

# Deferred Date Application Temporary Full Road Closure

## About this form

You may use this form to apply to change the date or time of a previously approved Temporary Full Road Closure. You may only use this form once within 3 months of the previously approved Temporary Full Road Closure date. After that you will need to lodge a new Temporary Full Road Closure form.

## How to complete this form:

1. Ensure that all fields have been filled out correctly.
2. Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
3. Ensure that you have obtained a Police permit and a Road Occupancy Licence for the proposed deferred date before lodging this Application.
4. Ensure that you lodge this Application at least 4 weeks prior to the proposed deferred date.
5. Inadequate information will delay processing of your application and could incur further fees.
6. Once completed you can submit this form by mail or in person. Please refer to Part 5: Lodgement Details for further information.
7. If you email your application and opt to pay by credit card one of our Customer Service Team members will contact you on the number provided to obtain payment.

## Part 1: Applicant Details

Given Name/s \*

Family Name \*

Business/Company Name (if applicable) \*

Company's Function (i.e. owner, builder, sub-contractor etc.)

Address \*

**Note:** Before this application can be lodged at least one of the modes of contact below must be supplied\*.

Business Number \*

Mobile Number \*

Email Address \*

Site Contact (if different to above) \*

Position \*

## Part 2: Fees and Charges

1. Application Fee \$1,110.00 (GST Exempt)  
(non-refundable) payable with the applicaton

Office Use Only - please send to Traffic Operations, Level 12 Town Hall House, when fees have been receipted

Receiving Officer (print name)

Date \*

Receipt Number

Application Fee  
RC113

### Part 3: Description of Road Closure

Street Name \*

Between Street \*

and Street \*

Suburb \*

Size of Crane (tonnes)

Please describe the reason for the temporary road closure \*

Original Date of closure\*

New Date of closure\*

Alternative date for bad weather

Please describe the reason for the change in dates of closure \*

Hours of closure \*

### Part 4: Applicant Checklist and Declaration

Please tick all applicable boxes below

- I have read and understand the Schedule of Conditions
- I am lodging this Application at least 4 weeks prior to the proposed deferred dates.
- I have attached a copy of a site specific Traffic Control Plan prepared by a person holding a Training Card issued by SafeWork NSW.
- I have included a draft copy of the notification letter with new dates.
- I have attached a draft proposed advertisement with new dates.
- I have attached an approved Police Permit for the new dates.
- I have attached an approved Road Occupancy Licence/advice from the Transport Management Centre for the new dates.
- I have attached a copy of Public Liability Insurance Policy, minimum of \$20 Million, indemnifying Council.
- I have applied for a Crane Permit or Road Opening Permit (if applicable)
- I understand that I must pay an application fee (\$1,100.00) on submitting this application and that this fee is non-refundable

I declare that the information I have provided is true and correct and that I have read and understood the Schedule of Conditions and agree to comply with them.

Applicant Name

Applicant Signature \*

Date\*

## Part 5: Lodgement Details

You can lodge the completed application by:

- EMAIL:** [applications@cityofsydney.nsw.gov.au](mailto:applications@cityofsydney.nsw.gov.au) (Please do not include payment details with this form. One of our Customer Service team will contact you on the phone number provided to obtain payment via credit card)
- IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
[cityofsydney.nsw.gov.au/customer-service-centres](http://cityofsydney.nsw.gov.au/customer-service-centres)
- WHAT NOW:** Once your application is received a Council Officer will contact you if further information is required. If Council Officers support the proposal, they will contact other Local Pedestrian, Cycling, Traffic Calming and Transport Forum (LPCTCTF) members to obtain their support for the new dates and advise you of the outcome.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)

## Part 6: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing a request to change the date or time for a previously approved temporary full road closure.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).