



PERMIT NUMBER: .....

PERMIT: **APPROVED / DECLINED**

DATE OF ISSUE: .....

*Affix APPROVED stamp here & initial*

# APPLICATION TO CARRY OUT WORK ON COUNCIL'S ROADS OR FOOTPATHS

Pursuant to Section 221 of the Local Government Act 1999

*Any alterations made in, on, across, under or over a road or footpath require Council approval.*

## THIS IS A ONE OFF PERMIT

This permit is required for all works carried out to Council's roads or footpaths.

This application must be submitted prior to the commencement of works.

### DETAILS OF APPLICANT (Please print clearly)

Applicant Name: .....

Company Name: .....  
(if applicable)

Postal Address: .....

Contact Details: Phone (BH) ..... Mobile .....

Phone (AH) ..... Email .....

### DETAILS OF PROPOSED WORKS (Please tick appropriate box)

- Concrete/Paved/Sealed Driveway (driveway section from kerb to boundary)
- Concrete/Paved/Sealed Footpath (from kerb to boundary)
- Grassed Footpath (installation or removal)
- Laying of Underground Pipeline or Electrical Service (across Council's roadway/footway)
- Laying of Underground Stormwater Pipe from Property to Kerb (across Council's footway)
- Other (please specify below)

.....

### DEFINED AREA WHERE THE PROPOSED WORKS WILL TAKE PLACE

(where applicable, include the business name, street address & intersection where works will take place)

.....

**TIMEFRAME OF PROPOSED WORKS** (Dates need to be inclusive)

START ..... FINISH .....

**PROPOSED HOURS OF OPERATION** (eg. Mon to Fri 7am-6pm)

DAYS & DATES	TIMES
.....	.....
.....	.....
.....	.....

**WORKS TO BE EXECUTED BY** (Please tick appropriate box)

- APPLICANT** (Person filling out the form)
- CONTRACTOR** (Please provide details below)

Contractor Name: .....  
Company Name: .....  
Phone Number: (BH) ..... Mobile .....

**DOCUMENTS TO BE SUBMITTED WITH THIS APPLICATION**

The following documents must be attached to this application prior to approval being given:

- **A copy of your Public Liability Insurance Policy insuring the sum of \$10 million** (minimum)  
This Policy can either be the contractors or the applicant's (Home Insurance Policy can be used) as long as it covers public liability insuring the minimum dollar value specified).
- **A detailed site plan showing the following:-**  
(This site plan can either be drawn in the provided space within this application or separately attached)
  - The layout of the entire area being used showing the location of property in relation to street alignment etc
  - The precise location of any service being laid including measurements
  - The position of any equipment that will be on site (eg. Signs, boom lift etc)
  - Traffic Management – You must show how you intend to safely divert pedestrians and/or other traffic around the defined area (eg. Bollards, bunting, signage etc)

**ANY OTHER ADDITIONAL INFORMATION** (Please print clearly)

(eg. Traffic controllers engaged)

.....  
.....  
.....  
.....

# DETAILED SITE PLAN

Please provide a sketch of the defined area to be used (as stated on page 1 of this application)

**SIGNATURE OF APPLICANT**

I, the applicant, have read and understand the conditions listed in this application and agree to the terms as stated within these conditions.

I declare that all the information I have provided on this application form is true and correct and I have not provided any false or misleading information or documentation.

By signing below, you as the applicant are accepting responsibility and liability of the defined area where the works are to take place and are agreeing to adhere to the conditions attached to this approval.

SIGNATURE

DATE

.....

.....

**APPROVAL SECTION (To be completed by Council)**

PERMIT NUMBER: .....

DATE OF ISSUE: .....

PERMIT ISSUED BY: .....

SIGNATURE: .....

Your application to carry out works to Council’s infrastructure for the purpose stated in this application has been:-

**APPROVED / DECLINED**

(please circle one)

If application has been declined please state reason below:-

.....

**THIS PERMIT IS ONLY VALID FOR THE PERIOD SPECIFIED AS THE TIMEFRAME FOR PROPOSED WORKS ON PAGE 2 OF THIS DOCUMENT**

**COUNCIL CONTACT INFORMATION**

For further information regarding this permit, please contact:-

**Technical Services Department  
PORT PIRIE REGIONAL COUNCIL  
Broadstock Road (PO Box 45)  
PORT PIRIE SA 5540  
Ph: (08) 8633 9666**

**Email: [council@pirie.sa.gov.au](mailto:council@pirie.sa.gov.au)**

**Website: [www.pirie.sa.gov.au](http://www.pirie.sa.gov.au)**

# CONDITIONS

## 1. **LODGEMENT OF APPLICATION**

Applications must be submitted at least 7 days prior to commencement of work to allow Council adequate time to assess and approve the application. If applications are not received 7 days prior, approval of the application may be delayed.

## 2. **COMMENCEMENT OF PERMIT**

This application must be approved by Council prior to the commencement of any works.

No equipment is to be placed in the defined area nor can any works commence until all required documentation has been submitted and Council has notified the applicant of its approval. Failure to obtain approval prior to commencement of any works may result in a fine.

## 3. **PROOF OF PERMIT**

A copy of this permit which has been signed and approved by the relevant Council Officer must be kept with the applicant or delegated person/s whilst working on site and must be produced immediately if requested to do so by relevant authorities.

## 4. **SERVICES**

The applicant will be responsible for ensuring that no damage is caused to underground services eg: Telstra, Gas, Sewer, Water during the execution of the work and that provision is made where necessary for the requirements of these utilities to be met.

## 5. **HOURS OF OPERATION**

The applicant is responsible for ensuring that the hours of operation comply with EPA noise regulations so that any noise emanating from the proposed works is not causing a public nuisance and is within EPA regulations.

## 6. **ALTERATIONS TO PERMIT**

Once approval is granted no alteration to the defined area, location of works, type of works or the hours of operation will be permitted, unless approval is obtained by Council prior to commencement of the alteration.

If any alteration is required, the applicant must contact Council immediately to advise of the intended alteration at which time Council may request a new application form be submitted prior to approval being given.

## 7. **SAFETY MEASURES**

It is the applicant's responsibility to ensure that all safety and protective measures are applied throughout the duration of the work so that the safety of pedestrians, vehicles and other road users is not endangered and no damage to public infrastructure is caused during the execution of works.

The applicant shall ensure to the satisfaction of Council, that the defined area is adequately lit at night and that all appropriate barriers, signage and warning devices are installed to protect the public. The applicant shall ensure that the said signage and devices complies with Standard **AS1742** at all times.

## 8. **EQUIPMENT**

Council does not lend out any equipment that may be required for the duration of the works. All signage, safety barriers, bollards, bunting etc must be acquired by the applicant from a source other than Council.

# CONDITIONS (Cont'd)

## 9. AREA TO BE KEPT CLEAN

The applicant shall be responsible for keeping clean the defined area where the location of works is carried out, as well as keeping the footpath and roadway in the vicinity of the described works clear of waste materials and free from all potential hazards.

## 10. PUBLIC LIABILITY INSURANCE

The applicant must provide a copy of a current public liability insurance policy which covers the life of this permit, insuring for a minimum sum of ten million dollars (\$10 million) to indemnify Council.

If the applicant is not a registered business owner, a current home insurance policy covering public liability insuring for a minimum sum of ten million dollars (\$10 million) can be provided in lieu of public liability insurance.

## 11. INDEMNIFICATION OF COUNCIL

The applicant must accept all responsibility and must agree to indemnify and keep indemnified and to hold harmless the Council, its servants and agents from all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to the granting of such permit and the establishment and operation of the said works.

## 12. PUBLIC ACCESS

Throughout the duration of the works, the applicant must provide adequate footway access for pedestrians which is no less than **1.5 metres** wide; or show on the submitted site plan how they will safely divert pedestrians around the worksite and what safety measures they will have in place to accommodate this diversion.

## 13. NOTIFICATION TO SURROUNDING PROPERTIES

The applicant is advised to notify surrounding properties of the proposed work so that they are aware of any disruptions to access that may occur and can arrange alternative measures if required.

## 14. CLOSING ROADS

If at any time the road needs to be temporarily closed to traffic as part of the proposed works, only persons with current Workzone Traffic Management qualifications can set up the closure and all signage displayed must comply with WZTM requirements. The applicant must notify Council and ALL emergency services of the proposed closure prior to doing so as well as when the road is re-opened.

## 15. COMPLETION OF WORKS

Upon completion of the works, the area as defined within this application must be reinstated to a satisfactory condition as it was prior to commencement of the work.

The applicant must notify Council once the work has been completed so the defined area can be inspected to ensure it has been reinstated to a condition deemed satisfactory to Council.

## 16. COMPLIANCE

If at any time Council deems the applicant has breached any of the said conditions, Council has the right to request immediate rectification to the defined area or any aspect of the proposed works that does not meet Council's requirement. If the applicant refuses to comply, termination of the permit may occur and the applicant may also be liable to pay a fine for this non-compliance.

## 17. APPLICANT TO PAY REPAIRS

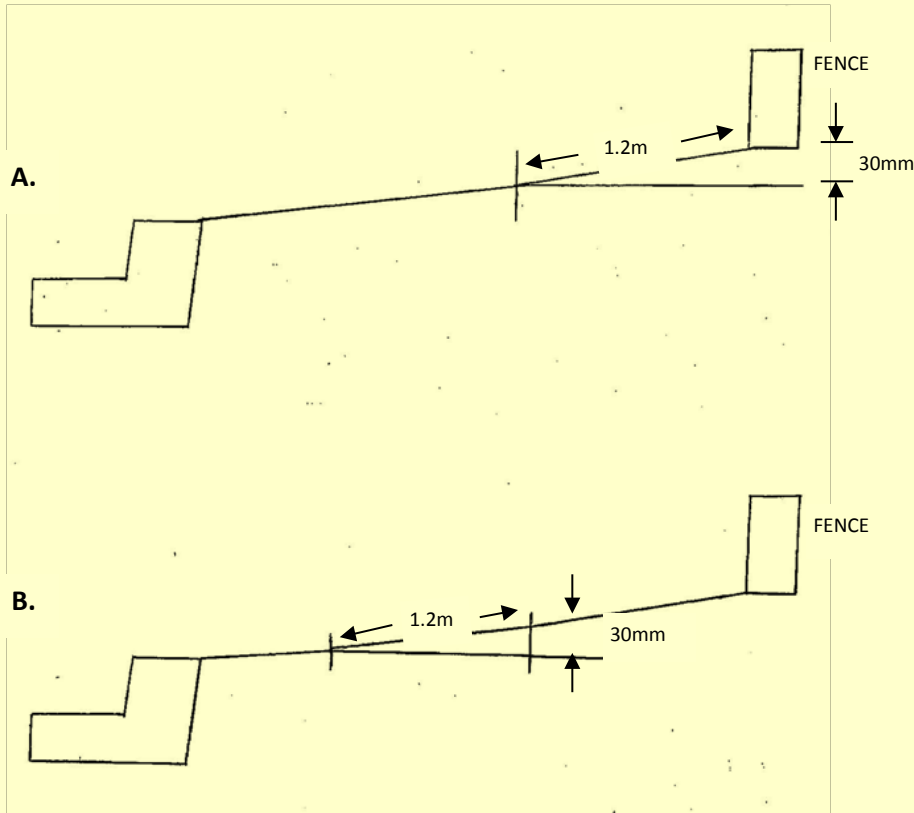
The applicant must bear the full cost of any repairs carried out by Council or its nominated person/s within the defined area of the works including the area immediately adjacent, which in the opinion of Council have been caused by the activities of the works as defined within this application.

## CONDITIONS (Cont'd)

### 18. FOOTWAYS/DRIVEWAYS

There must be a minimum of at least 1.2m of footway that is no steeper than a gradient of 1:40 which is a rise of 25mm/m (refer to example below).

*Example*



### 19. CONCRETE OR PAVED FOOTWAYS/DRIVEWAYS

If the applicant is constructing a concrete or paved footway or driveway, it is the responsibility of the applicant to ensure that the specifications set out in the below table are adhered to.

Land Use	Base Course	Slab Thickness	Reinforcement
Residential	75mm	100mm	SL62
Commercial (including carparks)	75mm	125mm	SL72
Industrial	75mm	150mm	SL82

### 20. GRASSED FOOTPATHS

The applicant is responsible for the installation or removal of a grassed footpath. If a grassed footpath is being removed and replaced with a regular dirt footpath, once the applicant has excavated the area in preparation for the material, Council can supply crusher dust for the footway area, with the applicant being responsible for the spreading and levelling of such material.

If Council is required to supply crusher dust for this purpose, the applicant must notify Council at least 48hours prior to needing it.

### 21. TERMINATION OF PERMIT

The Council has authority to terminate this permit or vary the conditions at any time, by providing the applicant written documentation advising of the termination or variation at least 24 hours prior to such termination or variation.