





# Temporary Road Closure Permit Application Form


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

[customerservice@huntershill.nsw.gov.au](mailto: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 Council's [Fees & Charges](#)

**NOTE:** Submitting this application does not guarantee approval. An approved permit must be issued prior to the closure of any lane of traffic.

A **FULL** road closure refers to the blockage of all directions of traffic flow requiring detours.

A **PARTIAL** road closure refers to blockage of one or more lanes of traffic with traffic controllers directing traffic around the closure area. Fee is based on the length of the street closure or the length of the property street frontage, whichever is higher.

## 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:  |          |             |

|                         |        |           |         |  |
|-------------------------|--------|-----------|---------|--|
| <b>Site Details:</b>    |        |           |         |  |
| Area Required (m):      | Width: |           | Length: |  |
| Street Address of Site: |        |           |         |  |
| Suburb:                 |        | Postcode: |         |  |
| Period Required:        | From:  |           | To:     |  |
| Hours/Days of the week: |        |           |         |  |

|  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| <b>Development Application Details</b>   |                              |                             |  |
| 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:                  |  |

|  |
|--|
| <b>Document Checklist:</b> The below documents <b>must</b> be submitted when lodging this application)<br><b>Failure to do so will slow down your application</b>  |
| <input type="checkbox"/> Traffic Control Plan for Full Road Closure or including layout plan for Partial Road Closure – must be certified by an RMS accredited ticket holder for preparation of work zone traffic management |
| <input type="checkbox"/> Written approval from the Gladesville Police Traffic Sergeant   |
| <input type="checkbox"/> Public Liability Insurance – Certificate of Currency (min \$20,000,000 and displays Hunter’s Hill Council as an <b>interested party</b> )   |

|   |       |
|---|-------|
| <b>Declaration</b>  |       |
| I declare that the above information is true and correct in every detail. I have read and understood all conditions of operation under the Hunter’s Hill Temporary Road Closure Permit. 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. |       |
| Applicants Signature:   | Date: |

## Conditions

- Road closure permit is required when proposed construction works at a private construction site will result in the temporary and short-term closure of one or more lanes of traffic on a public road (Partial Closure) or the closure of all lanes of traffic (Full Closure).
- Closure of a lane is deemed to occur when a vehicle/bicycle traffic lane is less than 3.0 metres in width or a pedestrian traffic lane is less than 1.2 metres in width.
- In all circumstances a road closure must be temporary in nature, of short duration and of minimal size. Wherever possible road closures and full road closures are to be avoided. If however, a road closure is unavoidable then Council requires lodgement of this application.
- Note: a road closure permit is not required for the permanent closure of a road (permanent closures are governed by the provisions of the Local Government Act 1993).
- The application fee is a non-refundable fee and all charges must be paid at the time of lodgement of the form. If however the application is not approved the Road Closure Fee may be refundable.
- In general the permit approval process will take from four (4) to eight (8) weeks from the date of submission of the Application to the date that the permit is approved by Council.
- For Full Road Closures or lengthy Partial Closures an additional period of four (4) weeks should be allowed for advertisement of the proposed closure.
- A Traffic Management Plan in accordance with RMS Guidelines for Preparation of a TMP is required if detours are proposed.
- If a Road Closure involves the occupation of public footpath or other public open space or a parking lane, other permits may be required (e.g. Open Space Permit, Stand Plant Permit or Work Zone).
- The applicant shall take out and keep a current public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of \$20,000,000 against all actions which may occur in relation to the construction works and the occupation of public open space.
- All public open space areas must be maintained in a clean and tidy condition to Council's satisfaction.
- 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.
- All affected businesses (incl. 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 details of alternate access arrangements, detours and applicant contact details.
- 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.
- RMS accredited personnel shall be on site to control vehicular and pedestrian traffic when plant or materials are operated or lifted over public areas, or as directed by Council's engineer.
- The applicant shall ensure compliance with the Australian Road Rules at all times.
- The applicant shall comply with any other condition imposed by Council as part of granting consent and comply with any direction of an authorised Council Officer.