



## Road Activity Permits Checklist

To carry out work in, on or over a public road the Consent of Council is required. The required Permits listed below must be lodged with the relevant fees a **minimum of 10 working days prior to commencement of Construction Work and 5 days for non-construction activity.**

### **SECTION A – PERMITS & FEES**

**Will the work be carried out in, on or over a public road / footpath without changing restricted or metered parking?**

- YES** – Complete Road Use Permit Application Form RAP1.1 and submit with applicable fees  
(Form RAP 1.1 to Traffic Engineer for approval)
- NO** - Complete a Work Zone Permit application

**Will the work require a Work Zone with parking control signage (for longer than 1 month)?**

- YES** – Complete Work Zone Permit Application Form RAP 1.2 and submit with applicable fees  
(Form RAP 1.2 to Traffic Engineer for approval)
- NO**

**Will the work require Opening of Road/Footpath surface ?**

- YES** –Complete Road/Footpath/Driveway/Nature Strip/Kerb & Gutter Opening Application Form RAP 1.3 and submit with applicable fees  
(Form RAP 1.3 to Restoration Co-Ordinator)
- NO**

**Will the work require an Elevated Tower, Crane or Concrete Pump on the Road/Footpath ?**

- YES** – Complete Temporary Placement of Elevated Tower, Crane or Concrete Pump Application Form RAP 1.4 and submit with Work Zone or Road Use Permit  
**Is this a late application ?**  **YES** Late Fee applies  
(Form RAP 1.4 to Traffic Engineer for approval)
- NO**

**Will the work require a Crane to operate over air space of a public road / footpath ?**

- YES** – Complete Operation of a Crane Over Air Space Application Form RAP 1.5 and submit with Work Zone or Road Use Permit  
(Form RAP 1.5 to Traffic Engineer for approval)
- NO**

**Will the work require a Security Fence or Overhead Hoarding on any part of Road Reserve ?**

- YES** – Complete Construction Hoarding Permit Application Form RAP 1.6 and submit with a Work Zone or Road Use Permit  
(Form RAP 1.6 to Building Compliance for approval)
- NO**

**Will the work require a Skip Bin on the Nature Strip ?**

- YES** – Complete Skip Bin on Nature Strip Permission Form RAP1.7 and submit with applicable fees  
(Form RAP 1.7 to Regulatory Services for approval)
- NO**

**Will the occupied area affect access to properties ?**

- YES** - attach copy of notice to be distributed to residents/businesses  
(Form to Traffic Engineer for approval)
- NO**

**SECTION B - Traffic Control Plan & Pedestrian Control Plan (during construction) Plan Submitted**

- YES** – Plan No. \_\_\_\_\_ by \_\_\_\_\_ ( Company)  
(attach plan for assessment and pay applicable fee  
(Plan to Traffic Engineer)
- NO**

**Is the occupied area within 100m of Traffic Signals ?**

- YES (Attach RMS Road Occupancy Licence)**  
(Form to Traffic Engineer)
- NO**

**Will the work require Temporary Lane / Road Closure ?**

- YES (Attach NSW Police Permit)**  
(Permit to Traffic Engineer)
- NO**

**SECTION C – Public Liability Insurance**

- YES** – (Certificate of Currency attached)  
(Certificate to Traffic Engineer for assessment)
- NO**

**SECTION D - Certification**

I have read the attached Conditions (16) and hereby agree to abide by them.

Applicant's Name (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPROVALS FROM THIS APPLICATION MUST BE KEPT ON-SITE AT ALL TIMES TO PRODUCE UPON REQUEST.**

## CONDITIONS

1. Adequate vehicular traffic control shall be provided for the protection and convenience of pedestrians and motorists including appropriate signage and flagging. Workers shall be specially designated for this role, as necessary to comply with this condition. This is to be carried out in accordance with the Australian Standard AS 1742.3 – Traffic Control Devices for works on roads and Work Cover requirements.
2. Traffic Control Plans/Traffic Management Plans for the proposed work must be prepared by a person in possession of a current “Select/Modify Traffic Plans” qualification or higher and copy of the qualification must be attached with the application.
3. All the fees and charges must be paid at the time of lodgement of this application. If during assessment it is determined that insufficient fee has been paid, the applicant shall make the additional payment prior to release of any approval.
4. An INTERIM PERMIT will be issued for approved applications, until sign off by an Authorised Officer under the Roads Act 1993. The applicant agrees to abide by any additional requirements of the Authorised Officer.
5. At least 6.0 metres width of roadway adjacent to the site shall be left open for two way traffic. **Please note that full closure of the road will NOT be allowed.** This will require consideration by the Ryde Traffic Committee and approval by Council. This may take 8-12 weeks.
6. Booms shall not operate over pedestrian or vehicular traffic without approved overhead protection. All applications are to advise if there is any overhead work proposed across the footpath area.
7. Appropriate signs and barricades shall be erected to direct pedestrians to an alternate safe passage around a closed section of the public footpath where the public footpath is required to be closed under this approval.
8. The emergency vehicles travelling under lights and sirens are to be given priority and delay to these vehicles actively minimised.
9. The holder of this licence shall maintain safe clearance between workers and vehicles in the adjacent travel lane.
10. The residents/office access in the area affected by the traffic control setup shall be maintained at all times.
11. The holder of this approval shall indemnify the Council against all claims, damages and costs incurred by or charges made against Council in respect to death or injury to any person or damage in any way arising out of this approval.
12. **A public liability insurance policy for an amount not less than \$20,000,000 for any one occurrence shall be held in joint names including Council as an interested party. The holder of this approval shall inform its liability insurers of the terms of this condition and submit a copy of liability insurance prior to commencement of work.**
13. The operator of any unit carrying out this approval shall have this approval with them and produce it if required along with any other relevant authority approvals granted in the connection with this approval upon request of the Police or Council Officer and Work Cover.
14. Mobile cranes, cherry pickers or concrete boom pumps shall not stand within the public way for extended periods when not in operation under this approval.
15. The operation of the mobile crane shall not give rise to an “offensive noise” as defined in the Protection of Environment Operations Act, 1997. Furthermore, vibrations and/or emission of gases that are created during its operations and which are a nuisance, or dangerous to public health are not permitted.
16. The cost to repair damages, as a result of these works, to Council’s footway and roadway area shall be borne by the applicant.

# APPLICATION FOR ROAD USE PERMIT (FORM RAP 1.1)

## About this form

Use this form to apply for a Road Use Permit to carry out a work in, on or over a public road. This form is to be lodged for both construction and non-construction work space. Applications must be lodged 10 days prior to commencement of Construction Work and 5 days for non-construction work and be submitted with relevant fees.

**Note - permits will be emailed or posted to the applicant upon approval.**

## Council Contact Details

**Customer Service** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** cityofryde@ryde.nsw.gov.au  
**Phone** (02) 9952 8222  
**TTY** (02) 9952 8470  
**Fax** (02) 9952 8070

**NOTE: THIS APPROVAL IS FOR ROAD USE ONLY, AND IS NOT APPROVAL OF THE TRAFFIC CONTROL PLAN, OR TO CARRY OUT THE WORK, OR TO RESTRICT PARKING. IF PARKING RESTRICTIONS ARE REQUIRED FOR OTHER ROAD USERS YOU WILL NEED TO APPLY FOR A WORK ZONE PERMIT.**

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with.

Company / Organisation	<input type="text"/>	ABN No.	<input type="text"/>
Title*	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Other	<input type="text"/>
Given Name*	<input type="text"/>	Family Name*	<input type="text"/>
Postal address*	<input type="text"/>		
Suburb*	<input type="text"/>	Postcode*	<input type="text"/>
Mobile	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

## PART 2 : PROPOSED LOCATION OF ROAD USE

Closure type:	I intend to close <input type="text"/> lane/s of <input type="text"/> lane/s		
Address*	<input type="text"/>		
Suburb*	<input type="text"/>	Postcode*	<input type="text"/>
Start date	<input type="text"/>	Completion Date	<input type="text"/>
Requested times	<input type="text"/>		
On-site company name	<input type="text"/>		
On-site contact name	<input type="text"/>		
On-site contact number	<input type="text"/>		

## PART 3 : TRAFFIC CONTROL PLAN AND CERTIFICATION DETAILS

Plan Submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Plan Number	<input type="text"/>
Company Name	<input type="text"/>		
Copy of Licence Submitted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Licence Number	<input type="text"/>
Public Liability	<input type="text"/>		

## PART 3 : TERMS AND CONDITIONS

1. Adequate vehicular traffic control shall be provided for the protection and convenience of pedestrians and motorists including appropriate signage and flagging. Workers shall be specially designated for this role, as necessary to comply with this condition. This is to be carried out in accordance with the Australian Standard AS 1742.3 – Traffic Control Devices for works on roads and Work Cover requirements.
2. Traffic Control Plans/Traffic Management Plans for the proposed work must be prepared by a person in possession of a current "Select/Modify Traffic Plans" qualification or higher and copy of the qualification must be attached with the application.
3. All the fees and charges must be paid in accordance with Council's current fees and charges policy.
4. An INTERIM PERMIT will be issued for approved applications, until sign off by an Authorised Officer under the Roads Act 1993. The applicant agrees to abide by any additional requirements of the Authorised Officer.
5. At least 6.0 metres width of roadway adjacent to the site shall be left open for two way traffic. Please note that full closure of the road will NOT be allowed. This will require consideration by the Ryde Traffic Committee and approval by Council. This may take 8-12 weeks.
6. Booms shall not operate over pedestrian or vehicular traffic without approved overhead protection. All applications are to advise if there is any overhead work proposed across the footpath area.
7. Appropriate signs and barricades shall be erected to direct pedestrians to an alternate safe passage around a closed section of the public footpath where the public footpath is required to be closed under this approval.
8. The emergency vehicles travelling under lights and sirens are to be given priority and delay to these vehicles actively minimised.
9. The holder of this licence shall maintain safe clearance between workers and vehicles in the adjacent travel lane.
10. The residents/office access in the area affected by the traffic control setup shall be maintained at all times.
11. The holder of this approval shall indemnify the Council against all claims, damages and costs incurred by or charges made against Council in respect to death or injury to any person or damage in any way arising out of this approval.
12. A public liability insurance policy for an amount not less than \$20,000,000 for any one occurrence shall be held in joint names including Council as an interested party. The holder of this approval shall inform its liability insurers of the terms of this condition and submit a copy of liability insurance prior to commencement of work.
13. The operator of any unit carrying out this approval shall have this approval with them and produce it if required along with any other relevant authority approvals granted in the connection with this approval upon request of the Police or Council Officer and Work Cover.
14. Mobile cranes, cherry pickers or concrete boom pumps shall not stand within the public way for extended periods when not in operation. Note: Separate approval is required to place this equipment on the public road / footpath.
15. The operation of the mobile crane shall not give rise to an "offensive noise" as defined in the Protection of Environment Operations Act, 1997. Furthermore, vibrations and/or emission of gases that are created during its operations and which are a nuisance, or dangerous to public health are not permitted.
16. The cost to repair damages, as a result of these works, to Council's footway and roadway area shall be borne by the applicant.

### SEPARATE APPLICATION MUST BE MADE FOR THE FOLLOWING ACTIVITIES WITHIN THE PROPOSED ROAD USE AREA

- Form RAP 1.4 – Application for Placement of an Elevated Tower, Crane or Concrete Pump on Council Road/Footpath
- Form RAP 1.5 – Application for Operation of a Crane over Air Space of Council Road/Footpath
- Form RAP 1.6 – Application for Construction Hoarding Permit
- Form RAP 1.7 – Skip Bin on Nature Strip Permission

## PART 4 : DECLARATION

I agree to comply with Council's Terms and Conditions as set out in part 4

I have attached any previous correspondence in respect to this matter

Signature\*

date

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OFFICE USE ONLY

General Road Use Permit Fee: \$323 per month =

GL Receipt = ??

Assessment Fee Traffic Management Plan (\$173)=

GL Receipt = RoadOpenTraffic

Use of Council's Roads & Parks for sheds, stockpiling of material etc. Fee: \$565 per week plus \$141 per sq.m. land used

GL Receipt = ??

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

# CREDIT CARD PAYMENT AUTHORISATION FORM

## About this form

This form can be used for providing payment by credit card for Council services. Please attached this form to any relevant completed application from and/or associated documentation to ensure fast processing of your payment application. If you are making multiple payments please complete a separate form for each payment.

## Disclaimer

Council does not accept any responsibility for events arising from unauthorised access to the information included on this form.

**Customer Service Centre** 1 Pope Street, Ryde NSW

**Post** Locked Bag 2069, North Ryde NSW 1670

**Email** cityofryde@ryde.nsw.gov.au

**Phone** (02) 9952 8222 **TTY** (02) 9952 8470 **Fax** (02) 9952 8070

## PART 1 : PAYMENT DETAILS

Please charge my credit card for payment of:\*

Rates Customer Reference Number (CRN):

Debtor/Tax Invoice Account Number:  Invoice Number:

Other (please specify)

Payment amount\* \$

Development Application Number If applicable

## PART 2 : CARD HOLDER DETAILS

Note: If this card is used for a bond, reimbursement will go to the card holder

Name on Card\*

Address\*

Suburb\*  Postcode\*

Mobile  Fax

Business Phone  Home Phone

Email

## PART 3 : CARD DETAILS

Note: Credit card payments are subject to merchant fee surcharge

Mastercard  Visa

Card Number\*

Expiry Date\*  CCV\*  (Last 3 digits on reverse of card)

Signature\*  Date\*