

APPLICATION FOR WORKS IN COUNCIL'S ROAD RESERVE

You must not commence works in the road reserve until written consent has been granted from Council (the Road Authority).

How to use this form

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| Start here | 1. Complete SECTION 1 (this must be completed for ALL applications). |
| Then | <p>2.</p> <ul style="list-style-type: none"> • If applying for a vehicle crossover please complete SECTION 2 of this document. • If applying for underground power connections, please complete SECTION 3 of this document. • If applying for other works (including new footpaths, new road surfacing, new stormwater connections, mains or upgrading/replacement of stormwater main/connection) please complete SECTION 4 of this document. • If applying for new irrigation pipes under a rural road please complete SECTIONS 4 AND 5 of this document. |
| Finally | <p>3. Return your completed form to Council:</p> <ul style="list-style-type: none"> - Via email to council@nmc.tas.gov.au - In person at 13 Smith Street Longford, Tasmania 7301 - Via post to PO Box 156 Longford, Tasmania 7301 |

Contractor Requirement Checklist

Before work starts on Council infrastructure, the applicant must ensure the contractor has provided Council with the documents below (unless the contractor is on the approved contractor register).

<i>(please tick)</i> . <input type="checkbox"/>	Current Workers Compensations Policy (or Personal Accident Policy)
<input type="checkbox"/>	Public Liability Insurance
<input type="checkbox"/>	Professional indemnity Insurance
<input type="checkbox"/>	Works & Goods Insurance
<input type="checkbox"/>	Safety Operation Procedures including SWMS
<input type="checkbox"/>	Safety Policy
<input type="checkbox"/>	Traffic management plan to be designed and implemented by suitably qualified personnel (Only required when working in / near the road)

Copies attached?

Yes



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Office Use Only: *(stamp)*

SECTION 1 – must be completed for all applications

Applicant's Details

Applicant's name: (& Contact person)		
Postal address:		
Phone:	Mobile:	
Email address:		
<i>(please tick).</i> <input type="checkbox"/>	I agree to receive communication regarding this application via email.	

The Land (location of works)

Site address or closest known street address to the location of the proposed works within the road reserve <small>(e.g. road reserve immediately in front of 123 Alphabet Street, Alphabet City)</small>	
Existing buildings on site:	<input type="checkbox"/> Yes <input type="checkbox"/> No (vacant land)

Contractor Details

Name of nominated contractor to undertake the works:	
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Approved Contractor Register list for vehicle crossovers [available online.](#)

As the applicant, I, the undersigned, declare that I have read and understood the Privacy Statement below, that I consent to my information being gathered and used as described, and that the information I have provided is true and correct to the best of my knowledge. I also understand that I must not commence any works until written consent has been granted by Council as the Road Authority.

Applicant Signature		Date	
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PRIVACY STATEMENT

The Northern Midlands Council abides by the *Personal Information Protection Act 2004* and views the protection of your privacy as an integral part of its commitment towards complete accountability and integrity in all its activities and programs.

Collection of Personal Information:
The personal information being collected from you for the purposes of the *Personal Information Protection Act, 2004* and will be used solely by Council in accordance with its Privacy Policy. Council is collecting this information from you in order to process your application.

Disclosure of Personal Information:
Council will take all necessary measures to prevent unauthorised access to or disclosure of your personal information. This information will not be disclosed to any other external agencies unless required or authorised by law.



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Paid \$.....

Date:

Receipt:

Reference:

SECTION 2

Vehicle crossover

Please select all that apply:

<input type="checkbox"/>	Remove an existing access
<input type="checkbox"/>	Install new driveway access (where none exists)
<input type="checkbox"/>	Install a second driveway access on a second frontage
<input type="checkbox"/>	Install a second driveway access on the same street as the existing access. <i>Please note a planning permit will be required. Please contact the Planning Department for further details and to apply for approval.</i>
<input type="checkbox"/>	Widen an existing crossover
<input type="checkbox"/>	Upgrade/Replace an old driveway with no change to its size or location
<input type="checkbox"/>	Relocate a driveway access to a new location and remove the old driveway access
<input type="checkbox"/>	Include use of heavy vehicles
<input type="checkbox"/>	Other (please specify) –

Is there a development application associated with this application? (E.g. planning permit or building permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If yes, provide permit number:	
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A site plan showing the exact location of the proposed works (e.g. driveway crossover entrance) in relation to existing buildings, structures, property boundaries and services is required to process your application.

Aerial imagery and site photos are acceptable, provided they have been annotated to show the necessary level of detail.

Site plan attached?	<input type="checkbox"/> Yes
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SECTION 3

Underground power connection

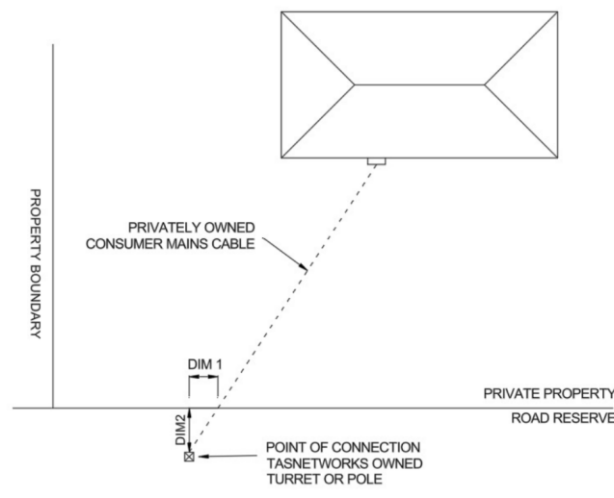
Please select all that apply:

<input type="checkbox"/>	Install new underground power conduit
<input type="checkbox"/>	Install new private power pole
<input type="checkbox"/>	Install new electrical Turret
<input type="checkbox"/>	Upgrade existing conduit
<input type="checkbox"/>	Install New underground power conduit under a road (this will not be granted unless under specific circumstances)
<input type="checkbox"/>	Other (please specify) –

Is there a development application associated with this application? (E.g. planning permit or building permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide permit number:	
Electrical contractor to carry out works	

A site plan showing the exact location of works and dimensions as per the below diagram is required to process your application.

Aerial imagery and site photos are acceptable, provided they have been annotated to show the necessary level of detail.



Site plan attached?	<input type="checkbox"/> Yes
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SECTION 4

Other works

Please select all that apply:

<input type="checkbox"/>	Install new footpath
<input type="checkbox"/>	Install new road surface
<input type="checkbox"/>	Install temporary fencing within nature strip (e.g. for construction).
<input type="checkbox"/>	Temporarily place a shipping container on the nature strip (e.g. you are moving house).
<input type="checkbox"/>	Install new irrigation pipe under a rural road
<input type="checkbox"/>	Earthworks (not included within other works listed in this form)
<input type="checkbox"/>	Install new stormwater connection
<input type="checkbox"/>	Install new stormwater main
<input type="checkbox"/>	Upgrade / replace stormwater main / connection
<input type="checkbox"/>	Other (please specify) –

Is there a development application associated with this application? (E.g. planning permit or building permit)	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide permit number:	

A site plan showing the exact location of the proposed works (e.g. Stormwater main) in relation to existing buildings, structures, property boundaries and services is required to process your application.

Aerial imagery and site photos are acceptable, provided they have been annotated to show the necessary level of detail.

Site plan attached?	<input type="checkbox"/> Yes
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SECTION 5

Conditions for irrigation pipe under rural road

Please tick the box for the type of crossing you are applying for

Trench crossing

Conditions for a trench crossing:

- A. The contractor is responsible for locating and protection of other services, e.g. Telstra, Gas, Water, Power.
- B. The work is to be undertaken by a competent and experienced contractor.
- C. The contractor is required to contact Council's works department 24 hours prior to commencing work.
- D. The irrigation pipe is to be installed inside a class 2 concrete conduit or equivalent, to be laid from property boundary to property boundary.
- E. The conduit which the irrigation pipe is installed in must achieve 500mm of cover from the invert of the roadside drain to the top of the conduit.
- F. If the location of the crossing is within a bushfire hazard zone and the conduit which the irrigation pipe is installed in is corrugated HDPE or a plastic derivative, then a minimum of 1m cover must be achieved from crown of road.
- G. The pipes are to be installed on 100mm of crusher dust bedding sand
- H. The trench shall be excavated to the width specified on the attached drawing to allow for proper compaction of backfill material next to the pipe.
- I. The pipes are to be backfilled with crusher dust to within 300mm of the road surface and completed to the road surface with 300mm of quality assured gravel which has sufficient water content to ensure compaction.
- J. All back filling to be compacted with a vibrating trench rammer.
- K. The contractor to be responsible for continued traffic flow and safe traffic management (including signage) while undertaking the work.
- L. The property owner agrees to pay for the resealing of the road. This is generally in excess of \$1500 subject to whether Council is working in the area at the time and the distance from the Works Depot.

Bored crossing

Conditions for a bored crossing:

- A. The contractor is responsible for locating and protection of other services, e.g. Telstra, Gas, Water, Power.
- B. The work is to be undertaken by a competent and experienced contractor.
- C. The contractor is required to contact Council's works department 24 hours prior to commencing work.
- D. The irrigation pipe is to be installed inside a class 2 concrete conduit or equivalent, to be laid from property boundary to property boundary.
- E. The conduit which the irrigation pipe is installed in must achieve 500mm of cover from the invert of the roadside drain to the top of the conduit.
- F. If the location of the crossing is within a bushfire hazard zone and the conduit which the irrigation pipe is installed in is corrugated HDPE or a plastic derivative, then a minimum of 1m cover must be achieved from crown of road.
- G. The contractor to be responsible for continued traffic flow and safe traffic management (including signage) while undertaking the work.