



**APPLICATION FOR OCCUPATION OF FOOTPATH/ROADWAY PERMIT**

Application for Occupation of Footpath/Roadway Permit shall be submitted to Council at least ten (10) working days prior to commencement of works. All applications require a Traffic Management Plan or Pedestrian Management Plan by an RMS authorised certifier.

**IMPORTANT: Cranes, Hoists, Builders Sheds, Skip Bins, Scaffolding, Concrete Pumps, or similar placed on the Roadway each require an individual Permit. Council will not issue Occupation of Footpath/Roadway Permit for shipping containers.**

**No occupation of footpath/roadway is permitted until authorised by Council in writing.**

**1. APPLICANT DETAILS**

Applicant's Name: (Mr / Mrs / Ms) \_\_\_\_\_ (Surname) \_\_\_\_\_ (First Name)

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

**Tick Box - Permit to be issued by:** Email  Pick up in person  Mail/Post

Business/Company Name: \_\_\_\_\_ Licence No. \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_ Policy No.: \_\_\_\_\_

**All applicants must attach a current minimum \$10 million Public Liability Insurance Policy.**

**2. LOCATION OF OCCUPATION & CONTACT DETAILS**

Address: \_\_\_\_\_

Name of Site Supervisor: \_\_\_\_\_ Contact No. \_\_\_\_\_

**3. DATES AND TIME OF OCCUPATION**

Dates of Occupancy: (from) \_\_\_\_\_ (to) \_\_\_\_\_ Time: (from) \_\_\_\_\_ (to) \_\_\_\_\_

Per Day/Week Price – each \$105.00

|  |                          |               |         |
|--|--------------------------|---------------|---------|
| Scaffolding Permit                               | - Per Week Site Frontage | \$105.00 (82) | \$..... |
| Crane Permit                                     | - Per Week               | \$105.00 (82) | \$..... |
| Hoist Permit                                     | - Per Week               | \$105.00 (82) | \$..... |
| Builders Sheds/Huts                              | - Per Week               | \$105.00 (82) | \$..... |
| Compounds  | - Per Week               | \$105.00 (82) | \$..... |
| Skip Bins Permit                                 | - Per Week               | \$105.00 (82) | \$..... |
| Temporary Fencing                                | - Per Week               | \$105.00 (82) | \$..... |
| Other  | - Per Week               | \$105.00 (82) | \$..... |
| (misc including single or multiple lane closure) |                          |               |         |

**TOTAL CHARGES** \$.....

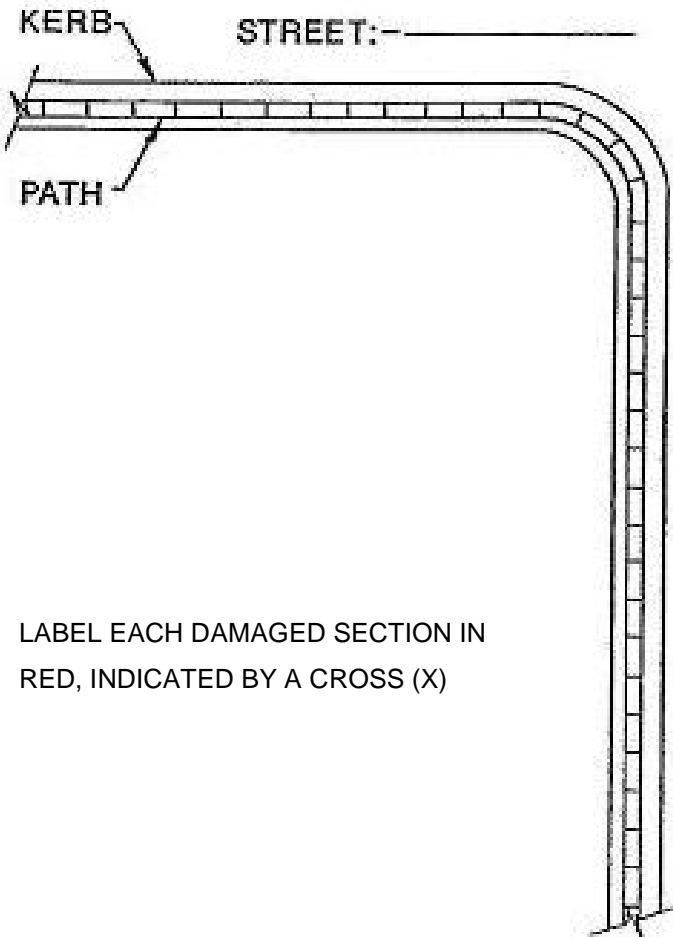
**COUNCIL USE ONLY**

|  |  |  |
|--|--|--|
| <p style="text-align: center;"><b>Approved</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>                                   | <p style="text-align: center;"><b>Comments</b></p> | <p style="text-align: center;"><b>Authorising Officer &amp; Date</b></p> |
| <p style="text-align: center;"><b>Plan Attached</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A</p> |  |  |

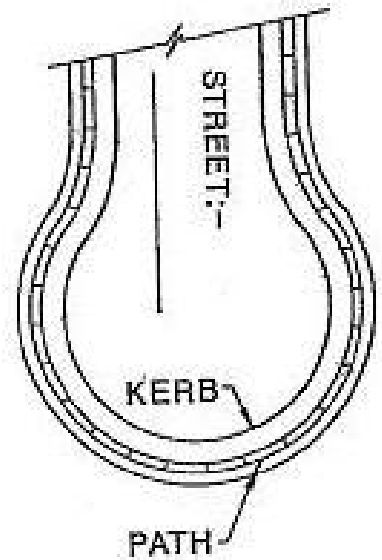


**CONDITION OF FOOTPATH/KERB & GUTTER/ROADWAY  
PRIOR TO COMMENCEMENT OF OCCUPANCY**

- ANY KERB & GUTTER        YES        NO
- ANY DAMAGE                YES        NO    MARK ON SKETCH BELOW
- ANY PATH PAVING          YES        NO
- ANY DAMAGE                YES        NO    MARK ON SKETCH BELOW



LABEL EACH DAMAGED SECTION IN  
RED, INDICATED BY A CROSS (X)



Inspection Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Owner     Contractor     Builder

Lot No.: \_\_\_\_\_

House No: \_\_\_\_\_

Street: \_\_\_\_\_

Suburb: \_\_\_\_\_

This form must be completed for an application to be processed.

**CONDITIONS GOVERNING OCCUPATION OF THE FOOTPATH/ROADWAY**

The general conditions governing the Occupation of the Footpath/Roadway are set hereunder. Any variations or special directions given by authorised officers of the Council or by any Police Officer are also to be complied with by the Permit Holder. Permit is valid only for the period covered by the nominated start and finish dates.

**Police Permission**

1. Police permission is required before any Occupation of the footpath/roadway occurs. To obtain Police permission, application is to be made to the Traffic Supervisor, New South Wales Police, Local Area Command.
2. Council is unable to provide permission for vehicles to park contrary to existing parking restrictions and permission to do so should also be obtained from the Police.

**Permit To Be Produced On Demand**

3. The Permit shall be produced on site by the permittee for inspection by any authorised officer of the Council, or by any Police Officer who may require to examine it.

**Protection of Public by Permit Holder**

4. Council shall be indemnified against all claims for damage or injury which may result from the occupation of a site. All applicants must have a \$10,000,000 Public Liability Insurance Policy.
5. The Permit Holder is responsible for the protection of the public from hazards which may be caused by the occupation of the footpath/roadway.
6. Barricades, lights, reflective cones or safety mesh shall be placed appropriately around the approved item wherever required as a protection for the public.
7. Provisions for safe access for pedestrians around the approved item will need to be made at all times.
8. Any road occupancy must comply with all conditions set by Council, the Police or Roads and Maritime Services (RMS) regarding time restrictions and the number of traffic lanes to be maintained.
9. Work zone within 100 metres of traffic lights will require RMS approval (Road Occupancy Licence)
10. Traffic control at the site shall comply with the requirements of WorkCover, Australian Standard 1742.3 – Traffic Control Devices for Works on Roads, and the RMS Traffic Control at Work Site Manual.
11. The site of the approved item is to be adequately lit with flashing yellow lamps, supplemented by reflectors. Not less than two lamps both visible to approaching traffic must be placed on any approved item. The responsibility for keeping lamps lit lies with the Permit Holder.

**Kerb and Gutter Status Form**

12. Prior to any occupation of the footpath/roadway the applicant shall return the attached footpath/kerb and gutter form to Council detailing the existence of, and the condition of, any footpath paving, and/or kerb and gutter provided adjoining the site for checking against Council's records. Damage to footpaths, kerbs, stormwater systems and general streetscape will require restoration at the Permit Holders expense.

**General**

13. The Permit Holder is responsible for any damage to Public Utility installations.
14. The Permit Holder is responsible for locating of all relevant utility services by contacting "Dial Before You Dig" on phone 1100 or good industry practice prior to commencement of any civil works.
15. A road occupancy permit must be obtained when undertaking any construction or maintenance work (except for a Works Zone or Hoarding) on a footpath or road in the Fairfield City Council Area (except on roads controlled by the RMS). Failure to obtain a permit or non compliance with the permit conditions is a breach of the Local Government Act 1993 as amended, Environmental Planning and Assessment Amendment Act 2008, and/or the Roads Act 1993 as amended. Infringements will be issued in accordance with the regulations of these Acts.
16. The Permit Holder is to reimburse Council for the cost of repair of any damage caused to the footpath/roadway under Council's control, or as a result of the activities and occupation of footpath/roadway.
17. The Permit Holder is to notify Council of any variation on the approved date and conditions of approval and obtain a revised permit on this matter.
18. At the time of lodgement, if there are any unknown details such as start and end dates of the work, contractor's public liability cover number and kerb and gutter status, etc, the applicant shall contact Council and provide this information prior to intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work.

**ACTIVITY DETAILS & APPLICATION SUBMISSION CHECKLIST**

**Applications must include all attachments prior to submission/processing.**

Type of work: \_\_\_\_\_

Number of traffic lanes affected: \_\_\_\_\_

Has a Traffic Management Plan (TCP) or Pedestrian Management Plan been submitted?  
(submit a TCP as per AS1742.30 and RMS Traffic Control at Work Site Manual)

- Yes
- No

Has the attached Kerb and Gutter and Footpath Status form been completed?

- Yes
- No

Is the occupied area within 100m of Traffic Signal?

- Yes (RMS's Road Occupancy Permit/Licence is required)
- No

Is the occupied area located on RMS roads (State roads, Arterial and sub-arterial roads)

- Yes (RTA's Road Occupancy Permit/Licence is required)
- No

Does the occupied area affect Bus Lanes / Bus Services / Bus Zones?

- Yes (written approval must be provided by the applicant from relevant bus service provider)
- No

Does this work require an opening of roadway/footpath area?

- Yes (Attach a copy of Council's Application for Road Opening Permit)
- No

**DECLARATION**

I/We undertake to observe the conditions of the Occupation of Footpath/Roadway Permit overleaf and to pay such further sums as assessed by Council for fees or damage to roads or footpaths that result from the occupation.

**No occupation of footpath/roadway is permitted until authorised by Council in writing.**

**Applicant's Signature:** \_\_\_\_\_ **Receipt No.:** \_\_\_\_\_ **Date:** \_\_\_\_\_