

# Road Opening Permit Guide

## About this form

The Road Opening Permit Guide is an explanation of the conditions placed on road opening works occurring on council roads/footpaths in the City of Sydney Council local government area.

**IMPORTANT NOTE:** The Road Opening Permit Guide needs to be read in conjunction with the Road Opening Permit application form.

## What is a Road Opening Permit?

A Road Opening Permit (ROP) in accordance with Section 138 of the Roads Act is used to apply for a permit to carry out any intrusive digging in the public road or footpath. The type of works covered by this application:

- Installation, maintenance, repairs/replacement or upgrading of utilities (water, gas, electricity or telecommunications)
- Any type of stormwater or sewer connection works and repairs
- Providing a temporary driveway/layback to premises for residential or construction vehicle access
- Upgrading the road, kerb & gutter associated with a development site approved by the City of Sydney Council.

This application form is **not** used for:

- Adding permanent driveways or replacing redundant driveways with new footpaths, these require a 'Driveway Application' form be completed.

Download a [Driveway Application form](#) from the City's website.

## Who can apply?

Anyone who needs to carry out works can apply for a Road Opening Permit, including home owners or trades people. If the permit is approved, only fully qualified and licenced trades people can carry out the works. All qualification and licence details must be included in the application.

All financial transactions associated with this approval will be conducted between the City of Sydney and the 'Billable Party' listed on the application and the permit.

## Things to know before applying for your permit

- Applications must be submitted a minimum of 48 hours (2 working days excluding weekends & public holidays) prior to the proposed start of works.
- A single application can be used for multiple frontages **of the same site**.
- All works being carried out under this approval must be carried out by qualified and licenced trades people whose registration / accreditation details are essential and must be provided at the time of submitting your application.
- **Works during December** - works during the month of December are restricted due to extended trading hours & school holidays leading up to Christmas & New Year. View a map showing exclusion zones and the applicable dates at <http://www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation> All applications submitted for works during December will be treated on a case by case basis.
- All approvals issued by the City of Sydney Council are subject to the standard conditions for road opening works. These conditions can be found on page 3 of this guide.
- In addition to the standard conditions mentioned above, site specific conditions based on location and type of works required will be included. These may include but not be limited to:
  - \* Approved work days and hours of work
  - \* Notification for the adjoining premises
  - \* Traffic & pedestrian controls required for the works
  - \* The type and number of vehicles allowed at site.

## Definitions

- Billable Party** - An individual or company who will pay all deposits and whose name will appear on the receipt issued by the City of Sydney Council. The Billable Party will also be the only person/party to receive restoration invoices and/or refunds associated with these works.
- Agent / Licenced Contractor** - An individual or company engaged to carry out and complete the works i.e plumber, electrician etc. This person / party will not receive invoices or refunds associated with the works.

## The application and approval process

1. Read & complete the Road Opening Permit Application. Ensure all accompanying documentation is completed and attached to your application otherwise your application may be delayed.
2. Please submit your application via email to [cru@cityofsydney.nsw.gov.au](mailto:cru@cityofsydney.nsw.gov.au) or in person. Please note credit card payment details are not accepted via email for privacy reasons.
3. Your application will take two business days to assess and issue.
4. You must be in possession of your Road Opening Permit before road opening works can begin.
5. Once your works are completed:

**Temporary restoration** - once works are completed the party / parties carrying out the works must temporarily restore the area so the work site is safe and trafficable for pedestrians and vehicles. Temporary restoration specifications can be found in the notes at the back of this guide.

**Notification to the Asset Inspector** - contact the Asset Inspector (details on the permit) when you're about to start your works. At the completion of your works the Asset Inspector will arrange a site visit to measure the site for permanent restoration.

**Permanent restoration of the site** - All permanent restoration works will be carried out by the City of Sydney Council using the deposit paid on collection of the approved permit. If the cost of restoration is less than the deposit paid, a refund can be issued to the Billable Party. Subsequently, if the cost of restoration is higher than the deposit paid the Billable party will be advised and an invoice issued.

**Permanent restoration requested to be completed by Applicant** - if you are proposing to do your own permanent restoration once your permitted works have been completed, you must seek approval from the City of Sydney's City Infrastructure Maintenance Unit's Project Coordinator prior to any permanent works being commenced. Customers can contact the Project Coordinator via email: [restorations@cityofsydney.nsw.gov.au](mailto:restorations@cityofsydney.nsw.gov.au)

## Fees

All charges are in accordance with the City of Sydney Schedule of Fees & Charges for the current financial year.

**NOTE:** Permits must be paid for and collected before the end of the financial year (30 June).

**IMPORTANT NOTE:** As per NSW State Legislation, these fees do not attract a GST. Please do not add GST to these fees, they are GST free.

All charges listed are in accordance with the City of Sydney's Schedule of Fees & Charges for the current financial year.

All charges for the permanent reinstatement of the work site are the responsibility of the Billable Party listed on the Road Opening Permit Application form and whose name is listed on the receipt for payment of this application.

## Additional documentation may be required

- Where required, a full traffic/pedestrian control plan, in accordance with AS1742.3 & the RMS manual for traffic control at work sites drawn by a red or orange ticket RMS accredited person.
- Dial before you Dig cover sheet including the sequence numbers for Telstra & Ausgrid/Energy Australia and City of Sydney Asset Location Response confirmation.
- Where required by a site specific DA consent condition, provide proof that a City of Sydney Works Zone application has been submitted. Proof is considered to be a City of Sydney Council issued receipt showing payment of the Works Zone application fee.
- A copy of the applicant's current public liability insurance certificate (minimum of \$10 million) indemnifying the City of Sydney Council, must be attached to this application.
- A safe work method statement &/or Safety Data Sheets for proposed works.
- Where required, list authorisation numbers and attach copies of all external approval/acknowledgements or permits i.e. Roads & Maritime Services, NSW Police, Sydney Buses.
- For public domain upgrade works, provide a copy of the Public Domain approval and evidence of bonds being held by the City of Sydney Council.
- The City requires photographic evidence of the state of the footway/road prior to commencement of your works. A minimum of three photo's showing a close up of the work area and two long shots from either end of the works are required.
- City of Sydney Asset Location documents from the Dial before you dig searches

## Standard conditions of approval for Road Opening Works

1. **Approval documents** - The person/company carrying out works associated with this permit must have all approval documents and conditions from the respective consent authorities i.e. City of Sydney, NSW Police, RMS or Sydney Buses on site at all times during works and these documents must be available when requested by an authorised City of Sydney Officer, NSW Police or RMS personnel.
2. **Traffic control & pedestrian management plans** - All traffic, pedestrian management and control plans must be in accordance with AS1742.3 and the RMS manual for traffic control at work sites. All plans must be approved by the City of Sydney's Construction Regulation team and cannot be modified without prior written consent of the City of Sydney. Approved plans must be on site during all works. All traffic controllers involved in the works must have current RMS accreditation and must comply with all requirements of 'Section 8 - Traffic controllers and speed zones' of the RMS manual.
3. **Indemnity for the City of Sydney Council** - The holder of this approval shall indemnify and keep indemnified the City of Sydney Council against all claims, demand, suits, actions damages & costs incurred by or charges made against the City of Sydney Council in respect to death or injury to any person or damage in any way arising from this approval.
4. **Public Liability Insurance** - The applicant must provide a certificate of currency for a Public Liability policy of not less than \$10 Million Dollars with an insurer licenced by the Australian Prudential Regulatory Authority to operate in Australia OR with an investment grade rating from an industry recognised rating agency such as Moodies, Standard & Poors or Bests.
5. **Identifying service utilities & notifying interested parties** - The permit holder occupies the area identified at its own and sole risk and acknowledges that it is responsible for identifying any service utilities in the area of the opening and any damage caused to these services. If adjacent properties or businesses will be affected, and the work is not an emergency repair, then the adjacent property owners or businesses must be given 5 working days written notification before work starts, giving details of: Scope of works, commencement date and time, duration of works, what alternative access provisions will be available and a 24 hour contact name and phone number.
6. **Notification of commencement & completion of works** - Prior to commencement of their work, the permit holder is required to contact the City of Sydney Asset Inspector for the site area, nominated on the first page of the permit. When works are completed, the permit holder must temporarily restore the affected area and contact the asset inspector to arrange for a site visit to measure the site and determine the scope and cost of the permanent restoration to be carried out by the City.
7. **Temporary restoration** - The permit holder is responsible for the temporary restoration of the road/footpath and these works must be carried out and maintained in accordance with the City of Sydney's specifications.

8. **Permanent restoration** - The permit holder must not carry out any permanent restoration of the public way, without the prior written approval of the City of Sydney's Infrastructure Maintenance Unit's Restoration Coordinator. The Restoration Coordinator can be contacted via email address [restorations@cityofsydney.nsw.gov.au](mailto:restorations@cityofsydney.nsw.gov.au) .
9. **Costs** - The permit holder will pay all costs associated with temporary and permanent restoration of the road (including any services located in the road) and / or any repairs caused by or resulting from the works. The restoration will be completed to the standard identified in the City of Sydney Council specifications for the relevant area and surface type. If work is carried out by or on behalf of the City of Sydney Council, then unless otherwise notified in writing, it will be charged at the overtime rates set out in the Schedule of Fees and Charges in force at the time of application. The specifications and the Schedule of Fees and Charges are available on the City's website ([www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)) or from any of our Neighbourhood Service Centres.
10. **Unauthorised permanent restoration** - Any permanent restorations work done without formal written approval will be excavated and reconstructed by the City and all costs charged to the permit holder in accordance with the City of Sydney Council Schedule of Fees and Charges. The City may deduct any costs associated with the rectification and reinstatement of the road (calculated in accordance with clause 3) from the bond, or deposit monies supplied at the time the permit is approved. If the amount expended exceeds that bond or deposit monies, then the City may recover any shortfall from the permit holder as a debt due and owing.
11. **Pre-existing surface treatments** - All pre-existing surface treatments matching the surrounding finishes are to be reinstated in accordance with this permit and the relevant specification for the area. The specifications are available by contacting the City of Sydney's Infrastructure Maintenance Unit's Restoration Coordinator via email address [restorations@cityofsydney.nsw.gov.au](mailto:restorations@cityofsydney.nsw.gov.au) .
12. **Minimum area of restoration** - The permit holder acknowledges that the minimum area for restoration is 1 square metre.
- Footpath:** works may extend beyond the actual opening (by 1 square metre / 1 lineal metre) to the nearest joint or other point reasonably necessary to reinstate the integrity of the footpath affected by the work. .
- Road:** All restorations require 200mm overlap to all sides of all trenches..
13. **Workcover requirements and protection of the public** - During the performance of these works the permit holder is fully responsible for the site, including meeting all Workcover Authority requirements and protecting the public from all hazards which may arise from the opening. Work must not be carried out at a time or in a manner that will cause undue inconvenience to the public or adjacent property owner and businesses.
- The work must be completed as soon as possible within the hours listed in the special conditions.
  - The gutter / drainage system must not be obstructed in any way.
  - Work must not interfere with or damage any public utility services.
  - Excavated stone or pavers may be stored at the City's Bay St depot provided 24 hours notice is given to the City's Storeman on phone number (02) 9265 9565. Material will only be accepted if it is clean, in appropriate condition for re-use, is labelled and stored on pallets.
  - No material other than that to be used on the day of work is to be stored on site.
  - The public way is to be left in a clean and tidy state with no obstruction to pedestrian or vehicle traffic on completion of work each day. During non-work periods (day or night) any openings must be covered by adequately secured, skid resistive high strength steel plates to comply with the relevant Australian Standards.
  - All new services are to be laid to at least the minimum depth required by the relevant Australian Standard or responsible Public Authority.
  - The permit holder will promptly comply with any directions given by the City or the NSW Police.
  - All spoil, waste material & plant equipment to be removed from the road upon completion of works each day.
14. **Damage to the public way** - The permit holder undertakes to reimburse the City of Sydney for the cost of repair of any damage caused to the public way as a result of the activities associated with this approval.

## Standard conditions of approval for Road Opening works - continued

15. **Stormwater gully protection** - Stormwater gully protection is to be in place at all times. The public way is to be maintained in a clean and tidy state at all times.
16. **Breach of conditions** - This approval may be withdrawn or modified without notice for safety issues or breaches of conditions.
17. **STA Associated costs** - Any costs associated with the rerouting of Sydney Transit Authority service and/or relocation of bus stops during works will be the responsibility of the permit holder.
18. **Noise** - All works under this approval are subject to the requirements of the City of Sydney's noise code.

## Temporary Restoration specifications and requirements

At the completion of the works the party undertaking the works associated with the road opening permit is required to complete a temporary restoration to the works area, in accordance with the following specifications to ensure the area is in a trafficable state for pedestrians and/or vehicles.

- The edges of all asphalt, paved or concrete surface layers and all base layers are to be prepared with a straight clean square edge prior to temporary restoration.
- The excavation or trench is to be backfilled to the base of the surrounding pavement structure with pre-mixed sand and cement using a 14:1 ratio.
- The backfill material is to be placed in layers not exceeding 200mm deep with each layer being compacted to ensure the temporary pavement base is uniformly compacted 15mm below the finished surface level in a footway, and 300mm below finished surface level in a roadway or shared zone.
- Any unbound pavement material is to be laid in accordance with the RMS QA Specification R35 (as amended) to form a new level land uniformly compacted temporary pavement base 15mm below the finished surface level in a footway and 300 below finished surface level in a roadway or shared zone.
- The unbound pavement material must have a minimum thickness of 85mm in a footway and 250mm in a roadway.
- A wearing surface of asphaltic concrete complying with RMS specification part R116 is to be laid. AC5 is to be used for footway and AC10 or AC14 for roadways and shared zones.
- The asphalt surface is to be laid and uniformly compacted to match the finished surface levels of the surrounding pavement surface and is to be free of any irregularities that could lead to pedestrian or traffic hazards.
- The party undertaking the works/temporary restoration must action requests from the Asset Inspector to repair temporary restorations within 4 hours of the request.
- The party undertaking the works is to maintain all temporary restorations to a safe standard until permanent restoration of the openings is completed by the City of Sydney Council or its approved contractors.