

Temporary Full Road Closure Application

About this form

You may use this form to apply to close a road temporarily.

How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that all fields on this form are mandatory and must be completed before submitting the application.
- 3: Please refer to Part 7: Submission Dates for Local Pedestrian and Traffic Calming (LPCTC) Committee. Your proposed road closure date must be at least 2 weeks after the Committee meeting date.
- 4: Your application may be delayed if you do not provide adequate information in this form.
- 5: Once completed you can submit this form by mail or in person. Please refer to Part 5: Lodgement Details for further information.
- 6: 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.

Approval Process

- * The Applicant must prepare a Traffic Management Plan in accordance with RMS requirements - See Part 5.
- 1: If City officers support the proposal, your submitted Traffic Management Plan (TMP) will be forwarded to Roads and Maritime Services (RMS) for approval.
 - 2: Once the TMP is approved by the RMS, the City officers will present your proposal to the next available Local Pedestrian, Cycling and Traffic Calming Committee (LPCTCC) for consideration. The LPCTCC is an advisory body only. Proposals recommended by the LPCTCC must be formally approved by Council or authorised City Staff under delegated authority.
 - 3: When determining the application, Council may impose additional conditions of approval.
 - 4: If the application is approved by Council, the Applicant must comply with the conditions of approval, pay required fees and obtain necessary permits before proceeding with the closure.
 - 5: The applicant must notify nearby properties 14 days prior to the road closure.

Part 1: Applicant Details

Given Name/s

Family Name

Business/Company Name (if applicable)

Relationship to site (i.e. owner, builder, sub-contractor etc.)

Address

Note: Applicant must supply all of the following contact details.

Business Number

Mobile Number

Email address

Site Contact (if different to above)

Position

Part 2: Description of Road Closure - all details must be completed

Street Name

Between Street

and Street

Suburb

Date of closures

Contingency date

Describe the reason for the temporary road closure

Building Address

Hours of Closure

Part 2: Description of Road Closure...Cont...(all details must be completed)

Road Conditions (tick all appropriate boxes)

Traffic direction: One way traffic Two way traffic

Number of Traffic Lanes: _____

Number of Parking Lanes: _____

Separated Bicycle Lanes: Yes No

Part 3: Fees and Charges

Fees description	Charge amount (GST Exempt)
1. Application Fee	\$1885.00 (non-refundable) payable with the application
2. Deferred date fee	\$1033.00 (non-refundable) payable if closure date is changed
3. Major road closure	\$2050.00 per lane, per day, per block
4. Minor road closure	\$1035.00 per lane, per day, per block
	Less than 4 hours = 25% 4 to less than 8 hours = 50% 8 to less than 12 hours = 75%, per block 12 to 24 hours = 100% More than 24 hours = pro-rata (refer to list of major roads)
Mobile crane permit fee	\$205.00 per standing

Part 4: Police Notification / Advice

I have notified the following Police Station about the proposed temporary full road closure.

Police Station

Officer's name and title

Police Permit Number

Comments (if any)

Part 5: Applicant Checklist and Declaration

Please tick all applicable boxes below

- I have read and understand the Schedule of Conditions in Part 8.
- I have attached a copy of a Traffic Management Plan (closure specific) for the proposed road closure. (For procedures for use in the preparation of a Traffic Management Plan, see: rms.nsw.gov.au/business-industry/partners-suppliers/documents/technical-manuals/tmpln_v2.pdf)
- I have attached a copy of a site specific Traffic Control Plan prepared and signed by an RMS certified designer, A4 size (in colour).
- I have referred to the Submission Dates for LPCTC Committee meeting in Part 7 of this form. The proposed road closure date must be at least 2 weeks after the Committee meeting date.
- I have included a draft copy of the notification letter for a letter box drop and distribution map.
- I have attached a draft proposed advertisement.
- I have attached a copy of Public Liability Insurance Certificate, minimum of \$20 Million, indemnifying Council.
- I have applied for a Crane Permit or Road Opening Permit
- I understand that I must pay an application fee 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

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

Receiving Officer (print name)

Date*

Receipt Number*

Application Fee
RC113

Part 6: Lodgement Details

You can lodge the completed application by:

EMAIL: 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

WHAT NOW: Once your application is received a Council Officer will contact you if further information is required. Once the TMP is approved by the RMS, the City officers will present your proposal to the next available LPCTCC meeting for consideration. The LPCTCC generally meets on the third Thursday of the month at 10am

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Part 7: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of assessing a request for a 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 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.

Part 8: LPCTCC Meeting Submission Dates

Traffic Committee Dates	Cut-Off Date Application Lodged and Paid in Full
No Meeting January 2024	No Meeting January 2024
Thursday 8 February 2024	Friday 5 January 2024
Thursday 14 March 2024	Friday 2 February 2024
Thursday 11 April 2024	Friday 1 March 2024
Thursday 9 May 2024	Friday 29 March 2024
Thursday 13 June 2024	Friday 3 May 2024
Thursday 11 July 2024	Friday 31 May 2024
Thursday 8 August 2024	Friday 28 June 2024
Thursday 12 September 2024	Friday 2 August 2024
Thursday 10 October 2024	Friday 30 August 2024
Thursday 14 November 2024	Friday 4 October 2024
Thursday 12 December 2024	Friday 1 November 2024

The Applicant and their representatives:

1. Must carry out letter box drops to affected tenants, occupants, building managements and emergency services at least 14 days prior to the commencement of the road closure and include contact details for the supervisor. The Applicant must resolve, to the satisfaction of the City, any issues that may arise and all representations made by affected tenants and occupants.
2. The Applicant must provide local access, where practical, for nearby affected properties.
3. Roads must be closed in accordance with AS1742.3 and the approved Traffic Management Plan, unless otherwise directed by Police or authorised City officers.
4. Before the road closure is implemented the Applicant MUST contact the City's Construction Regulations Unit on 9265 9333 to obtain the relevant permits.
5. Must not occupy the carriageway or footway of the road until the road closure has been implemented.
6. Must at all times provide a 4-metre wide emergency lane along the closed road. If the emergency lane cannot be provided, then the Applicant must discuss it with Emergency Services (namely Police, Fire Brigade and NSW Ambulance) and provide an alternative emergency access arrangement to their satisfaction. All services (fire hydrants etc.) must be kept free of any obstructions.
7. Must provide and maintain appropriate and adequate traffic measures (including detour signs and flagmen) for the safe movement of traffic and pedestrians.
8. Must remove all barriers and signs associated with the road closure at the times nominated to reopen the road to traffic.
9. Must indemnify the City against all claims for damage or injury that may result from the activity or occupation of part of the road or footpath during the activity. The applicant must provide documentary evidence of public liability insurance indemnifying Council for a minimum of \$20,000,000
10. Must reimburse the City for the cost of repair to any damage caused to the road or footpath as a result of the Applicant carrying out their activities.
11. Must comply with any reasonable directive of the City Rangers, Police or Roads and Maritime Services.
12. Must comply with the City's Code of Practice for Construction Hours and Noise within the City Centre.
13. Must place an advertisement in a Sydney metropolitan newspaper at least 7 days before the road closure.
14. Must meet all costs associated with the closure and shall pay all fees in accordance with the Council's current Fees and Charges.
15. The Applicant is to obtain a Road Occupancy Licence from the Transport Management Centre prior to commencement of works.
16. The Applicant must contact the Sydney Coordination Office to discuss the event and its impacts on works associated with the CBD and South East Light Rail (CSELR) project or other major works in the CBD.
17. Must ensure a suitable Occupational Health & Safety Plan is in place for all personnel working at the site.
18. Any variation on the approved date and conditions will require the Applicant to submit a Deferred Date Application for consideration
19. Note that in the event of a traffic incident or emergency, the Police will take control of all traffic and pedestrian arrangements.
20. Must advise car share operators of the approved closure 14 days before the road is closed if a car share parking bay is located in the street.
21. Failure to comply with these Conditions may result in the approval being revoked and not reinstated.