

# Road Opening Permit Application - under Section 138 of the Roads Act



## About this form

This application form 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 to be completed.

## IMPORTANT NOTES:

- This application must be read in conjunction with the Road Opening Permit Guide. **Applicants must comply with all standard conditions detailed in the Road Opening Permit Guide and any site specific conditions advised in the approval and in signing the form are agreeing to do so.**
- The City of Sydney is entitled to recover the costs incurred in rectifying or repairing any work which does not fully satisfy the standard conditions of approval for Road Opening works. **The City may claim the amount expended from any bond or deposit monies and may recover any shortfall from the billable party cited on this form as a debt due & owing.**
- Applications must be submitted with a minimum of 48 hours prior to the proposed date of works, i.e. 2 working days prior to the works excluding weekends and public holidays.
- **December Road Opening works** - works occurring during the month of December are restricted due to extended Trading hours & school holidays leading up to Christmas and New Year. A map showing exclusion zones and the applicable dates can be found at: <http://www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation>  
All applications submitted for works during December will be assessed on a case-by-case basis.
- This application may be used for multiple frontages (maximum 4) of the same site.
- This application form is not a Permit. Works should not commence until a Permit has been obtained from the City of Sydney.
- A financial penalty and/or cancellation of a permit will apply for failing to comply with standard terms and/or any site specific terms as notified by the City.

## How to complete this form

1. All fields must be completed before submitting this application. Any fields left blank may result in delaying the assessment of your application.

### Part 1a: Billable party

#### Definition of Billable Party

A billable party is an individual or company who will pay all deposits and whose name will appear on any Road Opening Permit receipt issued by the City of Sydney Council.

**This billable party will receive any restoration invoices and/or refunds associated with these works.**

Business/Company name

Title Given name/s Family name

Postal Address Email address

Business/Company phone number Site contact name Site contact number

ABN number

Licence number or accreditation details:

### Part 1b: Billable party refunds

At the completion of all permanent restoration works carried out by the City of Sydney Council, all monies remaining will be returned to the billable party via Electronic Fund Transfer (EFT). **Please provide all information requested below in order to process your refund.**

Financial institution:

BSB number:

Account number:

Account name:

## Part 2: Agent / Licenced Contractor

### Definition of Agent / Licenced Contractor

An Agent or Licenced Contractor is an individual or company engaged to carry out the works i.e. Plumber, Electrician etc.

**This party will not receive invoices or refunds associated with the works.**

Title	Given name / s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Company name		
<input type="text"/>		
Applicant address		
<input type="text"/>		
Postal details (if different from above)		
<input type="text"/>		
Business/Company phone number	Site contact name	Site contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address	Licence number or accreditation details:	<input type="text"/>
<input type="text"/>		

## Part 3: Works location

This application may be used for multiple frontages (maximum 4) of the same site.

### 1st Frontage

Street number	Street name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
between Street name	and	Street name
<input type="text"/>		<input type="text"/>

### 2nd Frontage (same site)

Street number	Street name
<input type="text"/>	<input type="text"/>
between Street name	and Street name
<input type="text"/>	<input type="text"/>

### 3rd Frontage (same site)

Street number	Street name
<input type="text"/>	<input type="text"/>
between Street name	and Street name
<input type="text"/>	<input type="text"/>

### 4th Frontage (same site)

Street number	Street name
<input type="text"/>	<input type="text"/>
between Street name	and Street name
<input type="text"/>	<input type="text"/>

## Part 4: Works details

Estimated start date:

Estimated size of opening: Length:  Width:  Total size:

Type of Opening: Footway  Paved Footway  Road  Kerb / Gutter   
Permanent Driveway  Temporary Driveway  also requires a Temporary Works Permit

Please specify the nature of the proposed works below: (applicable for all frontages and must be completed)

## Part 5: 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).

<b>Assessment fee</b>	(applicable in all cases - non-refundable)	\$126	per permit
<b>Restoration deposit</b>	(applicable in all cases, for all surfaces)	\$2745	per permit
<b>Permanent Driveway inspection fees</b>	(2 mandatory inspections, fee includes both inspections)	\$920	
<b>Additional driveway inspections fee</b>		\$250	

## Part 6: External approvals - where required

NSW Police acknowledgement number

RMS road occupancy licence

STA (Sydney Buses) approval

## Part 7: Application checklist

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form. Note: A maximum of 4 locations can be approved on 1 permit for single project utility service upgrade works.

- A full traffic/pedestrian control plan, in accordance with AS1742.3 & the RMS manual for traffic control at work sites
- Dial before you dig cover sheet including the sequence numbers for Telstra & Ausgrid
- City of Sydney Asset Location documents from the Dial before you dig searches.
- 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
- All external approval/acknowledgements or permits i.e. RMS, Police, STA are attached
- Public domain upgrade works: a copy of the Public Domain approval & evidence of bonds being held by the City of Sydney must be provided
- If the works are taking place on behalf of the City of Sydney Council, the contact details for the City of Sydney project manager must be provided
- Contractors working on behalf of Utility providers i.e. Ausgrid, Sydney Water, Jemena and Telecommunications Networks must provide authorisation from said Service providers.
- 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.

## Part 8: Conflict of interest

### Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

Yes

No

If yes state relationship

## Part 9: Terms and conditions of approval

The City of Sydney is entitled to recover from the permit holder the costs incurred in rectifying or repairing any work which does not fully satisfy the standard conditions of approval for Road Opening works. These conditions can be found on pages 3&4 of the [Road Opening Permit Guide](#).

The City may claim the amount expended from any bond or deposit monies and may recover any shortfall from the billable party cited on this form as a debt due & owing.

## Part 10: Applicant declaration

In signing this agreement, I confirm

- I have the authority to bind the company or business identified above to all conditions and costs associated with the approval
- I have read the conditions detailed above and in the Road Opening Permit Guide and agree to abide by them and any site specific conditions that may apply to this approval
- that all information I have provide is true and correct

Dated

Signed for and on behalf of (Company/Business Name)

Signature

Witness

Name

Name and Title

## Part 11: Privacy & personal information protection notice

<b>Purpose of Collection:</b>	For customers to apply for a Road Opening Permit.
<b>Intended recipients:</b>	Council staff and approved contractors of the City of Sydney Council.
<b>Supply:</b>	Voluntary, however this form is required to be completed and signed in order for the City of Sydney Council to process a Road Opening Permit application.
<b>Access/Correction:</b>	Contact the City of Sydney Council Customer Service Unit to access or correct this information.
<b>Storage:</b>	The City of Sydney Council 456 Kent St Sydney NSW 2000

## Part 12: Lodgement details

This form can be submitted to Council as follows:

**EMAIL(preferred):** [clu@cityofsydney.nsw.gov.au](mailto:clu@cityofsydney.nsw.gov.au)

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001

**DX Address:** 1251

**WHAT NOW:** If additional information is required a Council Officer will contact you to discuss what is required.

**TELEPHONE:** (02) 9265 9333

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)