



# Road Opening / Activity 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 including intrusive digging in the public road or footpath. The type of works covered by this application:

- 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.

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.

## Applicant Details

**Name/Company Name**

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**Postal Address**

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**Town**

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**Postcode**

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**Contact Name**

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**Telephone**

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**Email Address**

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## Contractor Details

**Name/Company Name**

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**Postal Address**

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**Town**

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**Postcode**

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**Contact Name**

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**Telephone**

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**Email Address**

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### OFFICE USE ONLY

Receipt No \_\_\_\_\_

Amount \$ \_\_\_\_\_

Date \_\_\_\_\_

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

## Work Locations / Schedules

**Address of the location**

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**Nearest cross street**

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**DA / CC Number**

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**Start Date**

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**Finish Date**

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**Hours of work - Monday to Friday**

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**Hours of work - Saturday / Sunday**

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**Please Specify the nature of the proposed works below:**

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**External Approvals - Where required**

**NSW Police Acknowledgement number**

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**RMS Road Occupancy Licence**

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## 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 \$107.00 (inclusive GST)** is required per opening applies for Road Opening Permit and Pre-Commencement Inspection.

**A security deposit bond of \$500.00 (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](mailto:council@mpsc.nsw.gov.au)

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## 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

**Applicant Name**

**Applicant Signature**

**Date**

\_\_\_\_\_

## 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 receipted it will be processed within 7 working days.

**Telephone:** 02 6757 3222

## Payments

**Payment by Cheque—Amount \$** \_\_\_\_\_

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

**Payment by Credit Card**       **Mastercard**       **Visa**

**Two separate transactions** will be made, one for **Fee** and one for **Bond**

**Card Number** \_\_\_\_\_

**Fee Amount \$** \_\_\_\_\_      **Bond Amount \$** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Expiry Date** \_\_\_/\_\_\_      **Signature of Cardholder** \_\_\_\_\_

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

**Payment by Direct Deposit - Amount \$** \_\_\_\_\_

*Reference - representative Name*

## 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:** The Application is voluntary, however required in order to obtain approval.

**Access/Correction:** Contact Moree Plains Shire Council to access or correct this information

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

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