

ROAD ACTIVITY PERMITS

CHECKLIST

About this 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 business days prior to commencement of construction work and 5 business days for non-construction activity.

Council Contact Details

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

PART 1: PERMITS & FEES

1.a) 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

1.b) Will the work require a Work Zone with parking control signage?

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

1.c) 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. If the work requires placement of any signage on Council's land or has an associated Traffic Control Plan or Pedestrian Control Plan, a Road Use Permit Form RAP1.1 will also be required.
(Form RAP 1.3 to Restoration Co-ordinator)

No

1.d) 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 Road Use Permit.

Is this a late application?

Yes Late fee applies
(Form RAP 1.4 to Traffic Engineer for approval)

No

1.e) 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 Road Use Permit (if lifting material from Council's footpath / road).
(Form RAP 1.5 to Traffic Engineer for approval)

No

1.f) 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 Road Use Permit
(Form RAP 1.6 to Building Compliance for approval)

No

1.g) Will the work require a skip bin on the nature strip?

Yes Complete Skip Bin on Nature Strip Permission Form RAP 1.7 and submit with applicable fees. Please submit RAP 1.7 and a Road Use Permit if the skip bin is to be placed in a parking lane.
(Form RAP 1.7 to Regulatory Services for approval)

No

1.h) 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

PART 2 : TRAFFIC CONTROL PLAN & PEDESTRIAN CONTROL PLAN (DURING CONSTRUCTION)

2.a) Plan submitted?

Yes Plan No. _____ by _____ Company

Attach plan for assessment and pay applicable fee
(Plan to Traffic Engineer)

No

2.b) Is the occupied area within 100m of traffic signals or on a State Road?

Yes Attach TMC Road Occupancy Licence
(Form to Traffic Engineer)

No

2.c) Will the work require temporary lane / road closure?

Yes Attach NSW Police Permit
(Permit to Traffic Engineer)

No

PART 3 : PUBLIC LIABILITY INSURANCE

Yes Certificate of Currency attached
(Certificate to Traffic Engineer for assessment)

No

PART 4 : CERTIFICATION

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

Applicant's Name

Signature

Date

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

PART 5 : 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 set up 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, elevated tower 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 OPERATION OF A CRANE OVER AIR SPACE OF COUNCIL ROAD / FOOTPATH

(FORM RAP 1.5)

About this form

Under the *Roads Act 1993*, Council approval is required when working over a public road / footpath.

This application should be lodged when a crane on private land is operating in the air space of a Council road / footpath. This application with the relevant fees should be lodged a minimum of 5 working days prior to commencement date. Refer over page for full details.

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PART 1: APPLICANT DETAILS

Title	Mr	Mrs	Ms	Miss	Other	
Given Name					Family Name	
Company / Organisation If applicable						
Address						
Suburb					Postcode	
Postal Address If different from above						
Suburb					Postcode	
Preferred contact	Mobile	Phone	Email			
Mobile				Phone		
Business phone				Home phone		
Email						

PART 2: LOCATION DETAILS

Address						
Suburb					Postcode	
Date of Placement				Date of Removal		
Purposes of						

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.

PART 3 : CRANE OWNER DETAILS

Crane Owner's Name	Phone
Address	
Suburb	Postcode
Traffic Control Designed By	
Accreditation No.	Expiry Date

I agree to comply with Council's conditions as set out on this page.

I agree to pay Council for any damages caused to footpaths, kerbs and gutter, landscaping or services in the placement or removal of the crane.

PART 4 : DOCUMENTS WHICH MUST ACCOMPANY THIS APPLICATION

Copy of a valid Work Zone or Road Use Permit (if not you will need to apply for one with this permit).

Public Liability Insurance obtained and copy attached.

Traffic Control Plan prepared and copy attached (only when placed on road or overhanging the road) additional fee required for assessment of Traffic Control Plan.

RMS Approval obtained (for sites on or near state or regional roads).

Signature

Date

PART 5 : ADDITIONAL INFORMATION

Safety provisions

A Traffic Control Plan is to be provided to Council a minimum of 5 days before date of commencement. The Traffic Control Plan should provide the Certificate Number and Expiry Date of their Accreditation.

If proposing to close a road, or a major traffic disruption is expected, Council's Traffic Engineers will need to be consulted and the application therefore will require further assessment time.

Hours of operation

Hours of operation are as specified in the Conditions of Development Consent.

For work outside these hours, specific approval is required.

Siting

Consideration shall be given to ensure sight lines to vehicles entering a public road and using a public road are not unreasonably obstructed. The Crane must not obstruct the view of traffic lights by motorists or pedestrians.

Public liability

Arrangements must be made for a minimum of \$20 million Public Liability Insurance. Where approval has been given for the operation of a crane over the air space of a public road/footpath, the holder of the approval shall indemnify and keep indemnified the City of Ryde against all claims, demands, suits, actions, damages and costs incurred by or made against Council in respect of death or injury to any person, or damage to any property of a person whatsoever in any way arising out of this approval. A copy of this Insurance is to be provided to Council upon application.

Other approvals

Approval from the RMS for works on or near State and Regional Roads is required prior to lodgement with Council.

Interim permit

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.

A separate Application for a Work Zone or a Road Use Permit is required for any construction vehicles or plant on the adjoining road / footpath.

OFFICE USE ONLY

No. of Days on Site