

ROAD CLOSURE PERMIT APPLICATION FORM



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Email: customer.service@canadabay.nsw.gov.au

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: www.canadabay.nsw.gov.au



Mail: City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

Please note:

Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 2.0% processing fee will apply.

Office Use	Application Fee:	\$ 147	Road Closure Fee:		Date:	/ /
	Application Number:			Receipt no:		

Fees & Charges

IMPORTANT: Submitting this application does not guarantee approval. An approved permit must be issued prior to the closure of any lane of traffic.

A **FULL** road closure refers to the blockage of all directions of traffic flow requiring detours.

A **PARTIAL** road closure refers to blockage of one or more lanes of traffic with traffic controllers directing traffic around the closure area. Fee is based on the length of the street closure or the length of the property street frontage, whichever is higher.

Full Road Closure		Partial Road Closure (per lane)	
0-20m	\$1,500	0-20m	\$339
21-40m	\$1,830	21-40m	\$525
41-60m	\$2,760	41-60m	\$720
61-80m	\$3,150	61-80m	\$915
>80	\$3,930	>80	\$1,090

Applicant details

Surname:		First Name:	
Email:			
Contact Number:			
Company Name:			
Postal Address:			
Suburb:		Postcode:	

Type of Work

Area Required:	Width (m):	<input type="text"/>	Length (m):	<input type="text"/>
Street Address of site:	<input type="text"/>			
Suburb:	<input type="text"/>		Postcode:	<input type="text"/>
Period required:	From:	<input type="text"/> / <input type="text"/> / <input type="text"/>	To:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Hours/Days of the week:	<input type="text"/>			

Development Application details

Is there a current Development Application (DA) lodged with Council for this property?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
DA Number:	<input type="text"/>	CC number:	<input type="text"/>	

Document Checklist **NOTE: The below documents must be submitted when lodging this application.**

- Road Closure Permit Application Form. This form which must be completed in full.
- Traffic Control Plan including layout plan for Partial Road Closures, or,
- Traffic Management Plan for Full Road Closures.
- Written Approval from the Police Traffic Branch, Burwood.
- Public Liability Insurance certificate of currency.

ROAD CLOSURE PERMIT TERMS AND CONDITIONS

General

- Road Closure Permit **is required** when proposed construction works at a private construction site will result in the temporary and short-term closure of one or more lanes of traffic on a public road (a Partial Road Closure) or the closure of all lanes of traffic (a Full Road Closure).
- Closure of a lane is deemed to occur when a vehicle/bicycle traffic lane is less than 3.0 metres in width or a pedestrian traffic lane is less than 1.2 metres in width.
- In all circumstances a road closure (Full or Partial) must be temporary in nature, of short duration and of minimal size. Wherever possible Road Closures, and especially Full Road Closures, are to be avoided. If, however, a road closure is unavoidable then Council requires the lodgement of a Road Closure Permit Application.
- **Note:** A Road Closure Permit **is not required** for the permanent closure of a road (permanent road closures are governed by the provisions of the Local Government Act 1993).
- **Note:** A Road Closure permit **is not required** for street parties or special events (see Street Party Kit and Event Booking application form on Council's website).

Terms and Conditions

- The application fee is a non-refundable fee and all charges must be paid at the time of lodgement of the application form. If however the application is not approved Road Closure fee may be refundable.
- In all circumstances a road closure (Full or Partial) must be temporary in nature, of short duration and of minimal size. Wherever possible Road Closures, and especially Full Road Closures, are to be avoided.
- In general the permit approval process will take from four (4) to eight (8) weeks from the date of submission of the Application to the date that the permit is approved by Council.
- For Full Road Closures or lengthy Partial Road Closures an additional period of four (4) weeks should be allowed for advertisement of the proposed closure.
- A Traffic Management Plan in accordance with RMS Guidelines for Preparation of a TMP is required if detours are proposed.
- If a Road Closure involves the occupation of public footpath or other public open space or a parking lane, other permits may be required (e.g. Open Space permit, Stand Plant permit, or Work Zone).
- The applicant shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of \$20,000,000 against all actions which may occur in relation to the construction works and the occupation of public open space.
- All public open space areas must be maintained in a clean and tidy condition to Council's satisfaction.
- Plant shall not stand and materials shall not be placed in any section of roadway where it is illegal to park a vehicle, e.g. No Stopping, Clearways, Bus Lanes, Transit Lanes, etc.
- All public open space areas must be made safe during and after completion of the works.
- RMS accredited personnel shall be on site to control vehicular and pedestrian traffic when plant or materials are operated or lifted over public areas, or as directed by Council's engineer.
- The applicant shall ensure compliance with the Australian Road Rules at all times.

Declaration

I have read and understand the above Road Closure Terms and Conditions and understand that this permit can be cancelled if I fail to abide by these conditions. I declare that my public insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective.

Applicant Signature:

Date: