

# Road &/OR Footpath Opening Permit by Private Contractor request for Temporary Restoration S.138 Roads Act 1993



<b>LODGEMENT</b>	<b>OF APPLICATION: You can lodge for your application via:</b> <a href="mailto:customerservice@huntershill.nsw.gov.au">customerservice@huntershill.nsw.gov.au</a>
<b>Email:</b>	A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment <b>MUST</b> 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.
<b>Council:</b>	Hunters Hill Council, 22 Alexandra Street, Hunters Hill. 8.30am - 4.30pm, Monday – Friday. <b>Payment by CHEQUE OR CARD</b>
Please note: Your application will <b>NOT</b> be processed until <b>FULL</b> payment has been received. If paying by <b>CREDIT CARD</b> , an additional 0.53% processing fee will apply	

Application Fee		
<b>Road Opening Permit Application fee only</b> Site Area & Cost Determination Inspection is required after application is made.	<b>\$175.00 per application</b>	<b>GST Free</b>
Restoration Fees <a href="https://www.huntershill.nsw.gov.au/council/policies-plans-publications/fees-and-charges/">https://www.huntershill.nsw.gov.au/council/policies-plans-publications/fees-and-charges/</a>		

<b>About this Application</b> 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 <b>TEMPORARY RESTORATION ONLY</b> .
<ul style="list-style-type: none"> <li>• <b>ALL PERMANENT RESTORATIONS OF THE ROAD AND/OR FOOTPATH PAVEMENT SHALL BE UNDERTAKEN BY COUNCIL ONLY.</b></li> <li>• <b>This application is not an automatic approval</b> a Site Area &amp; Cost Determination Inspection is required – 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. The site contact &amp;/or applicant will be required on site and all costs determined paid before approval will be granted.</li> <li>• 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.</li> <li>• <b>Emergency/ Urgent Inspections - \$565.00 fee applies to all emergency or urgent works that are needed to be process and inspected within the 7 working days.</b></li> <li>• No works will be permitted until formal notification from Council is received in writing by the applicant.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>

**OFFICE USE ONLY: Customer Service Officer**

CSO Name:

CSO Signature:

Date:

Fee Paid:

Receipt No.

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

**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.

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

**Prior to Lodgment of this Application**

You are highly advised to read and familiarise yourself with Council's 'Road and footpath opening fact sheet' prior to lodgement of this application.

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

- **Site Area & Cost Determination Inspection** – 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. The site contact &/or applicant will be required on site and all costs determined paid before approval will be granted. ***Please be advised that payment must be paid within 48 hours of issue or a late payment fee will be payable by the applicant.***  
**Please call Customer Services on 9879 9400 to request all other inspections.**
- **Backfill Inspection** – Council's Civil Infrastructure Department **is to be** contacted 24 hours prior to backfilling being scheduled to commence in order to enable verification of material grade and compaction.
- **Formwork Inspection** - Where approval is granted to carry out own concrete works; Council's Civil Infrastructure Department **is to be** contacted 48 hours prior to pouring concrete in order to enable verification of formwork construction.
- **Final Inspection** – Council's Civil Infrastructure Department **is to be** contacted no less than 48 hours prior to completion of temporary restoration. Upon inspection if there are variations to the original agreed cost of works then the applicant is liable for these additional costs.
- **Additional Inspections** – a \$250 fee applies for each subsequent inspection required outside the stated number indicated in the 'Driveway Installation Approval'. 48 hours' notice must be given.
- **Re-Inspections** – a \$250 fee applies to each re-inspection; except where Council is notified 24 hours prior to appointment or in the instance of poor weather conditions at the Inspectors discretion.
- **Emergency/ Urgent Inspections - \$550.00 fee applies to all emergency or urgent works.**

**Highly Recommended Documentation**

It is highly recommended that you complete and submit a 'Pro-Commencement Damage Report'.

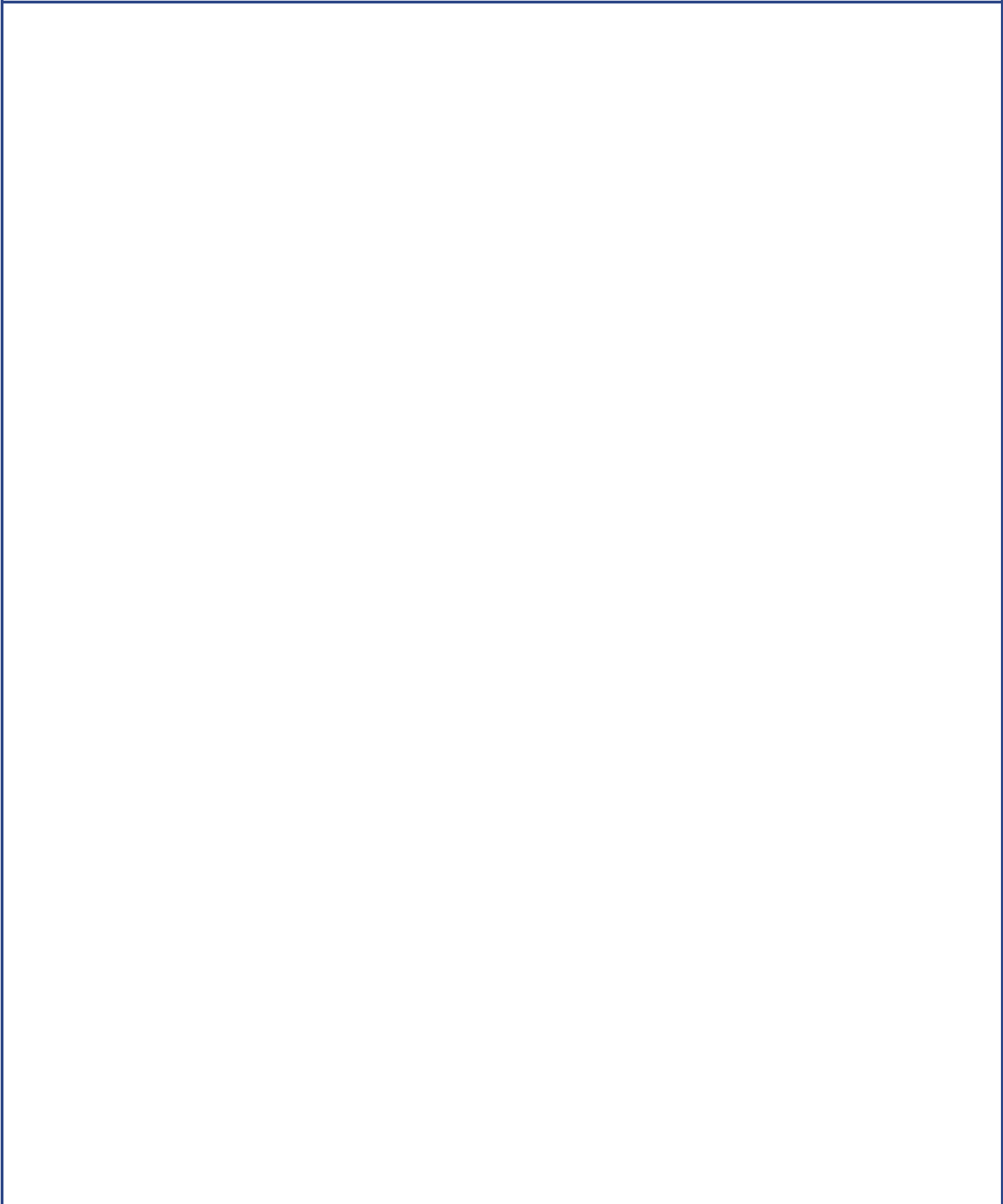
This is to ensure that pre-existing damage is not attributed by the property owner.

The form can be downloaded from Council's website or a copy obtained from Council's Customer Services Department. If you have a current associated application lodged with Council that required the lodgement of a Damage Report, then you do not need to submit another

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:					

Site Location		
<i>1<sup>st</sup> Location</i>		
Site No.		Street Name:
Suburb:		Postcode:
<i>2<sup>nd</sup> Location (same building different street frontage)</i>		
Site No.		Street name:

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

A large, empty rectangular box with a thin blue border, intended for a diagram or plan. The box is currently blank, providing space for the user to draw and label the required information.

**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

**State Roads (these applications need Transport for NSW approval)**

Victoria Road

Burns Bay Road

**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.

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.

Applicants Signature:

Date: