



Roads Act Application

Under s8 and s138 Roads Act 1993

Complete application details, preliminary checklist and ALL sections relevant to the proposed work

location

Fees apply

Lot N^o/s.

Section N^o.

DP N^o.

Street N^o.

Street name

Township

Postcode

application

Does this application relate to a development application? ☐ No ☐ Yes

If yes, please provide Application No:

principal contractor / applicant

Must be completed and signed by the Principal Contractor

Company name

Contact name & position in company (where applicable)

ABN/ACN

Contact telephone

Postal address

Township

Postcode

Email address

I indemnify the Council against all claims, expenses and costs arising from, made or recovered against the Council by any person arising out of any work done, purported to be done or failure to comply with the provisions of any Act, Regulation or any order or direction given. I also understand that I am responsible for:

- temporary restoration works and any costs associated with permanent and/or emergency restoration works undertaken by the Council.
- ensuring that workers and any road users (including pedestrians) are able to travel through, past or around the works/use in safety.

Principal Contractor / Applicant's signature

Date

NOTE:

It is the responsibility of the Principal Contractor to complete a risk assessment and determine the most appropriate control mechanisms to ensure the safety of workers and road users. Principal Contractor is defined under *Work, Health & Safety Regulation 2011*.

No works are to commence until conditions of the approval have been met.

Office use only

Application No.

Date received

Property File No.

Ledger AP

ROADS ACT APPLICATION 1-2019

type of application

This form covers the following types of approvals under the Roads Act. Select the type of approval you seek and complete the details required in the nominated section.

Note: More than one section may be required for your project.

		Section
<input checked="" type="checkbox"/>		
<input type="checkbox"/>	Opening of a road / footway for services (e.g. water, sewer, gas etc.)	1
<input type="checkbox"/>	Vehicular access construction (new or upgrades) / driveway levels	2
<input type="checkbox"/>	Other construction works Includes: Kerb and gutterworks New road Extend formed road Footway / footpath / cycleway New / upgrade drainage works Shoulder widening	3
	Maintenance works Includes: Road works Footway	
	Plan assessment Includes: Traffic management plan Erosion and sediment control plan	
<input type="checkbox"/>	Works zone, use of roadway/ footway / short term work zone Includes: Construction and footpath within the road reserve or road reserve	4
<input type="checkbox"/>	Temporary fence / barrier system	5
<input type="checkbox"/>	Placement of skip bin on footway / road	6

insurance

A minimum of \$20 million Public Liability Insurance is required to cover the duration of the works. The public liability policy must specify Blue Mountains City Council as an interested party.

It is the Principal Contractor's responsibility to maintain evidence that all contractors working in the road reserve are covered for worker's compensation insurance.

plan requirements

Refer to the relevant section for documentation to be provided with this application.

Site plan & statement	A site plan detailing cross sections and showing the location of the proposed works in relation to the property, trees, roads, telegraph poles / lights and footway / footpath / kerb and gutter areas. Include dimensions, sight line distances and access entry / exit points. Include a statement on proposed management of deliveries to and from the site and / or use of any cranes, access gates, etc., if applicable.
Design plan	Details of the design and compliance with relevant standards, codes and risk assessment recommendations is required. Supplier certification or structural engineer certification will be required where stated by Council's policy and/or any other Code or Standard.
Dilapidation report	A dilapidation report with photos outlining the condition of the road reserve and/or public area prior to commencement of the works. This report may be used as a reference for any restoration works. Where restoration works are required, fees are applicable in accordance with Council's current fees and charges.
Traffic/ pedestrian management plan	Detail the measures to be taken to ensure that road users are able to travel through, past or around the area in safety. This plan will be required where the placement of a temporary fencing structure and/or access to the site encroaches or impedes the movement of vehicular, pedestrian traffic or interferes with sight lines. Include the Traffic Management Plan Number from <i>RTA Traffic Control Work Sites Manual</i> .

preliminary checklist

**THIS SECTION
MUST BE
COMPLETED FOR
ALL APPLICATIONS.**
Incomplete
applications may
lead to rejection of
the application.

If **“yes”** is selected for
any of the activities,
provide details on how
the negative impact
will be reduced

further information

**Blue Mountains
City Council**

KATOOMBA:

2-6 Civic Place

SPRINGWOOD:

104 Macquarie Rd

POSTAL ADDRESS:

Locked Bag 1005

Katoomba 2780

TELEPHONE:

(02) 4780 5000

FACSIMILE:

(02) 4780 5555

EMAIL:

council@bmcc.nsw.gov.au

WEB:

www.bmcc.nsw.gov.au

This checklist must be completed by the Applicant and accompany all Roads Act applications.

If “yes” has been checked for any of the activities described below, you must provide details on how the negative impact will be reduced. Proposed works with no impacts will not require additional assessments and the Roads Act application can proceed as normal.

If impacts are deemed significant by Council, it is unlikely that a simple Roads Act application can commence. In such cases, a Development Application may be required.

Please contact Council to discuss your options if you believe the proposed works pose a significant impact.

If applicable, does the activity vary from what was approved in the Development Application? ☐ Yes ☐ No ☐ N/A

Is tree removal or significant vegetation removal necessary? ☐ Yes ☐ No

Is grass or minor vegetation removal necessary? ☐ Yes ☐ No

Is there potential for the activity to impact waterways or drainage? ☐ Yes ☐ No

Is there potential for the activity to damage existing services? ☐ Yes ☐ No

Will the works impact on traffic/pedestrian activity? ☐ Yes ☐ No

Will there be additions/alterations to any other structures within the Council road reserve? ☐ Yes ☐ No

Is this a retrospective application? ☐ Yes ☐ No

SECTION 1 Opening of road / footway for services

To open the road reserve for the connection or maintenance of a service

Area to be opened

Area to be opened: ☐ Footway ☐ Road

Surface type: ☐ Road with formed kerb & guttering
☐ Road without kerb and guttering
☐ Paved footway
☐ Unformed road or grass footway

Road speed: ☐ Less than 60km ☐ 60km or greater

Location of road: ☐ Bus / tourist route ☐ Town centre ☐ Local road

Details

Type of service to be laid / repaired: *e.g., water, sewer, gas, etc.*

Estimated size of opening:

Length Width

Date of opening:

Completion date:

DIAL BEFORE YOU DIG
(Telephone: 1100)
www.1100.com.au

**You must contact
Council's
Restoration Officer**

within 24 hours of
commencement of works
AND
within 48 hours of
completion of works
to arrange an inspection.
Telephone:
(02) 4780 5000.
Restoration fees
are listed in Council's
fees and charges or
downloaded at www.bmcc.nsw.gov.au/yourcommunity/roadrestoration

Include with this application

- ☐ Site plan
- ☐ Traffic and pedestrian management plan
- ☐ Dilapidation report (recommended)

SECTION 2 Vehicular access construction / driveway levels

To create a new (temporary or permanent) access point; constructing or upgrading an existing driveway

Description of work

- ☐ New permanent access point ☐ New temporary access point
☐ Upgrade existing driveway

Type of work proposed

- ☐ Gutter crossing
☐ Apron crossing (ie., that part of the driveway between the property boundary and the gutter crossing)

Type of vehicular use:

- ☐ Light vehicle (cars) ☐ Heavy vehicles (trucks)

Proposed finish:

Does the work include an exposed aggregate finish ☐ Yes ☐ No

Site plan

*You may provide a site plan as an attachment to the application or add below.
Include the location of the dwelling and location and dimensions of the vehicular access.*

Include with this application

- ☐ Site plan, if not provided above
☐ Traffic and pedestrian management plan
☐ Dilapidation report (recommended)

All works must be undertaken in accordance with the standard drawing outlined in the fact sheet

Design plans by a Civil Engineer or Surveyor will be required on for driveways with limited site lines and difficult access.

A SITE PLAN MUST BE PROVIDED WITH THIS APPLICATION

Applications without a plan will be rejected

SECTION 3 Other construction / maintenance works

To construct road, footpath, kerb & guttering, stormwater drains etc.

Type of proposed construction / maintenance work

Please specify all types applicable

☐ Construction works *(Select all types of work below. Provide length in lineal metres)*

☐ Road works Length m

☐ Kerb, gutter and road shoulder work Length m

☐ Stormwater drainage (no road construction) Length m

☐ Footpath works Length m

☐ Temporary vehicular access

☐ Other works *Please specify*

☐ Maintenance works *Select all types of work below*

☐ Road maintenance

☐ Footway maintenance

☐ Plan assessment *Select the type of plan/s for assessment*

☐ Erosion & sediment control plan

☐ Traffic management plan

☐ Dilapidation report

☐ Permanent water quality control structure (Detention basins, nutrient structures, gross pollutant traps)

A Maintenance bond is required for construction works

An Environmental bond may also be required where there is a significant risk of damage to the environment

Value of work

Long Service Levy payment may be required

Value of proposed construction and site works:

\$

Period of approval

Period of approval sought:

Date from To

What days and hours of operation are required?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time of day required	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Include with this application

☐ Site plan and statement

☐ Design plan

☐ Sediment and erosion control plan

☐ Detailed dilapidation report

☐ Detailed traffic and pedestrian management plan

SECTION 4 Works zone and other road occupancies

To create a construction zone or to occupy the road reserve

Type of application

☐

Works zone

Proposed length of works zone

 m

Minimum 12.5 metres

☐

Short-term works zone (maximum two days)

Proposed length of works zone

 m

Minimum 12.5 metres

☐

Other (please specify)

Application details

Provide reason/s why on-site parking cannot be contained within the property boundary of the site

Number of car parking spaces and loading spaces on-site

Existing on-site parking

Existing loading spaces

Provide details of works to be carried out e.g. unload materials, demolition, excavation, new building, renovations etc.

Period of use

Period of approval sought

days/weeks/months

Date from

To

Days and hours of operation required:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time of day required							

Existing kerb parking restriction (if any)

Include with this application

☐

Site plan and statement

☐

Detailed dilapidation report

☐

Detailed traffic and pedestrian management plan

SECTION 5 Temporary fencing / barrier systems

To erect a temporary fence or barrier system on Council's road reserve or Council controlled land (e.g. carparks, parks and reserves) for construction, maintenance works and safety purposes

Purpose

- ☐ Construction works ☐ Maintenance works
☐ Public safety eg fire damaged building

Details

Type of application:

- ☐ New works ☐ Amendment to an existing approval
☐ Extension of an approval

Where is the temporary fencing structure to be located:

- ☐ Road reserve ☐ Public land

What type of system and length is proposed:

- ☐ Open fencing
With shade cloth ☐ No ☐ Yes Length m
- ☐ Solid fencing (hoarding) Length m
- ☐ Overhead protective structure
Inclusive of site sheds? ☐ No ☐ Yes Length m
- ☐ Scaffolding
With shade cloth ☐ No ☐ Yes Length m

Period of installation

When do you wish to commence installation?

How many weeks will the structure/s be in place?

Include with this application

- ☐ Site plan and statement
☐ Design plan
☐ Dilapidation report (recommended)
☐ Traffic and pedestrian management plan which includes a plan of management for installation and operational stages

Ongoing use fees apply for all temporary fencing applications. Fees will be charged monthly and invoiced to the Principal Contractor

Minimum periods apply for billing purposes

SECTION 6

Placement of skip bin on road or footway

To place a skip bin on the road or footway. Refer to Council's Local Approvals Policy for exemption requirements

Location of skip bin

- ☐ Road / roadway
- ☐ Footpath or nature strip

Size of Container

Length m Width m

Diameter m Volume m³

Proposed activities

e.g. unload materials, demolition, excavation, new building, renovations etc.

Period of use

Period of approval sought (in days)

Date from To

Include with this application

- ☐ Site plan
- ☐ Traffic and pedestrian management plan
- ☐ Dilapidation report (recommended)

