road	Burns Bay Road

Diagram Section/Attach Plan Showing Street Names, House Name, North Point and Hatch Area of occupation or access path

Customer Checklist: The below documents **must** be submitted when lodging this application)

- A copy of Dial before you Dig cover sheet including sequence numbers for Telstra, Ausgrid/Energy Australia etc.
- A copy of Contractor Details – valid contractor’s licence.
- A copy of Contractor Details – Public Liability Insurance (\$20 Million, indemnifying HHC)
- A copy of external approvals/permits – RMS, STA, NSW Police, Utility Authority, Council “if required”
- A copy of Traffic Management Plan (TMP). This will include a Traffic Control Plan (TCP) & Pedestrian Management Plan (PMP). ** MUST be certified by a suitably qualified RMS ticket holder. Failure to do so will result in the application being rejected, and Application Fees not refunded.
- Plans/Detailed Diagram of proposed works** - Location of opening clearly shown in relation to existing addresses and all assets within vicinity, proposed opening is clearly shown and dimensioned. Proposed manholes/boxes clearly shown and dimensioned. Assets include: trees, Landscaping, Road pavement, Kerb and Channel, Footpaths, Drains, Service Authority assets and Private assets affected by the works.
- Read and understood Council’s specifications for Road Openings.
- Read and understood Council’s fees and charges relating to Road Openings and Restoration charges.
- Payment of application fee
- Completed Restoration Table Request at bottom of form

Declaration

I declare that the above information is true and correct in every detail. I understand that any permits may be revoked if any of the information declared on this form is incorrect or any Conditions of Issue or Use are breached. I declare that my public insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective. I have read and understood the Terms & Conditions that apply to this form as well as Council’s Specifications for Road Openings.

Applicants Signature:

Date:

Restoration Charges and Fees

There is non-refundable application fees for each Road Opening Application. The permanent restoration fees will be charged after the temporary restoration works have been completed.

You may complete the below table to create an estimate for the permanent restoration fees. Before completing the table below, the TERMS AND CONDITIONS FOR ROAD AND FOOTPATH OPENING PERMIT (page 3-7) must be followed, as compliance is essential.

For the relevant Paving Material type & Rate please refer to the [Hunter's Hill Fee Schedule](#).

Opening Type	Paving Material	Area of Length	Rate	Total Cost
Road Paving		Sq.m		
Footpath		Sq.m		
Driveway		Sq.m		
Driveway Layback		Metres		
Kerb/Gutter		Metres		
Nature Strip		Sq.m		
Other		Sq.m		

Additional fees are payable in addition to the Council's cost for rectifying the following deficiencies.

1. The restoration area is larger than the area paid by the contractor.
2. Council has to carry out temporary restoration on the contractor's road opening.
3. Council has to place any safety devices to ensure public safety.
4. Council incurs costs due to deficiencies associate with the work.