

Road Opening / Occupancy Permit

Under Section 138 of the Road Act 1993

About this form

This application form is used to apply for a permit to carry out any work in, on or over a public road reserve (definition of road reserve is included on page 6) including intrusive digging in the public road or footpath. The type of works covered by this application:

Road Opening:

- Installation, maintenance, repairs/replacement or upgrading of utilities (water, electricity or telecommunications)
- Any type of stormwater or sewer connection works and repairs
- Providing a temporary driveway/layback to premises for residential or construction vehicle access
- Upgrading the road, kerb & gutter associated with a development site approved by the Moree Plains Shire Council.
- Construction of a pipe / irrigation crossing a Council road.

Road Occupancy:

- Full or partial closure of road
- Full or partial closure of footpath
- Erection of a construction hoarding
- Crane overhead.

This application form is **not** used for:

- Adding permanent driveways or replacing redundant driveways with the footpaths or nature strips. These require a 'Driveway Application' form to be completed.

When does the application become a Permit?

The application becomes a permit when:

- A receipt for the payment of fees for the permit is attached.
- The permit has been signed by the authorised Council Officer.
- A Permit number has been provided by council.

How to complete this form?

All fields must be completed before submitting this application. Any fields left blank may result in delaying the assessment of your application.

Applicant Details

Name/Company Name

Postal Address

Town

Postcode

Contact Name

Telephone

Email Address

OFFICE USE ONLY

Receipt No _____

Amount \$ _____

Date _____

Received by _____

W0264.0005.0220

Bond BLN 69900.9900.9120

Certificates will be forwarded to the applicant unless otherwise specified

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934



Contractor Details

Name/Company Name

Postal Address

Town

Postcode

Contact Name

Telephone

Email Address

Work Locations / Schedules

Address of the location

Nearest cross street

DA / CC Number

Start Date

Finish Date

Hours of work - Monday to Friday

Hours of work - Saturday / Sunday

Please Specify the nature of the proposed works below:

Further Information

Moree Plains Shire
Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934

External Approvals - Where required

NSW Police Acknowledgement

RMS Road Occupancy Licence

Application Checklist

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form.

- Traffic Management Plan is always required. A full traffic/pedestrian control plan, in accordance with AS1742.3 & the RMS manual for traffic control at work sites may be required depending on the type of job.
- Dial before you dig cover sheet including the sequence numbers
- If the works are taking place on behalf of the Moree Plains Shire Council, the contact details for the Council officer must be provided
- A safe work method statement &/or Safety Data Sheets for proposed works (if applicable)
- A copy of the applicant's current public liability insurance certificate (minimum of \$20 million) indemnifying the Moree Plains Shire Council, must be attached to this application
- All external approval/acknowledgements or permits i.e. RMS, Police (if applicable)
- Moree Plains Shire Council Asset Location documents from the Dial before you dig searches

Application Fees

A **road opening fee of \$200.00(inclusive GST)** is required per opening applies for Road Opening Permit and Pre-Commencement Inspection.

A security deposit bond of \$5000.00 (inclusive GST) per opening applies for Road Opening Restoration.

To enable a refund of bond, please complete and return attached New accounts Form to council@mpsc.nsw.gov.au

Applicant Declaration

In submitting this application I acknowledge that:

- I declare that all information I provide is true and correct and that I am authorised to make this application on behalf of the person or company nominated in this application.

Applicant Name

Applicant Signature

Date

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934

Lodgement Details

You can lodge the completed application by:

Mail: PO Box 420, Moree NSW 2400

In Person: Level 2, 30 Heber Street Moree NSW 2400

Email: council@mpsc.nsw.gov.au

Fax: 02 6752 3934

What Now: After your application has been received it will be processed within 7 working days. For further information regarding your application please contact 02 6757 3222.

Payments

Payment by Cheque—Amount \$ _____

Two separate cheques are required, one for **Fee** and one for **Bond**

Payment by Credit Card— *payment taken either over the phone or in person at Council*

Two separate transactions are required, one for **Fee** and one for **Bond**

Please Note: We do not accept AMEX or Diners Club cards.

Payment by Direct Deposit - Amount \$ ____

Two separate deposits are required, one for **Fee** and one for **Bond**

Reference - representative Name

Fee BSB: 062574 Account: 00001239

Privacy & Personal Information Protection Notice

Purpose of

Collection: For Issue of approval under section 138 of the Roads Act 1993

Intended

Recipients: Council Staff and approved contractors of Moree Plains Shire Council

Supply:

Section 138 of the Roads Act 1993 requires Council consent for work on Road Reserve (local roads)

Contact Moree Plains Shire Council to access or correct this information

Access/Correction:

Storage:

Moree Plains Shire Council, Level 2, 30 Heber Street Moree NSW 2400

Further Information

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Council
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