



FORM

Local Approved Application Form – Section 138

(Application to carry out works within a public road reserve)

Applicants Details:	
Name:	
Company/Organisation:	
Address:	
Telephone No:	Business Telephone No:
Email Address:	
Signature:	Date:

Works Location:		
Lot:	DP:	Sec:
Street Address:		
Other:		

APPLICANT IS MADE TO UNDERTAKE ONE OR MORE OF THE FOLLOWING ACTIVITIES PURSUANT TO SECTION 138 OF THE ROADS ACT 1993.

Please tick the appropriate box/s – all proposed activities must be specified.

Note: Water, Sewer and Drainage works require an additional permit (Section 68 Local Govt. Act 1993)

Road or footpath/nature strip closure or occupancy:		
<input type="checkbox"/>	1.	Partial road closure
<input type="checkbox"/>	2.	Full road closure
<input type="checkbox"/>	3.	Partial footpath/nature strip closure
<input type="checkbox"/>	4.	Full footpath/nature strip closure
<input type="checkbox"/>	5.	Occupy footpath/nature strip or street
<input type="checkbox"/>	6.	Other, please specify:



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Excavation:

	1.	Excavation in the road pavement (include length and width of excavation below)
	2.	Excavation in the footpath/nature strip (include length and width of excavation below)

Description of works:

Briefly describe the proposed works:

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Period of works:

Start date of works:	
Finish date of works:	
Anticipated hours of work:	

Other approval:

Are the works associated with a Development Application or Complying Development Certificate?

	Yes	Consent Number:	
	No		

Supplementary Information:

The following details (where applicable) are to be provided in addition to this application form. Consent may not be issued if insufficient information or details are provided as relevant to the type and scale of activity or for any reason.

	Site Plan	
	Traffic Control Plan/s	Traffic control plans (TCPs) must be prepared by accredited provider. The providers Certificate Number shall be documented on each TCP. A Traffic Management Plan may be required to show overall management with various TCPs.
	Engineering Plans	Sufficient details, including written details, plans, specifications, design details and details of compliance with relevant legislative requirements are to be submitted. Details of any pipelines or structures to be placed in the road reserve including size, class and depth are to be included.
	Public Liability Insurance	A Certificate of Currency as evidence of holding public liability insurance valued at a minimum of \$20M and suitable for the activity.

Processing:

Immediate processing of application is not guaranteed and Council will not be responsible for the consequences caused by late applications (allow 5 – 7 working days for Council roads and 4 weeks if Roads and Maritime Services concurrence is required). A minimum of 2 weeks is required for road closures to allow advertising.

OFFICE USE ONLY

Application received by:	Date: