

# Road occupation licence application

Use this form to apply to occupy any road and/or footpath managed by us.

- i** Use the Road Opening Permit form if your application is associated with opening/digging of the road/footpath.  
Applications associated with vehicle crossings, development applications or complying development use separate forms.  
RMS approval is also required if opening will affect state roads or is within 100 metres of traffic lights.

## Request

<b>Location of occupancy</b>	Road name _____	To be completed by Blacktown City
	Suburb _____	<b>RDA</b>
	between house # _____ and house # _____	<b>Road #</b>

## Requirements





**This application must be lodged at least 10 business days prior to proposed works.**

You need to attach the following documents to this application.

- Sketch or plan showing the location and dimensions of areas(s) to be occupied.
- Traffic/pedestrian control plan, certified by an accredited/licensed Traffic Controller as complying with AS1742.3
- Certificate of currency of Public liability insurance to the value of \$20 million that indemnifies Blacktown City Council.

## Declarations and signatures

<b>Applicant</b>	<input type="checkbox"/> I have read and agree to the Terms and Conditions at section 5 of this form.
	_____ <b>Date</b> /    /
<b>Accredited/ licensed Traffic Controller</b>	<input type="checkbox"/> I have read and agree to the Terms and Conditions at section 5 of this form.
	_____ <b>Date</b> /    /

**For help and to return this form**  Civic Centre, 62 Flushcombe Rd, Blacktown PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown  
 [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au)  [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au)  02 9839 6000

## 1 Occupancy information

<b>Description of occupancy</b>	_____		
<b>Closure type</b>	<input type="checkbox"/> Road lane(s) <input type="checkbox"/> Footpath	Number of lanes, e.g. 1 of 2 _____ of _____	Note: full road closures are generally not permitted.
<b>Duration</b> (maximum 30 days)	Start date _____ / _____ / _____	Finish date _____ / _____ / _____	Weekends <input type="checkbox"/> Included <input type="checkbox"/> Excluded
<b>Hours of occupancy</b>	Start time _____	Finish time _____	
<b>Site contact</b>	Name _____		
	Phone _____	Email _____	

## 2 Applicant details

Full name		
Company		
Postal address		
Phone		Email

## 3 Traffic controller details (must be accredited and licensed)

Full name		
Company		
Accreditation #		Expiry
Phone		Email

## 4 Fees and payment

Fees are payable based on the type of road, local or regional, and are per day, per lane, per 30 metres length or part thereof. Current prices are set out in our *Goods and Services Pricing Schedule* available at [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) or on request.

On receipt of the application, we will provide you with an **estimate** of other fees and charges that will apply.

Item	Account number	Unit rate (per lane, per day, per 30 metres)	Occupation is for number of			Estimate of fees payable
			Lanes	Days	30 metre lengths	
Road occupation license	126000-6020-41880	\$				\$

If the application is approved, this estimate must be paid in full prior to start of works. Payment can be by:

- Cash You can only pay by cash in person at our Customer Service Centre
- Cheque Make your cheque payable to: Blacktown City Council
- Credit card Complete details at the end of this form (we destroy card details on receipt of payment)

## 5 Terms and conditions

- Occupation must not occur until we provide written authority and applicable fees are paid.
- The applicant must maintain public liability insurance for at least \$20 million during the period of use of the works. Evidence of this insurance must be submitted with this application and provided on request.
- If occupancy is to be postponed due to weather or other unforeseen circumstances, the applicant may re-apply by email using the reference number on the letter of approval. No additional fees will be payable if the advice is received prior to the start date and no other changes to the original application.
- Subject to 3 above, any variation will need a new application (and application fee) lodged.
- A copy of our written authority is to be **kept on-site at all times**, and must be presented to Council staff, Police or other agencies on request.
- The applicant must provide safe pedestrian access and vehicle movement adjacent to the occupancy. A plan outlining pedestrian and traffic management must be attached to this application.
- The applicant may need to enter a separate deed if pedestrian access through private land is required.
- The applicant must provide a Traffic Control Plan, prepared by an accredited Traffic Controller in line with AS1742.3 if the occupation is for a mobile crane, skip bin, shipping container or other item of a similar nature that is loaded or unloaded with a Hiab for a period of more than 2 hours.

9. If a Traffic Control Plan is required, the applicant is responsible for ensuring control of the site as set out in any conditions of approval and in line with the Traffic Control Plan submitted with this application. All on-site traffic controllers must be accredited as required by Roads and Maritime Services.
10. Apart from the occupation, the applicant must comply with all NSW road rules.
11. The applicant is responsible for notifying emergency services and local bus and taxi companies of any partial road closures or detours prior to works.
12. The applicant is responsible for putting in place and maintaining any temporary restorations that ensure public safety, for a period of 4 weeks from the date of the joint inspection referred at 10 above.
13. The applicant is responsible for payment of all fees, including inspection fees arising from illegal use.
14. We will conduct an inspection, in conjunction with the applicant (or their representative), on completion of works. Additional charges may apply for rectification of any damage to roads, footpaths or other assets.
15. Where the occupancy is adjacent to any street tree, trunk or major limb, protection must be installed prior to and during the period of the works zone. Such protection must be installed by a qualified arborist (AQF3 or higher). The tree protection must include wrapping of the tree trunk and any major branches with hessian or similar material to limit damage then space planks (50mm x 100mm or similar) at 100mm intervals, fixed against the trunk with tie wire or strapping. The trunk protection must not be fixed to the tree in any way (i.e. no nails or screws are to be used).
16. The applicant must not prune any street trees, including trees located outside adjoining properties, without our written consent. Only minor pruning works will be approved. Any pruning required to accommodate the loading/unloading of vehicles must be carried out by a certified tree surgeon/arborist (AQF3) and conform to the provisions of AS4373-2007 Pruning of Amenity Trees.
17. It is an offence under section 629 of the *Local Government Act* to wilfully or negligently damage a tree in a public place. The applicant must immediately notify us if any street trees are damaged due to loading/unloading of vehicles. We will determine the appropriate response for maintaining the health and structural integrity of the trees and may require the applicant to rectify the damage. If the applicant does not rectify the damage to our satisfaction, then we may undertake the necessary works, which may include the full replacement of trees, and all associated costs must be paid by the applicant.

### Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. You must supply it under the *Roads Act 1993*. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) for a copy of the plan.

### Office use

Approved  Yes  No Fees paid \$ \_\_\_\_\_ Receipt # \_\_\_\_\_  
Authorising officer \_\_\_\_\_ Date \_\_\_\_\_  
Comments \_\_\_\_\_

---

### Credit card payment details

Please debit my  Mastercard  Visa card Amount \$ \_\_\_\_\_

Cardholder name \_\_\_\_\_

Card number \_\_\_\_\_ Expiry \_\_\_\_\_ / \_\_\_\_\_

Cardholder signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_