

Temporary Full Road Closure Application (For Construction) 2019/2020

Under the NSW Road Rules 2014 and Local Government Act 1993
Application Lodgement Hours 9am-4pm Monday-Friday
LODGE WITH COUNCIL AT **LEAST 10 WEEKS** IN ADVANCE OF REQUIRED DATE

About this application

This application is to be used when applying to close a road temporarily for construction related activities which results in the need to detour traffic onto an alternate route (for partial road closure, refer to work permit application)

How to complete this application

- 1: Ensure that all fields have been filled out correctly (Please note that fields on this form marked with an asterisk* are mandatory and must be completed before submitting the application)
- 2: Inadequate information will delay processing of your application
- 3: Once completed you can submit this form by mail or in person. Please refer to Part 5: Lodgement Details for further information
- 4: 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: Details of the Applicant

Title*	Mr	Mrs	Ms	Miss
First Name*				
Family Name*				
Business/Company Name*				
Company's Function (i.e. owner, builder, sub-contractor)				
Address*				
Business Number ACN/ABN*				
Mobile Number*				
Email address*				

Part 2: Description of Road Closure

Street Name*

Between Streets*

Suburb*

Date of closures*

Hours of closure*

Alternate date in case of inclement weather*

State reason for temporary road closure*

Building Address*

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Part 3: Fees and Charges

Application Fee	\$518.00 (non-refundable) – must be paid at the lodgement
Road Closure Fee Per Day	\$400.00 per day

Part 4 : Applicant Checklist and Declaration

I have read and understand the Schedule of Conditions.

I declare that all the information given is true and correct.

I have attached a copy of a site specific Traffic Control Plan prepared by an RTA certified designer.

I have attached a copy of a Traffic Management Plan for the proposed road closure (use template from RMS website) .

This application is submitted at least 10 weeks before the requested closure date.

I have included a draft copy of the notification letter for a letter box drop

I have attached a copy of Public Liability Insurance Certificate, minimum of \$20 Million, Canterbury-Bankstown City Council must be listed as an interested party on the certificate of currency

I have applied for a Crane Permit or Road Opening Permit (if applicable)

I understand that I must pay a Road Closure Fee and all costs associated with notifying the closure, prior to the approval being granted – the fees are detailed in Part 2: “Fees and Charges”

I have notified the Police Command about the proposed temporary full road closure

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 Road Infrastructure, Level 1 when fees have been receipted

Receiving Officer (print name)

Receipt Number*

Date*

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Part 5: Lodgement and Payment Details

Lodgement and Payment can be made in the following ways:

- † In Person** Present the completed form to:
- Customer Service Centre* **or** *Customer Service Centre*
- Upper Ground Floor of Civic Tower,* *137 Beamish Street*
66-72 Rickard Road, Bankstown. *Campsie*
- ✉ Mail** Cheques to be made Payable to "Canterbury Bankstown Council"
Enclose the completed application form and send to:
- Canterbury Bankstown Council*
Att: Customer Service
PO Box 8
Bankstown NSW 1885

How to contact us:

Phone: (02) 9707 9000

Email Address: council@cbc.city.nsw.gov.au

Part 6: What Now

1. If Council Traffic Engineers support the proposal, your submitted Traffic Management Plan (TMP) will be forwarded to Roads and Maritime Services (RMS) for approval. Council Traffic Engineers will contact you if more information is needed.
2. Once the TMP is approved by the RMS, Council officers will present your proposal to the next Local Traffic Committee (LTC) for consideration. The LTC is an advisory body only. Proposals recommended by the LTC must be formally approved by Council.
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 daily fees and obtain necessary permits before proceeding with the closure.

Part 7: Privacy & Personal Information Protection Notice

Purpose of Collection: For assessment of a request for a temporary full road closure.

Intended recipients: Council staff and approved contractors of Canterbury-Bankstown City Council.

Supply: A Temporary Full Road Closure Application is voluntary, however a completed application is required to close a road in any location in Canterbury-Bankstown City Council Local Government area.

Access/Collection: Council staff or Government Information (Public Access) Act requests.

Storage: Council's record management systems and archives.

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Schedule of Conditions

Temporary Road Closure Conditions

The Applicant and their representatives:

1. Must carry out letterbox drops to affected tenants, occupants and building managements at least one week prior to the commencement of the road closure, and to resolve, to the satisfaction of the Councils, any issues that may arise and all representations made by affected tenants and occupants.
2. Must provide a telephone number of the supervisor responsible for the proposed work to the Council's Customer Service Unit, and include these contact details in the notification letters to affected tenants, occupants and building managements.
3. Roads must be closed in accordance with AS1742.3 and the approved Traffic Management Plan, unless otherwise directed by Police or authorised Council officers.
4. Must contact the Police for deployment of User-Pays police if required for the road closure.
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.
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 advise emergency services of the road closure.
9. Must remove all barriers and signs associated with the road closure at the times nominated to reopen the road to traffic.
10. Must indemnify the Council 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 risk insurance cover indemnifying Council for a minimum of \$20,000,000
11. Must reimburse the Council for the cost of repair to any damage caused to the road or footpath as a result of their activities.
12. Must comply with any reasonable directive of the Council Rangers, Police or Roads and Maritime Services.
13. Must at all times carryout the crane installation and lifting operations in a safe manner.
14. Must comply with the Councils Code of Practice for Construction Hours and Noise within the City Centre.
15. Must meet all costs associated with the closure and shall pay all fees in accordance with the Council's current Fees and Charges.
16. Must notify the Transport for NSW Transport Management Centre.
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 of approval must be submitted to the Councils Traffic Unit for resolution.
19. Must where practical make alternate parking arrangements for affected residents during the event.
20. Must have a Risk Management Plan for the road closure.
21. Note that in the event of a traffic incident or emergency, the Police will take control of all traffic and pedestrian arrangements.
22. If the closure is on a bus route, the applicant must notify the relevant bus operators before each road closure and pay any associated costs for rerouting services and/or moving bus stops during each closure.
23. Council reserves the right to revoke this road closure approval at any time without any compensation to the applicant.

PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA.

Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.

BANKSTOWN CUSTOMER SERVICE CENTRE

Upper Ground Floor, Civic Tower, 66-72 Rickard Road,
Bankstown NSW 2200, PO Box 8, Bankstown NSW 1885

CAMPSIE CUSTOMER SERVICE CENTRE

137 Beamish Street, Campsie NSW 2194
PO Box 77, Campsie NSW 2194

CANTERBURY-BANKSTOWN COUNCIL

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W. cbbcity.nsw.gov.au