

APPLICATION PROCEDURES FOR A PERMIT TO WORK WITHIN RGRC ROAD RESERVES (PTW)

This document provides details for obtaining a permit to work on Roper Gulf Regional Council controlled roads and road related areas, including; procedures, application forms, conditions of approval and technical requirements.

CONTENTS

Application for Permit Form	1
Applicant Information	5
Conditions of Approval	6
Application Forms for:	
Temporary Speed Limits Authorisation	9
Portable Traffic Signals Authorisation	10

APPLICATION FOR PERMIT TO WORK WITHIN RGRC ROAD RESERVE

PROPOSED WORK DETAILS					
Applicant's Name					
Business/Company Name					
ABN					
Road Name/s					
Location of works					
Description of works					
Dates of Proposed Works		From: / /20		To: / /20	
DEVELOPMENT/SERVICE APPROVALS					
DEVELOPMENT/SERVICE APPROVAL DETAILS (if any):					
APPROVAL NUMBER (if any):					
APPROVED BY:					
WORK ZONE TRAFFIC MANAGEMENT PLAN (TMP)					
The TMP shall be in accordance with the current AS1742.3, Provisions for Traffic and designed by a Northern Territory accredited Traffic Management Plan Designer. (WZ1)					
TMP Designed By:				Accreditation No.:	
INDEMNITY					
Public Liability Insurance minimum AUD\$5 million					
Policy No.					
Policy holder					
Insurer		Expiry Date		/ /20	
Copy attached		Yes		If No, permit will not be approved	
APPLICANT'S DECLARATION					
<ul style="list-style-type: none"> • I/We understand that the permit is granted under the terms and conditions set out on the attached Conditions and Specifications and have read and understand those conditions and agree to comply with them accordingly. • I/We agree to pay all fees and charges as assessed and estimated by RGRC prior to approval. (non-refundable). 					
Applicant's Name		Phone No			
Signature		Fax No			
Date		/ /20		E-mail	
		Date:		/ /20	
Office Use Only					
Yes	Deposit And fee Receipt attached	Insurance details attached	Conditions of Approval signed, dated & Attached.	Development plan attached w R/A or Database	WZTM Accreditation numbers supplied & registered at MVR
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Permit approval Number:		Permit expiry date:		Processed By:	
		/ /20		Date: / /20	
Special Conditions:					
Extension of time: (Refer to Clause 1.5)					
Extended permit expiry date: / /20 . Approval officer: / /20					

APPLICANT INFORMATION

1. APPLICANT INFORMATION

1.1 GENERAL

Ensure that the following requirements and conditions are addressed and noted as applicable to the proposed works.

1.2 DEFINITIONS

Work within the road reserve:	Is defined as any planned works or operations within the RGRC road reserve.
ITC:	Instruction to contractor.
DIPL:	Department of Infrastructure, Planning and Logistics
RGRC:	Roper Gulf Regional Council
PTW:	Permit to work within the RGRC road reserve.
TMP:	Traffic Management Plan
TCD:	Traffic Control Diagram
TGS:	Traffic Guidance Scheme
RGRC:	Roper Gulf Regional Council

1.3 SUBMIT APPLICATION

Submit the application for a PTW accompanied by a Traffic Management Plan or Traffic Guidance Scheme and associated documents not less than 5 working days prior to proposed works commencing. The applicant is to ensure all documents are accurate and compliant prior to submitting. Failure to do so may result in permit approval delays.

1.4 NOTICES AND REQUESTS

Convey all requests, notices, proposed changes and correspondence etc. to the relevant Council Officer not less than 5 working days prior to proposed works commencing. The Contact Officer may be referenced on the permit.

1.5 EXTENSION OF TIME

Should an extension of time be required, notify the Council not less than 5 working days prior to the expiry date of the permit. Failure to submit the extension request within the specified time may result in a new permit application. Extension of time shall only be considered if there are no variations to the information provided within the original approved permit. A new PTW application will be required for submission if variations occur.

1.6 APPLICANT'S RESPONSIBILITY

Although TMPs and TGSs are appraised by Council Officers for appropriateness, the applicant remains responsible for actual compliance with AS1742.3, the Provision for Traffic and all other relevant standards. Roper Gulf Regional Council and staff accept no responsibility for liabilities resulting from TMP's or TGS's appraised for appropriateness by Council Officers, which may be later found to be non-conforming with any relevant standard.

1.7 COSTS AND FEES

Pay all costs and fees associated with other permits, clearances, repairs and reinstatement works due to the implementation of the requirements of this permit.

- a. Application for permit is required along with a deposit of \$5,675.00 (GST inclusive) per road/footpath.
- b. A receipt will be provided to the applicant upon payment.

Payment of Deposit to:

Account name: Roper Gulf Regional Council
Bank: Common Wealth Bank of Australia
Branch: Katherine
BSB: 065902
Account no: 10313315
Reference: Road Deposit <company name>

For any alternate methods of payment, contact RGRC accounts department at accounts.receivable@ropergulf.nt.gov.au to make the necessary arrangements.

2. CONDITIONS OF APPROVAL

2.1 GENERAL

A PTW will be issued under the condition that the applicant understands and agrees to comply with the following Conditions, Technical Specifications, relevant Australian Standards and all other requirements associated with the application.

2.2 RELATED LINKS (STANDARD SPECIFICATIONS / PROVISION FOR TRAFFIC)

This section may now be referenced within the 2 Standard Specifications which are:

- 1) **Standard specification for road maintenance.**
- 2) **Standard specification for roadworks.**

These specifications are available within the following link:

<https://dipl.nt.gov.au/infrastructure/specification-services/technical-specifications/roads>

2.3 DOCUMENTS ON SITE

Keep a copy of the approved permit, Conditions of Approval, Technical Specifications and Traffic Management Plans on site at all times. Failure to provide these documents on site may result in works being requested to cease.

2.4 PUBLIC LIABILITY INSURANCE

Hold a current public liability insurance policy to a value of not less than AUD\$5,000,000 and provide a **Certificate of Currency** with the application form for the permit.

Indemnify the Roper Gulf Regional Council and its agents and staff from any liability claims resulting from any incidents or actions resulting as part of the permitted works or associated works or any interventions necessitated by RGRC.

2.5 RECORD OF SITE

Digital images that are date and time stamped are to be taken of the site prior to the commencement of works. The images are to be stored by the applicant for 6 months after the completion of works and be available to RGRC upon request if required.

2.6 RESPONSIBILITY

Accept full responsibility for the works, including determining the locations of existing services and take steps to protect all services and other infrastructure.

RGRC hereby accepts no responsibility or liability for any omissions or non-conformance with any relevant Australian or other standards associated with the works and submitted documents supporting the permit, including, but not limited to all TMPs and TCDs.

2.7 AMENDMENTS

Site conditions may alter during the period of works which may require amendments to the TMP and the TCDs. Such factors influencing amendments could be; oversights, weather conditions, traffic density, presence of children or pedestrians, over dimensional vehicle movements, overlapping work sites, vehicle incidents, etc.

Resubmit all TMPs & TCDs and any other amendments to RGRC before implementing them on site, or as soon as practicable after implementation on site, if a hazard exists warranting immediate implementation. Additional fees for re submissions may occur.

2.8 SAFETY

Observe all necessary safety precautions and requirements relating to traffic management, NT WorkSafe, Australian Standards and the technical specification requirements.

Provide additional safety lights, barricades and signs in accordance with any specific requirements imposed by RGRC that may be in addition to the preceding conditions and Australian Standards.

2.9 REINSTATEMENT

Reinstate all areas within the RGRC road reserve, affected by the work, to their original condition to the satisfaction of the Superintendent and at no additional cost to the Council. Boring under concrete driveways is preferable, if it is not able to be achieved, replacement of the whole slab is expected.

Worksites shall be reinstated to the level mentioned within the associated Specifications relevant to the works.

Where the reinstatement works are not completed satisfactorily, RGRC will notify the Permit Holder either in writing or by telephone depending on the nature of the defects. The Permit Holder shall rectify the defects immediately or within the specified time frames without any costs to RGRC.

Failure to meet the specified time frame may result in RGRC engaging in a third party to complete the reinstatement works to a satisfactory standard at the Permit Holder's expense and inclusive of all costs incurred by RGRC.

2.10 DAMAGE TO SERVICES OR INFRASTRUCTURE

Applicant is required to contact authorities such as PowerWater Corporation, National Broadband Network and Dial before You Dig (DBYD) to ascertain the locations of all underground services and infrastructure.

Where any damage is caused to any existing services, utilities or infrastructure through works being carried out in relation to this permit, report this damage immediately to the relevant Authorities and comply with any instructions issued by those authorities. Any instructions that leads to any changes or modifications to the approved permit application will require the applicant to notify the RGRC permit officer in the first instance. Failure to do so may result in the permit being revoked.

Where damage is caused to infrastructure or services, including concealed services that have been identified by other authorities or DBYD, the Permit Holder will be liable for the cost of any necessary repairs.

2.11 NON-COMPLIANCE

If the Permit holder fails to comply with this permit, then RGRC reserves the right to suspend all works if deemed to be non-compliant. This includes works sites identified hazardous or causing significant inconvenience to the public. RGRC officers may rectify these issues if the Permit Holder fails to do so by the nominated timeframe as instructed by Council officer. The Permit Holder shall pay all associated costs for the remedial works.

2.12 FEES AND CHARGES

Fees and charges shall be determined by Council Officer following receipt of an application and fall into the following 2 categories.

Tier 1 – standard, non-complex work - \$200 per permit application. This includes projects that would typically be completed in a single work shift with minor traffic control requirements such as one-off surveying work, repairing a private advertising sign or installing a swimming pool requiring a crane to be parked on a trafficked lane.

Tier 2 – non-program, complex works - A cost estimate shall be provided after lodgement of a permit application or where the scope of the project changes based on an estimate of costs e.g. covering expert pre-project assessments including traffic control plan evaluations and formal technical advice. This includes projects that are conducted over an extended period of time, such as private housing estate developments with a new intersection and drainage works to be constructed to link into the existing road network.

2.13 TRAFFIC CONTROL STATEMENT

A signed statement developed by the author of the TMP for this application is to be co-signed by the Permit applicant. The statement is to confirm that the Standards and Provision for Traffic have been met and shall include the following:

- An explanation as to how compliance has been achieved.
- That the traffic control featured within the TCDs are compliant for day and night use (if applicable).
- An explanation where the Standards and Provision for Traffic have **not** been met and provide details within the risk assessment what treatments will be implemented to mitigate the risk to an acceptable level.
- Confirm site visit/s have occurred collectively with the permit applicant, contractor conducting the works and the WZ Level 1 author of the TMP. Has the staging of works been identified and provided within the TMP and meets the requirements specified within the Provision for Traffic.

2.14 DECLARATION

Signing this document certifies that the applicant has read and understands all of the requirements and conditions contained herein and hereby undertakes to carry out all works in compliance with the requirements of this PTW. Approval of a permit does not constitute approval of any TMPs or TCDs. The applicant hereby accepts full responsibility and liability for any omissions or any non-conformances with the relevant Australian Standards for the proposed works.

Signed:		Date:	
Printed Name:		Position:	
Company Name		Email details:	
Witnessed by		Date	
Witness Name:		Witness Position:	

