



## APPLICATION TO CARRY OUT WORKS WITHIN A COUNCIL ROAD RESERVATION

APPLICANT'S NAME .....

POSTAL ADDRESS.....

EMAIL .....

PHONE NUMBER..... MOBILE.....

LOCATION OF CROSSOVER OR OTHER WORKS SUBJECT TO THIS APPLICATION:  
STREET ADDRESS: .....

PROPOSED START DATE: ..... EXPECTED COMPLETION DATE: .....

NOTE:  
A non refundable application fee applies  
A plan of the proposed works must be attached

Is this application required for an existing or new Development Application?  Yes (see below)  No (go to Q1)

B.A, PLANNING OR SUB NUMBER IF APPLICABLE.....

### 1. This application is to undertake works to

- Construct new driveway crossover(s)
- Amend an existing driveway crossover
- Stormwater Connection
- Carry out other works (please proceed to question 4)

### 2. Crossover type (tick those that apply)

- Urban
- Rural
- Farming
- Residential    How many dwellings?.....
- Industrial        How many vehicles will enter the site per day?.....
- Commercial        How many vehicles will enter the site per day?.....

### 3. What type of vehicles will use the crossover?

- Cars             Utilities         Trucks             Buses             Semi Trailers     Other.....

**4. Carry out other works**

Please provide details: .....

.....  
.....

**5. Scope of Works**

Please provide details:

.....  
.....

**6. Planned Commencement date:**

**7. Provide a sketch or attach a plan of the intended works**

**8. Record of Existing Conditions**

Have you included originals or copies of photographs showing the existing conditions of the work site?

Yes

No

**Please note; if no photographs are supplied, all damage to Council assets in the vicinity of the works including roads, footpaths, drainage and verge’s etc identified during completion inspections will be deemed to have occurred during the works and must be rectified and/or repaired by the applicant at the applicants cost.**

**9. Comments**

Are there any other comments you would like to submit in respect to this application?.....

.....

**10. Attach and supply when returning application checklist;**

- Dial Before you Dig Plans
- Traffic Management Plan (including Pedestrian Management Plan if works involve disruption to, or works on a pavement or footpath)
- Plan of the Intended Works
- All Questions Answered

## General Notes

- 1) Construction works approved under this permit are to be to minimum standard in accordance with Councils relative standard drawings for the permit works and are to be to the satisfaction of Council.
- 2) The consent given by this permit must be acted on within six (6) months from the date of issue. A further permit is required if no works are commenced within the period specified or additional works beyond the scope of this permit are intended.
- 3) The permit holder is responsible for obtaining all required approvals from other relevant authorities, including any environmental permit or clearances that may be required under applicable legislation, as well as any Council policies that have relevance.
- 4) On completion of the works the site must be returned to its original condition to the satisfaction of Council.
- 5) Should any failure of the access road junction pavement occur and/or drop offs develop at the join between the existing sealed (if applicable) and access pavements, the Council reserves the right to arrange emergency maintenance repairs to be carried out. All costs associated with such repairs, and any claims from the public arising from any failure of the works, or tracking of debris over public roads, will be the responsibility of the permit holder.
- 6) The permit holder is to be responsible for the locating of all services prior to any works within the road reservation and is to be responsible for any costs, claims, proceedings and demands, should any service be damaged as a result of this work.
- 7) The permit holder will notify the Council when all works have been completed to arrange a site inspection.
- 8) The permit holder will indemnify and keep indemnified the Huon Valley Council, its servants and agents and each of them from and against all actions, costs, proceedings, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed by whomsoever against them, or any of them, arising out of, or in respect of the approved proposal and the works undertaken under this permit.
- 9) Pavement as defined by the *Roads (Local Highways) By-Law 2014* means the formed or paved area or carriageway of a road for the primary use of vehicles excluding the kerb, gutter, drains and shoulder.
- 10) This permit is issued pursuant to the *Roads (Local Highways) By-law 2014*.

### **In accordance with the By-law:**

- **The Permit Holder must comply with the terms and conditions of the permit, failure to do so is an offence for which penalties apply.**
- **The Permit may be cancelled if a Permit Holder commits any breach of the By-law or condition of the Permit.**
- **The Permit Holder must produce this Permit immediately when requested to do so by a Police Officer or an Authorised Officer of the Council and must answer all questions which are reasonably necessary to establish that the person is the Permit Holder.**

PLEASE NOTE THAT NO WORKS ARE TO BE COMMENCED WITHIN THE COUNCIL ROAD RESERVATION UNTIL THE NECESSARY COUNCIL APPROVAL HAS BEEN GIVEN AND AN APPROVED PERMIT IS ISSUED.

PLEASE CAREFULLY READ, THEN SIGN AND RETURN THIS PERMIT APPLICATION TO COUNCIL. IF APPROVED, ONCE ISSUED AND BEARING AN AUTHORISED COUNCIL OFFICERS SIGNATURE AND ENDORSEMENT, THIS PERMIT BECOMES VALID AND WORKS MAY COMMENCE ON THE AGREED COMMENCEMENT DATE.

APPLICANT'S SIGNATURE.....DATE .....

Council Contact Officer..... Contact Number.....

**APPLICATION APPROVED** Yes No

**Date of Issue:** ...../...../..... **Permit expires on:** ...../...../.....

.....  
*Signature* *Title*

**CSO USE ONLY**

- Fee paid? Date: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Yes No
- Is a plan of the proposed crossover or other works attached? Yes No
- Is a copy of the DA, BA or permit attached? (if applicable) Yes No
- Is this a Stormwater connection application (additional fees apply) Yes No
- Are the Dial before You Dig plans attached? Yes No
- Is a TMP attached Yes No

**CSO NAME**.....**SIGNATURE**.....

**OFFICE USE ONLY**

**RC/RW-**\_\_\_\_/\_\_\_\_ **PID/Road No** \_\_\_\_\_

Permit Approved Yes No

If Denied, Why: .....

**OFFICER NAME**.....**SIGNATURE**.....