



33 Goldie Street
 PO Box 348
 SMITHTON TAS 7330
 DX 70706 SMITHTON
 council@circularhead.tas.gov.au
 (03) 6452 4800
 www.circularhead.tas.gov.au

ACTIVITY IN ROAD RESERVATION
 APPLICATION FOR WORKS
 LOCAL GOVERNMENT (HIGHWAYS) ACT 1982 - SECTION 46

APPLICANT DETAILS:

Surname: _____ First Name(s): _____

Postal Address: _____

Town: _____ Postcode: _____

Property Address of Works *(if different to above)*: _____

Town: _____ Postcode: _____

CONTRACTOR DETAILS:

Name of Contractor: _____ Phone: _____

Address of Contractor: _____

Town: _____ Postcode: _____

Location and brief description of proposed works (provide sketch below or attach if necessary)

Proposed Start Date: _____ Proposed Completion Date: _____

Sketch proposed work include all dimensions and position in relation to property boundaries and road or attach documents/site plan

NO WORK TO COMMENCE UNTIL APPROVAL HAS BEEN ISSUED BY COUNCIL



CHECKLIST:

The following items are attached:

- Payment of Application fee (See Council Website for Fee) – Copy of Receipt
- Copy of Certificate of Insurance (Public Liability to a minimum \$20 million)
- Copy of “Dial Before You Dig” service locations
- Traffic Control plans for each activity proposed

NB: Depending upon the nature of work, payment of an Asset Protection Bond may be necessary. This will be determined by Council as part of the assessment process. You will be advised if this is required, and it must be paid prior to commencement of any work.

CONDITIONS OF CHECKLIST:

1.	Application Fee will be paid to Council upon application. An Asset Protection Bond may be required. This will be determined by the Assessing Officer
2.	If the works are to be undertaken by a contractor, the contractor must supply evidence of current public liability insurance to a minimum value of \$20 million which includes “Principals Indemnity” extension. If the works are to be undertaken by the property owner, the property owner must supply evidence of current public liability insurance to a minimum value of \$20 million.
3.	Approval will be sought and obtained as may be necessary from telecommunications, water, gas and electrical Authorities to cross any of its services. All services are to be located by the relevant authority on site prior to construction
4.	A Traffic Control Plan (TCP) to Australian Standards (AS 1742.3) will be submitted for approval prior to commencement of works prepared by an accredited person and all Traffic Control activities to be taken out by accredited personnel; All relevant signage required on traffic control plan must be in place, prior to work commencement. Note: <ul style="list-style-type: none"> • The roadways are to remain open to traffic at all times during construction unless a direction to restrict or Road Closure notice is issued by council. • Long term works which will be left overnight will be appropriately barricaded, signposted and addressed in risk assessments

SIGNATURE

Signature: _____

Date: _____

Privacy Statement

The personal information on this form is required by Council for administrative purposes. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend or personal information at any time. How we use this information is explained in our Privacy Policy, which is available at www.circularhead.tas.gov.au or at the Council office.

OFFICE USE ONLY

Received: _____

Date: _____

Receipt No: _____

Approved by: Technical Officer – Engineering & Development.



GENERAL REQUIREMENTS

1. Works in relation to Highways are subject to the requirements of the Local Government (Highways) Act –section 46 and the Tasmanian Standard Drawings IPWEA/LGAT.
2. Council will not be liable for any damages to the resulting assets and associated facilities, when not installed in accordance with Council's general requirements stated below
3. Council is to be advised a minimum of 7 days prior to the commencement of the proposed works and within 2 days of the completion of works.
4. Permission to trench across road pavements or other trafficable areas including footpaths and driveways shall only be given where **boring is not practical**.
5. Unless notified otherwise in writing all underground crossings will cross the road reservation perpendicular to the road alignment, and will achieve a minimum depth of cover of 750mm at any point across the road reserve, inclusive of roadside table drains.
6. Should it become necessary to make alterations, extensions or removal of the asset, such cost will be borne by the owner at a time and in a manner directed by the Council, and in a manner acceptable to council.
7. In relation to **Development of Nature Strips**, if any future works are required on Council assets, reinstatement will be to a grassed surface only and the property owner will be responsible for any landscaping that is required.
8. In relation to **Construction of Driveways**, if any future works are required on Council assets, reinstatement will be either a paved, concrete or asphalt surface only (or equivalent cost) and the property owner will be responsible for any extra work, if they require more than the basic reinstatement outlined above (such as stamped concrete etc).
9. Inconvenience to traffic will be kept to a minimum, and the applicant will be held responsible for the safety to traffic. In the event of traffic safety being threatened, the council will undertake emergency work to overcome any hazardous conditions and charge the **applicant** for the relevant costs.
10. The final reinstatement will be carried out by the applicant to the satisfaction of Council at the applicant's expense. If this is not carried out to the satisfaction of Council, it will then undertake the reinstatement works and charge the applicant the relevant costs.
11. Approvals are valid for a period of 12 months from the date of issue. After that time a new application must be submitted (and fees paid) and approval is then based on the regulations applying at that time. All relevant Risk Assessments, Safe Work Method Statements and Drawings must be kept onsite.
12. A new approval is required if the scope of work, for which the approval was granted, has altered.
13. **Council must be advised 2 full working days in advance of any inspection of a hold point.**
14. Council and other utility providers to be notified of any underground pipe work found that is not shown on Dial Before you Dig plans.
15. Enquiries can be made to the approving officer at WWC Oliver Mayer on 6443 8345 or CHC Kevin Maguire on 6452 4849