

[This form can be filled in electronically.](#)

Application to Occupy a Public Road or Footway

UNDER SECTION 138 THE ROADS ACT 1993

This application form must be used when applying to occupy a public road for construction and other activities. It includes line pump concrete pours.

It excludes use of a lift, hoist, or tackle projecting over the footway. A “crane” application is required for these activities.

The occupation can be of a parking lane, road lane, cycleway, footpath, or open space.

The following documents are required in order for your application to be processed:

The following documents may be required in order for your application to be processed:

- Traffic Control Plan or Traffic Management Plan prepared by a TfNSW accredited person (if traffic control is required).
- NSW Police Notification - Eastern Suburbs Police Area Command – Traffic Services. The notification form is on the last page of this document. Police notification is only required if occupying a parking or travel lane and there is an obstruction to traffic (including traffic control).
- Road Occupancy Licence from Transport for NSW if you want to operate and stand plant:
 - on a State Road or Regional Road, or
 - within 100 metres of any intersection with traffic signals.
- A copy of the applicant's current Public Liability Insurance Policy with a minimum cover of \$20 million (mandatory requirement).

GENERAL CONDITIONS:

1. The application must be lodged at least 5 working days prior to the start of activity.
2. Late applications may not be processed in time for the nominated date. A late fee will be applied if they are able to be processed by the nominated date.
3. The applicant must provide safe pedestrian access adjacent to the site and adjoining land during the approved hours of operation. All traffic and pedestrian control must be in accordance with the current version of AS1742.3 and the TfNSW Traffic Control at Work Sites Manual.
4. TfNSW accredited traffic controllers must be available to control pedestrian and vehicular traffic where lifting takes place over an area not protected by barricading or pedestrian flow is affected by the activity. Responsibility for pedestrian and road users' safety lies with the applicant.
5. It is an offence under Section 667 of the Local Government Act 1993 to wilfully remove, destroy, deface, damage, or otherwise interfere with notices or signs erected by Council. The applicant must immediately notify Council of any lost or damaged signs.
6. The applicant is liable for any damage to persons or property arising from the works and must take all reasonable measures to prevent such damage. Council is not responsible for any loss, damage, injury, or death relating to the proposed works.
7. The permit is not transferable for day, time, or location without Council consent. The permit is to be carried by the operator of the unit and produced if required.
8. The plant operator must comply with directions given by the New South Wales Police Force or other Emergency Services personnel.
9. Where a temporary road closure is required, a notification letter is to be distributed to surrounding properties at least seven days prior to the closure and again 24 hours prior to the closure. A 24-hour site contact number must be included.
10. Works are to be undertaken between 7:00am and 5:00pm, Monday to Friday, or between 8:00am and 3:00pm Saturdays. Works outside these hours **must** be approved by Council.

Applications, together with supporting documents, are to be emailed to:

construction.permit@waverley.nsw.gov.au

and

eastsubtraffic@police.nsw.gov.au



Applicant Name					
Applicant Address					
Applicant email		Contact Number			
Contractor's trading name and address (if not the applicant)					
Contractor email		Contact Number			
Contractor's Public Liability		Insurance Company	Policy No	Expiry Date	Sum Insured
Site Address					
Site Contact		Name:		Mobile:	
Are you operating within an active Construction/work zone? <input type="checkbox"/> YES <input type="checkbox"/> NO					
<input type="checkbox"/> New application					
<input type="checkbox"/> Amendment to existing permit – Permit No:					
Current Development Application number, if applicable				DA-	

Give details of works to be carried out / any equipment					
WORK LOCATION:					
Side of road: (Please tick)	<input type="checkbox"/> North	<input type="checkbox"/> South	<input type="checkbox"/> East	<input type="checkbox"/> West	
Full Street Address					
between: 1st cross street		and: 2nd cross street			
Times/s, Day/s & Date/s of operation					
Width of Road Occupied (kerbside & travel lanes)	Number of lanes		Width (metres)		
Length of Road Occupied Incl all equipment & trucks					
Are buses services affected? (If so, give details)					
Number of metered (ticket) car parking spaces required					

Fees

Category	Unit	RATE (GST Exempt)
Application fee (Non-Refundable) - Partial road closure - Full road closure	per application	\$390.00 \$780.00
Traffic management / control plan assessment fee - Non-Complex (dealt with via telephone/email) - Moderately Complex (site inspection and/or meetings required with applicant) - Very Complex (report required to go to Waverley Traffic Committee)	per application	\$160.00 \$ 475.00 \$ 1,475.00
Occupation of non-metered areas - Parallel parking (including driveways) - Angle parking (including driveways) - Footpath / cycleway / verge / open space closure / road lane	per metre per day	\$ 16.00 \$ 31.00 \$ 16.00
Occupation of metered parking spaces (in addition to the occupation fee for non-metered areas)	per space per day	\$ 145.00
Late fee – for applications lodged less than 5 working days prior to the start of activity. Note, this fee only applies to late applications that are able to be processed in time for the proposed works. This does not guarantee processing in time for the proposed works.	per application	\$ 320.00
Supervision Fee - 1 x supervisor	Per hour	\$165.00

Notes:

- The Traffic Management Plan Assessment fee applies to the first application. Subsequent applications for the same activity at the same site will not incur the Traffic Management Plan Assessment fee but will incur the application fee.
- Small jobs lasting less than 4 hours will be charged as ½ days.
- Parallel parking assessed at an average of 5.5 metres per space. Angle parking assessed at an average of 2.8 metres per space.
- Footpath / cycleway / verge / open space closure applies to the footpath etc. being closed during the period of occupation. It does not apply to situations when pedestrians are stopped for brief periods (up to 5 minutes) to allow for safe lifting of materials over the footpath.
- Supervisor fees are charged for more complex activities which may have pedestrian interaction. The fees charged are for the hours on site (rounded up). Refunds are available if the actual supervisor hours on site are less than the hours initially charged for.

Calculation Method: Occupation of any non-metred area can apply to road, cycleway, footpath, verge and other open spaces is charged per linear metre per day. Where it is deemed that additional space is required to facilitate traffic movement, staff will add those to the total calculation. Any length already covered by a construction zone will not be charged for in this application.

Payment can be made by credit card over the telephone (0.8% surcharge applies to credit card payments – Visa and Master and Amex are accepted). All charges are in accordance with Waverley Council Schedule Fees & Charges for the 2022/2023 financial year.

I declare the above information is true and correct in every detail and accept all conditions listed above if approval is granted.

Name:		Date:	
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Please send the completed application and supporting documentation including the Police Notification in **one email** to:

construction.permit@waverley.nsw.gov.au & EASTSUBTRAFFIC@police.nsw.gov.au.

Council will endeavour to process all applications as soon as practicable. However, applications for activities which impact upon the use and operation of public roadways or public safety may take longer to be assessed.

Should you have any queries, please contact Waverley Council Infrastructure Services via construction.permit@waverley.nsw.gov.au or Customer Service Centre on 9083 8000.

Please see next page for NSW Police Notification form.

Police notification is only required if occupying roadway and/or parking lane.



APPLICATION of NOTIFICATION to STAND and OPERATE SPECIAL PURPOSE VEHICLE - Issued under Class 1 Special Purpose Vehicle Stand and Operate Notice 2013, Heavy Vehicle National Law (HVNL)

N.B. THESE WORKS MUST COMPLY WITH AUSTRALIAN STANDARD AS 1742 (MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES) – ENQUIRES MAY BE DIRECTED TO WORKCOVER NSW.

Applicant Name: _____ **Company Name:** _____

Phone No: _____ **Fax No:** _____ **Email:** _____

Road Occupancy License (ROL): _____ **(Must obtain first before submitting application)**

PARTICULARS OF CLOSURE AND CONDITIONS:

- (1) Notification of a (circle) **temporary lane / whole road closure** as described below during the nominated times due to the (circle) **obstruction / danger** posed to traffic by the standing and operation of a (circle) **mobile crane / travel tower / scissor lift / mobile concrete pump / excavation /** _____
- (2) with _____ metres of jib/mast on the _____ side of _____ Street / Road / Lane, (Suburb) _____ between _____ Street / Road / Lane and _____ Street / Road / Lane, occupying _____ (width) metres / lanes of roadway,
- (3) Between the hours of _____ AM / PM and _____ AM / PM on (Day) _____ the _____ / _____ / _____
- (4) Other specific details (Additional dates/other works/dual locations):

Signature of Applicant / Employee / Agent

Time/Date

SUBMIT THIS APPLICATION ALONG WITH TRAFFIC CONTROL PLAN TO: TRAFFIC SERVICES, EASTERN SUBURBS PAC

POLICE USE ONLY

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ACKNOWLEDGEMENT NUMBER: _____ / _____ / _____

- This notice or an exact copy, along with approved Traffic Control Plan, is to be carried by the operator of the unit and produced if required. It is subject to cancellation, at any time and upon expiry the notice must be destroyed.
- Suitable warning signs and barricades are to be erected in the area that the unit is being operated.
- The roadway is to be properly marked with an adequate number of traffic lane markers to safely control the flow of traffic.
- Accredited Traffic Controllers to be in attendance to control traffic.
- The unit suitably illuminated with adequate warning lamps when standing during the hours of darkness.
- Approval to be obtained from the Council Traffic Engineer.
- In addition to the foregoing conditions the operator will comply with any direction of a member of the NSW Police Force.
- Ambulance Service of New South Wales and Fire & Rescue NSW to be informed.
- State Transit Authority of NSW to be informed.
- Transport Management Centre to be informed.
- Letter box drop _____ days prior to the operation addressed to all affected residents and/or businesses. Letter to detail road closures, traffic management plan as well as onsite contact name and phone number.
- Other conditions:

Issued: _____ / _____ / _____ at _____ : _____ AM/PM

Signature: _____
Name: _____

Police Station: Traffic Services, Eastern Suburbs PAC – Phone: (02) 9369 9899 – Fax: (02) 9369 9812
Email: EASTSUBTRAFFIC@police.nsw.gov.au