

Road Reserve Work Permit Application

The purpose of this application is for Council to provide approval for works to be undertaken in the road reservation that impact Council assets or involve public safety. This includes Driveway Crossovers. Have you checked to see if you also require a Planning Permit? Yes / No (please circle)

1. Applicant details

Applicant Name:	<input type="text"/>	Mobile No:	<input type="text"/>
Postal Address:	<input type="text"/>	Phone No:	<input type="text"/>
	<input type="text"/>	PA/BA No:	<input type="text"/>
Email Address:	<input type="text"/>		
Business Name:	<input type="text"/>		
Contractor undertaking the work:	<input type="text"/>		
Contractor postal or email address	<input type="text"/>		

2. Contractor insurance details

Council requires copies of the Contractor Certificates of Currency for the following insurance types:

- Public/Products Liability Cover with a minimum cover of \$20 million
- Workers Compensation Cover or Personal Accident Insurance
- Registered Motor Vehicle/Plant Insurance

NB: please attach copies of contractor insurance documents to this application prior to submitting.

3. Details of the work to be carried out

Works Location:

Description of the Works:

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Proposed start date: / / Proposed completion date: / /

Working hours: from to

DRIVEWAY CROSSOVER WORKS ☐ Please complete details below and over page...

Purpose of the new driveway is to: ☒ (tick box)

- | | |
|--|---|
| <input type="checkbox"/> Create a new driveway access | <input type="checkbox"/> Replace an old driveway with no change to its size |
| <input type="checkbox"/> Make an existing driveway wider | <input type="checkbox"/> Move driveway access and remove the old access |
| <input type="checkbox"/> Have a second driveway access | <input type="checkbox"/> Include use of heavy vehicle(s) |

Provide a sketch in the blank space below showing the location of the proposed works in relation to property boundaries (or attach sketch/drawings):

YOU DO NOT HAVE APPROVAL AND MUST NOT COMMENCE WORKS UNTIL YOU RECEIVE WRITTEN NOTIFICATION FROM COUNCIL QUOTING A PERMIT NUMBER

Permit Conditions

- This permission, granted under the Local Government (Highways Act) 1982, does not imply that any other approval required under any other legislation has been granted.
- **All applications must be accompanied by the following:**
 - Site plan detailing proposed work (**driveway crossover requests to include sketch/drawing indicating the location of the crossover entrance in relation to the property boundary**)
 - Traffic Management Details (**driveway crossover applications excepted**)
- All construction works and reinstatement works are to comply with the appropriate:
 - Industry Standards, Australian Standards and LGAT Municipal Standards (refer to Council's website www.meander.tas.gov.au for links to standard drawings and specifications).
- You must provide a safe work site for the public and site personnel at all times. Works within the nature strip are to be fenced off using barrier mesh. All site personnel are to wear high visibility clothing in accordance with the relevant Australian Standards.
- No building materials are to be kept on nature strips during construction and works on nature strips are to be completed within 14 days of commencement.
- You must check the location of underground services with asset owners before commencement of work. Any damage to Council infrastructure will result in an invoice being sent to the applicant to cover the costs of repair.
- You must reinstate the area of works to its original condition, as approved and agreed by Council.
- Work is not to be carried out at night time, weekends or public holidays without prior approval from Council.
- All emissions during the works are to comply with the provisions of the Environmental Management and Pollution Control Act 1994.
- In Tasmania, the owner of the property is responsible for providing and looking after the driveway and crossover to an acceptable standard.
- Further information on driveway crossovers can be obtained by referring to Council's "Driveway Crossovers – Information Sheet", available at www.meander.tas.gov.au.

Instructions for Applicant

- You must submit copies of contractor insurance documents at the time of lodging this application to Council.
- The applicant must notify Council following completion of the work.
- A copy of this application shall be kept on-site at all times with all supporting drawings, plans and current public liability insurance.
- Please allow a minimum of 14 days' notice from the date Council receives this application to allow time to inspect the site and process all documentation.

Applicant Declaration

I/We agree to comply with all conditions and will accept full responsibility for damage of any kind whatsoever which may be caused within the public road reservation as a result of the works at the location described, and hereby undertake to pay the Meander Valley Council the total cost of any repairs or reinstatement within the public road reservation as may be deemed necessary by Council's works manager and/or engineer.

Notification has been provided to other parties/authorities and adjoining property owners/occupiers affected by the proposed works.

Applicant

Full Name: [print]

Signed

Date

NOTE: Meander Valley Council reserves the right NOT to approve Works in the Road Reservation which do not meet the required standards, conflict with existing infrastructure, present an unacceptable risk to public safety, or are otherwise deemed inappropriate within the road reserve.

Office Use Only

Permit Approval (office use only)

PERMIT NO

This permit is not valid until signed by an authorised officer of Council. Permits are valid for 6 months from the date of issue, unless otherwise stated in Council's approval advice.

Signed:

Date: / /

Inspection of the Works

Council informed of completed construction works: ☐ No ☐ Yes

Site inspected ☐ Date of inspection: / /

Works comply with standards ☐ No ☐ Yes

If works did not comply with standards, why? (provide comments)

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Approving Officer: