



GLEN INNES SEVERN COUNCIL
ROAD/FOOTPATH OPENING/OCCUPANCY
APPLICATION FORM (s138 Roads Act)

Applicant Details (must be completed if contractor is not an applicant)

Applicant Name:			
Applicant Address:			
Suburb / Locality:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	

Site Details (address where work will be carried out)

Site Address:			
Assessment:			
Lot Number:		DP/SP Number:	
Date of Opening:		To:	
Application is part of a DA/CC:	Yes <input type="checkbox"/> / No <input type="checkbox"/>	DA/CC No:	

Contractor Details (must be completed), or tick if you would like a Council quotation to perform this work.

Contractor Name:			
Address:			
Suburb / Locality:		Postcode:	
Phone (h):		Phone (w):	
Phone (m):		Fax:	
Plumber's Licence No: (if applicable):			

Proposed Works: I hereby make application to construct/install/relocate (please specify):

<input type="checkbox"/>	Work on footpath or nature strip	
<input type="checkbox"/>	Private pipeline or channel	
<input type="checkbox"/>	Work on road pavement and/or footway (including kerb & guttering, or rural pipe/dish crossing)	
<input type="checkbox"/>	Water Meter & Service	Diameter of Water Connection: <input style="width: 100px;" type="text"/> mm
<input type="checkbox"/>	Sewer Junction	
<input type="checkbox"/>	Other (please specify)	

Detailed description of work

Note: Please include a plan/diagram with your application, showing the proposed location of the works in relation to property boundaries or other ground features. If your application relates to the provision of a water meter, please place a peg on your property where you would prefer the meter to be placed. Glen Innes Severn Council will endeavour to accommodate the request where possible.

Include Details Below if you Require Restoration of Trenching or Road Opening by Council:

	Type of Surface	Dimensions of Opening	Fee
Roadway			\$
Other			\$
Footpath			\$
Total:			\$

Main & State Roads:

Is this work to be done on a main or state road?

Yes / No

If Yes, RMS concurrence may be required before Council can consider approval of the work.

Dial Before You Dig

*All individuals have a duty of care when working in the vicinity of underground infrastructure, and will be responsible for any damage caused to services and utilities. A vital component of this duty of care is to contact DIAL BEFORE YOU DIG, a free national referral service for underground pipes and cables, by either **dialling telephone number 1100, or visit the website at www.1100.com.au***

Date of Call:

Reference Number:

Office Use:

Application Fee: \$

Restoration Fee: \$

Ledger Number/s:

Debtor Code:

Council Ref.: *Water Meters: GL 7105-1241, Sewer Junction: GL 8105-1191, Other: GL 5265-1535*

Receipt Number:

Dated:

Received by:

Declaration:

* I/we the under signed hereby apply for permission as outlined above and understand that by Glen Innes Severn Council granting permission, hereby undertake to fill up, consolidate and make good such opening and surface, construct any structures to the standard specified by Council thereof to the satisfaction of the Council.

* I/we agree to carry out the above opening in accordance with Council's instructions, issued to me, which I have read and understood, and I further agree to pay any additional restoration charges which may be incurred by Council as a result of this opening.

* I/we accept full responsibility for public safety and for injury to any person and damage to any person which may occur during the carrying out or as a consequence to the work under the permit.

Signature:

Date:

GLEN INNES SEVERN COUNCIL DRIVEWAY APPLICATION - INFORMATION SHEET

1. **Fees** - payment shall be made for this application as well as for the extent of the type of surface opened. Fees are in accordance with the rates set out in Council's Operational Plan. For restorations, a minimum charge of 1 linear metre or 1 square metre applies and in the case of footpaths, the charge will be based on whole slab replacements.
2. **Insurance** - The applicant must provide a copy of Public Liability Insurance to the value of \$10,000,000 and insurance to cover the potential damage of underground services. The applicant must indemnify Council from any loss or damage arising from personal injury or property loss suffered as a result of the work's construction or applicant negligence. This indemnity will cover any person or corporation engaged or contracted by the applicant to carry out the works.
3. **Safety** - The applicant must ensure that the site is barricaded at all times and kept in a safe and tidy state until Council carries out final restoration. If Council is unable to carry out restoration of the area within 3 weeks of notification of completion of works, Council will at the applicant's request provide barricades. Until final restoration is carried out by Council, the applicant is responsible for the safety of the site. The applicant shall be responsible for compliance with all requirements of occupational health and safety legislation and shall assume the responsibility of the Principal Contractor when undertaking work on Council owned roads.
4. **Excavation** - Excavation is to be through neatly saw cut openings. Tunnelling or boring of roadways, kerb and gutter, footpaths or vehicular crossings is permitted, only after a written description of the proposed work is forwarded for approval by the Manager of Asset Services. All spoil must be removed from the site and disposed of at an approved location by the applicant at their cost.
5. **Pollution** - The applicant must ensure that pollution of Council's drainage system does not occur by either excavated or fill materials during works. Surrounding road surfaces and gutters must be swept regularly during the works and cleared of any silt or other materials. Pollution of Council's drainage system can result in fines and clean up costs.
6. **Backfilling** - No excavated material from the opening is to be used as backfill under roads, paved footpaths, or concrete vehicular crossings. All trenches and openings must be backfilled with clean fill sand and compacted appropriately. Within roadways the fill is to be placed at a level no greater than 350mm from the road surface. The final 350mm is to be filled and compacted with 25mm Fine Crushed Rock. The use of blue metal without fines is not acceptable.
7. **Driveway Crossings** - All driveway crossings must be completed in accordance with Council's policy "Property Access - Vehicle Crossings" and urban driveways designed and constructed in accordance with the Glen Innes Severn Council guidelines for urban driveway design and construction "Driveway Crossings in Urban Roadways, Design and Construction Guidelines".
8. **Inspections** - Random inspections by Council officers will be made during works to ensure the above conditions are being adhered to. Should it be found that any of the conditions are not being adhered to, Council may carry out the rectification and invoice the applicant for costs.
9. **Scope of the Application** - The applicant acknowledges that the maintenance and repair of any works constructed within the road reserve in the nature of pits, conduits, pipes and cables and like structures will be the responsibility of the applicant. The Council reserves the right to issue a separate consent under section 239 of the *Road Act 1993* to the owner of any adjoining property upon whose behalf the applicant has made this application.
10. **Notification of Completion** - The applicant must advise Council on completion of works so that a final inspection can be performed, and restoration of the area if appropriate. On completion of works or for any other enquiries during works, please contact Council's Strategic Support Officer, Ms Sophie Croft on telephone (02) 6730 2357 or 0429 407 823.

Please retain this sheet for your information.