



APPLICATION TO CONDUCT WORKS IN THE ROAD RESERVE 2017/18



All Communications to be addressed to:

**The General Manager
Kyogle Council
PO Box 11
Kyogle NSW 2474**

**Telephone: 66 320 221
Facsimile: 66 322 632**

2017/18 FEES AND CHARGES:

APPLICATION FEE	no charge
SUPPLY STANDARD TRAFFIC CONTROL PLAN	no charge
TEMPORARY ROAD CLOSURE FEE (where applicable)	\$219 (GST INCLUSIVE)
SUPPLY ROADSIDE MOWING SIGNS	\$209 (GST INCLUSIVE)
SUPPLY TRAFFIC CONTROL SERVICES	At cost + 22% Administration +GST

APPLICANT'S DETAILS;

Applicant:.....

Address:.....

Phone No:Permit Number: (if applicable).....

LOCATION OF WORKS;

Road Name:.....

Description of work area: (eg "western side of road fronting property described below")

.....

.....

Plan Attached: yes / no Description of adjoining land: Lot/s.....DP.....

Rural Address/s:.....

DESCRIPTON OF WORKS;

Which of the following works do you wish to undertake;

NOTE: If the works you wish to conduct are not on the list below you may be asked to provide a more detailed application in writing to allow to proposal to be assessed. Additional fees and charges may apply.

Description of works	Yes/No
Mowing of roadside area using tractor mounted device	
Maintenance of Public Gate and Bypass (Cattle Grid) not involving works on the trafficable road	
Maintenance of Property Access not involving works on the trafficable surface	
Minor tree lopping and/or removal	

Erection of minor private structure	
Road Crossing by under-bore	
Fencing road reserve boundary where entry onto road reserve is required	

Other: Please Describe.....

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DURATION OF WORKS;

Proposed Commencement Date and Time:/...../..... at:.....pm/am

Proposed Completion Date and Time:/...../..... at:.....pm/am

Additional Information:.....

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Note: Works are only to be conducted within daylight between the hours of 7:00am to 6:00pm weekdays, and 8:00am to 6:00pm weekends.

APPLICATION CHECKLIST;

Question	Answer (Yes/No)	Action if "No"	Action if "Yes"
Does the proposed works require a Temporary Road Closure?		Nil	You will need to make a formal written application to Council with the appropriate fees and the works will require a Section 138 Agreement .
Have you provided Council at least 14 days notification prior to the proposed date of commencement of works?		You will need to delay the proposed commencement date to allow for the notification period.	Nil
Do you have public liability insurance in place that meets the following requirements; <ul style="list-style-type: none"> • Minimum coverage of \$10,000,000, and • Kyogle Council are listed as an interested party, and • Coverage includes the specific activity you propose to conduct 		You are not able to conduct the proposed works.	Provide a copy of the certificate of currency with this application, and a letter from your insurance company stating you are covered for the specific activity

Do you have appropriate Safe Work Method Statements for the proposed works?		Contact Council for a copy of their standard Safe Work Method Statements if available. Otherwise you are not able to conduct the proposed works.	Ensure Safe Work Method Statements are provided to Council with this application, kept on site during the works, and followed during works.
Do you have an appropriate Traffic Control Plan or Traffic Management Plan prepared for the proposed works?		Contact Council for a copy a standard Traffic Control Plan if available. Otherwise you are not able to conduct the proposed works.	Traffic Control Plan to be used must be submitted to Council with this application and signage must be in place during the course of works.
Have you carried out a written risk assessment for the work for this particular site?		Please undertake a risk assessment. (Standard Risk Assessment forms can be provided by Council)	Keep a copy of the Risk Assessment form for your records and reference on site.
Are your staff credited with the following induction training; <ul style="list-style-type: none"> • General..... • Work Activity..... 		Staff to be inducted in "general" and "work activity" requirements before starting work on site.	Nil
Do you have records of all relevant certificates of accreditations for staff that will be on site? (eg plant operator, traffic control etc where required)		Please organise for records to be developed.	Please have these available on site for reference as required.
Are any of your staff qualified First Aid Attendants?		Nil	Please provide names; <ul style="list-style-type: none"> • • •
Do you have written Emergency Procedures and Emergency Equipment available for your staff?		Please develop specific procedures for your work activities and provide necessary equipment.	Please provide a copy of procedures to Council and please list all emergency equipment. (use separate sheet if necessary)
Are fire extinguishers inspected and tagged?		Please arrange for this to be done.	Nil
Are you bringing plant items onto the site?		Nil	Please list items. (use separate sheet if necessary)
Are all plant items regularly; <ul style="list-style-type: none"> • serviced..... And checked for; <ul style="list-style-type: none"> • safe operation..... • safety equipment..... • Noise/ exhaust emissions... 		Please arrange for these to occur. (Plant Safety Checklist is available for use if required)	Please provide details of relevant systems to Project Engineer.
Are you bringing power tools or electrical leads onto the site?		Nil	Please list items. (use separate sheet if necessary)

Are your electrical tools and leads inspected and tagged?		If no, equipment is not to be brought on site until inspected and tagged.	Nil
Are you bringing lifting slings or chains onto the site?		Nil	Please list items. (use separate sheet if necessary).
Are your slings and chains tagged and rated, and are they checked by a qualified dogger/rigger/crane chaser each month?		If no, equipment is not to be brought on site until requirements are met.	Nil
Are you bringing ANY hazardous substances or dangerous goods onto the site?		Nil	Please list items and quantities. (use separate sheet if necessary)
Do you have Material Data Safety Sheets (MSDS) for all chemicals and other hazardous substances?		Please provide them prior to starting work.	Please provide a copy to Council and keep copies on site.

I understand that the application and approval (if granted) will be subject to the conditions set out below.

- ❖ Provision of adequate description and details for consideration of this application.
- ❖ The applicant indemnifies Council against any Claims made against Council and which arises directly from the acts or omissions of the applicant, its employees, agents, contractors, and/ or invitees on Council's property.
"Claims" means all claims, demands, proceedings, litigation, or other action a party is entitled to bring in relation to all losses (including profits & consequential losses), damages, costs, expenses, fees and charges of any nature whatsoever suffered or incurred by that party.
- ❖ During works the applicant will;
 - Accept responsibility and indemnify Council, as per above, for damage to power lines, water mains, telephone/ communication lines, road surfaces or other services,
 - Undertake all work in compliance with the Roads Act 1993 and Occupational Health & Safety legislation in force in NSW at the time.
 - Ensure signage is erected in accordance with the appropriate Traffic Control Plan.
 - Ensure all plant are operated and maintained in a safe working manner.
 - Keep copies of the appropriate Safe Work Method Statement/s on site at all times and ensure these are followed.

Declaration;

I have read and understand the conditions set out above and wish to proceed with my application under those conditions.

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Signature of Applicant

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Date