

EXCAVATION WORK ON COUNCIL ROADS OR FOOTPATHS Online Permits

In Brief...

Step 1

- ➔ Lodge an enquiry with Before You Dig Australia (BYDA) here www.byda.com.au

Step 2

- ➔ Apply for a Council permit through Before You Dig Australia and upload all the required documents

Step 3

- ➔ Wait for your permit to be issued
(Council will liaise with you if further information is required before your permit is issued)

Refer to the Permit Access Information Sheet for further details

Contacts

Before You Dig Australia
www.byda.com.au

Port Pirie Regional Council
P: (08) 8633 9666
E: council@pirie.sa.gov.au
W: www.pirie.sa.gov.au



About

Pursuant to Section 221 of the Local Government Act 1999, any alterations made in, on, across, under or over a road or footpath requires Council approval.

This means that all excavation work on Council roads or footpaths requires a permit. Types of work include but are not limited to:-

- ➔ **Concrete/Paved/Sealed Driveway or Footway** (*from kerb to boundary*)
- ➔ **Grassed Footpath** (*installation or removal*)
- ➔ **Laying of Underground Pipeline or Electrical Service** (*across Council's roads or footpath*)
- ➔ **Laying of Underground Stormwater Pipe** (*from property to kerb across Council's footpath*)

Applying for a Permit

Council is committed to making the application process for excavation permits as easy as possible for both the applicant and Council, whilst still obtaining all the necessary information to ensure the worksite is safe for everyone.

The application process will now be a "one stop shop" incorporating Before You Dig Australia. When you lodge an enquiry with Before You Dig Australia, it will prompt you to lodge a permit request for Council approval. The information will be sent to Council via "Permit Access" which is an online portal linked to Before You Dig Australia.

All correspondence between the applicant and Council will be electronically received, which will mean improved timeframes to receive applications and issue approvals.



What is PermitAccess?

PermitAccess is an end-to-end cloud solution that facilitates the application, review and approval of Permit requests between Applicants and Authorities, such as Councils, Road Authorities, and Utility Owners/Operators.








Port Pirie Regional Council and PermitAccess



Port Pirie Regional Council is now using PermitAccess to manage their Permit application process.

If your BYDA enquiry is within the area of Port Pirie Regional Council, an application will automatically be triggered in PermitAccess.

In such cases, a status of "Permit Request Sent" will be shown in the enquiry confirmation table.

Type	Sequence No	Authority	Phone	Status
 Electricity	31567776	Endeavour Energy (formerly Integral)	0298534161	Notification Sent
 Electricity	31567777	Endeavour Energy (formerly Integral)	0298534161	Notification Sent
 Gas & Petroleum	31567779	Jemena Gas West	1300880906	Notification Sent
 Communications	31567781	NBN Co, NswAct	1800626762	Notification Sent
 Council/Shire	31567775	Penrith City Council		Permit Request Sent ^^
 Water	31567780	Sydney Water	132092	Notification Sent
 Communications	31567778	Telstra NSW, Central	1800653935	Notification Sent

Please note: the BYDA service has allowed access to your Permits via their dashboard – any issues relating to your Permit application must be taken up directly with the relevant Authority, as this is not part of the BYDA process.

The Permit Application Process

Step 1: Applying for a Permit

When submitting an enquiry, a Permit application will automatically be triggered.

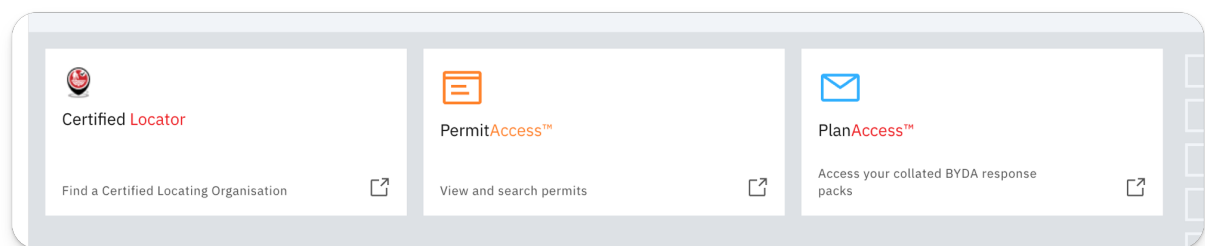
You will be notified in the confirmation list of 'notified authorities' with the message 'Permit Request Sent'.

Step 2: Processing the Permit request

The PermitAccess service facilitates coordination between you (the Applicant) and Port Pirie Regional Council, to ensure their requirements are satisfied prior to issuing a Permit.

On receiving your Permit request, Port Pirie Regional Council will initiate the application process.

You can access your Permits by clicking the "View Permits" button from the dashboard.



This will launch **PermitMonitor**, providing you with access to view, modify and check the status of your permit requests.

	Permit	Council/RCA	Permit Type	Status	Address	Suburb	Lodged	Start	End
●	300242	Hamilton	Corridor Acc...	Under Consi...	Intersection of ...	Pukete	20/09/2016	05/10/2016	12/10/2016
●	300241	Hamilton	Corridor Acc...	Request Made	10 High Street	Hamilton No...	20/09/2016	29/09/2016	30/09/2016
●	300220	Waipa Distr...	CAR	NEW	94 Houchens Road	Deanwell	29/08/2016	13/09/2016	14/09/2016
●	300220	Hamilton	Corridor Acc...	Under Consi...	94 Houchens Road	Deanwell	29/08/2016	13/09/2016	14/09/2016

You can review the details of a Permit application and confirm your job details, including traffic management impacts and schedule of works.



You will also have access via the Documents Button to the list of documents/details required by Port Pirie Regional Council, such as TMP, Site or Lay Plan and pre-works photos for approval.

These details can be share/confirmed with Port Pirie Regional Council by updating each item via the Actions button, such as downloading and/or uploading completed forms or evidence.

Documents

	Document Name	Type	Date	Status	Submitted	Actions
	TMP Request	Workflow	20/09/2016	Document Not Read	0/1	⬇
	SITE Plan or LAY Plan	Workflow	20/09/2016	Document Not Read	0/1	⬇
	General CAR Conditions	Workflow	20/09/2016	Document Not Read	N/A	⬇

Step 3: Review and Approve

The information you supply (upload) is then reviewed by Port Pirie Regional Council.

Port Pirie Regional Council may request additional documentation by messaging you through the inbuilt PermitAccess messaging system.

You will receive a notification via your registered email, whenever a new message is received. You respond to messages and requests within **PermitMonitor**, which might include uploading additional files/documents.

Messages

1 message to read

Upload Document

Document Name

File to Upload
 No file chosen

.jpg/.png/.doc/.docx/.xls/.pdf/.txt

Please attach a copy of your safety management plan for approval
phil.cornforth
21/09/2016 08:59

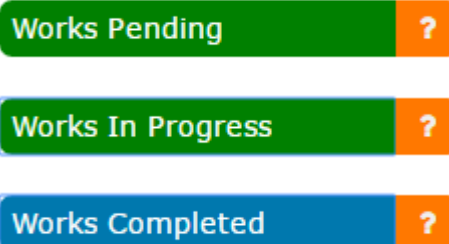
Any Conditions set by Port Pirie Regional Council need accepted/acknowledged by downloading and the Actions displayed.

Conditions Document - 9/20/2016	Conditions	20/09/2016	Document Read	N/A	⬇	✓	✗
---------------------------------	------------	------------	---------------	-----	---	---	---

Once all the requirements are satisfied, Port Pirie Regional Council will *Approve* your Permit request.

Step 4: Work Status

Once your Permit request is *Approved*, you will need to change the status of your works from *Pending* to *Works In Progress*—this will require you to record the actual start date of the works.



Once the works are completed, you will then finally need to update the status to *Works Completed*—this will require to download and upload your completed ‘Works Completion Notice’, and record the actual end date of the works, for Port Pirie Regional Council to review.

Update Status To Works In Progress

Actual Start Date is required to save the status of this permit request to Works In Progress.

Actual Start Date

Allowed Start Date: 27/08/2016

Actual Start Date: 28/08/2016

Reason: Rain delayed start of works

Cancel

Save

Works Completion Notice	Notice	19/08/2016	Response Required	0/1	 
-------------------------	--------	------------	-------------------	-----	---

Step 5: Inspection and Warranty

After you works are completed, Port Pirie Regional Council will inspect your work site and will either *Pass* or *Fail* the site.

If Port Pirie Regional Council passes your work site inspection, your Permit will commence the “Warranty” period.

INSPECTION PASS_29/03/17: nil

29/03/2017 09:58

Site passes inspection

Warranty

?

Status will change to “Warranty”

If Port Pirie Regional Council fails your work site inspection, they will change the status of your Permit to *Needs Remedial Action*, which will trigger a PermitAccess message.

The message will include the remediation date required by Port Pirie Regional Council.

INSPECTION FAIL_16/08/17: d Please ensure you rectify these issues by: 22/08/17

22/08/2017 17:55

Site fails inspection

Needs Remedial Action

?

Status will change to “Needs Remedial Action”

Port Pirie Regional Council will re-inspect the work site following remediation, and once it passes inspection, the Permit will commence the “Warranty” period.

Step 6: Permit Closed

Port Pirie Regional Council will reinspect your work site once the “Warranty” period expires.

If Port Pirie Regional Council passes your work site inspection, they will *Close* your Permit.

If Port Pirie Regional Council fails your work site inspection, they will change the status of your Permit to *Needs Remedial Action*, repeating the process outlined in Step 5: Inspection and Warranty.

FAQS

Why aren't all my Permit applications available in PermitMonitor?

PermitMonitor will only list the Permit requests for Authorities utilise the PermitAccess service.

I clicked the View Permits button & nothing happened

PermitMonitor requires you to allow pop-ups. You can do this in the web browser you are using.

Why do some beforeUdig / DBYD jobs generate Permit applications and others don't?

The integration of these services with PermitAccess is conditional on your work (enquiry) being located within the road reserve (road, footpath or nature strip).

If you have indicated that your work is only located on private land, your enquiry will not trigger a Permit application.

Further Help

Additional assistance and support is available via the online Help widget within PermitMonitor.

You can use this feature to ask questions to our Support team when they are online, or search for assistance using the inbuilt knowledge base at any time.

