

Work Permit Information Sheet

THE CITY OF CANTERBURY BANKSTOWN

Work Permit is the formal process by which Council grants permission for the public (developer) to carryout work within the Road Reserve, on/under/above Council Land and / or infrastructure. An application must be made to Council for permission for any work related to an approved development (DA),/non-development or any other development including those approved by via other NSW Environmental Planning Instruments (EPI's) for example State Environmental Planning Policy (SEPP) 60- (Exempt and Complying Development) and SEPP (Infrastructure) 2007.

A Work Permit may include any combination of the following:

- Street boundary alignment levels (**SBAL**'s),
- Design and specifications for construction of a vehicular footway crossing (**VFC**),
- Footway damage inspection report (**FDI**),
- Stormwater drainage works including stormwater connection to Councils street kerb or Council's storm water drainage system (**SWCP**)
- Road opening (**RO**) permits for public utility service connections to development sites.
- Standing Plant/Crane/Concrete Pump permit (**CR**)
- Shoring including Ground Anchors in the Road Reserve (**GA**) – see additional requirement
- Construct Awning over Council's footway reserve (**AW**) – see additional requirement

For some development sites, the applicant may also be required to apply for approval of; a Traffic Management Plan, erection of a hoarding, construction of foot paving, and kerb and gutter. The requirements for these works are generally referenced in the development consent and / or identified by the builder.

Only Council Officers may issue a Work Permit and inspect works approved under a Work Permit; however, the Roads and Maritime Services (RMS) must approve any of the above works within a State Roads or within 100 metres of a traffic facility, such as major roundabouts and traffic signals. In these cases, the relevant RMS approvals and licenses are required to be obtained and submitted to Council prior to issue of the Work Permit.

For a Work Permit related to DA and CDC the following documentation is required:

- A copy of the final (approved development) site layout plan.
- Construction site management plan. This plan needs to include sediment control measures for proposed work within the road reserve and the construction access point.
- A plan of the proposed stormwater drainage system within the road reserve and the connection to Council's street kerb or stormwater drainage system. The plan needs to be based on a final detailed stormwater drainage plan suitable for construction, prepared and signed by a qualified practicing Civil Engineer. For DA related sites, this plan needs to incorporate all the requirements for stormwater drainage included in the development consent. Concept stormwater drainage plans will not be accepted.

NOTE: Application and plan must be submitted in person or email to council@cbc.city.nsw.gov.au for checking and lodgement prior to payment being accepted.

Plan must be provided in PDF version, on USB, CD or attach with email application.

DECLARATION FORM

SECTION A

General Information

Work Permit Fees are **NON-REFUNDABLE** except upon the following conditions:

- Developer cancels Development Consent (DA) or the Developer does not proceed with NSW Housing Code Application (CDC). Upon request, Council will consider a partial refund. The amount of the refund depend on the level of consideration and design already completed by Council prior to the request for the refund.
- For Road Opening applications, a partial refund may be made if no road opening occurs within the roadway, that is, work is only carried out within the nature strip (footway). For all completed road openings, in the road reserve, a minimum non-refundable.
- A refund is only payable upon the issue of a Work Permit final Compliance Certificate by Council or the surrender of an unused Work Permit.

The approval of the Permit including all associated documentation will be provided to you generally within 15 working days of receiving this application, provided the proposed works do not affect other authorities' assets, street trees, drainage pits etc.

Approved Work Permits must be kept on site at all times during the works and presented upon request by Council officers. In accordance with Section 138 of the Roads Act 1993 and /or Section 68 of the Local Government Act 1993 it is an offence for any persons/organisations to carry out works on the footway / roadway without Council Approval.

The Applicant / responsible parties will be requested to pay Council all outstanding expenses related to repairing damage or poor workmanship as a result of the proposed work. Council has the right to forward all expenses towards the repair of such damage / poor workmanship through a Sundry Debtors.

SECTION B

Prior to beginning Works

Any proposed work must not commence until you comply with the following:

1. You have received an **APPROVED WORK PERMIT** from Council.
2. You have supplied Council with a copy of your (or your contractors) **Public Liability Insurance (\$20 million minimum)**. The insured persons shall indemnify Council and shall be held responsible for any injury or loss, which the Council or any persons may suffer through the proposed work.
3. Any vehicles or plant used at any time in connection with the Work Permit must be road registered and have current Motor Vehicle Insurance covering Third Party property damage (\$20 million minimum).

The responsible person shall organise all inspections, as required on the plans and specifications, provided by Council.

SECTION C

Vehicular Footway Crossings

The Council specification and plans with required levels and dimension for construction will be provided with your Work Permit Approval.

Street boundary fencing base levels must match into VFC and SBAL levels and dimensions issued by Council. Failure to do so may result in reconstruction works at the owner's expense.

All vehicular and footway hard surfaces must be constructed of plain, broom or cove finished concrete. Sealants and other surface finishes are not permitted without prior written approval by Council. Refer to Council's Vehicular Crossing Policy for additional information

Street Trees

If you believe the proposed vehicular crossing will conflict with an existing street tree (including its root system), then you need to complete a Street Tree Removal application. Proximity to street trees should be 2.0m clear of the nearest edge of the tree trunk for sight distance and reduction of potential root damage. This requirement may be varied by Council based on technical assessment, having regard to the amount of excavation involved and the sight distance criteria.

Street Stormwater Pits

Council will provide plans and specifications for any pit adjustments and reconstruction of any new pit and lintel if approval is granted to adjust or relocate a stormwater pit. All costs to construct, adjust or relocate pits shall be borne by the applicant.

SECTION D

Traffic Control

- Before commencing and during works, barricades and warning signs are to be used for traffic and pedestrian safety in accordance with **Australian Standards 1742.3**. Overnight warning lights are also required.
- An approved Traffic Control Plan complying with AS1742.3 is to be submitted for any work involving partial closure of a road or diversion of pedestrians.
- A RMS Road Occupancy Licence is to be obtained prior to commencing any work involving partial closure of a State or Regional Road, or within 100m of any traffic facility including traffic signals, roundabouts, medians, pedestrian crossings and traffic control devices.
- Full closure of any road is not usually permitted and will require an approval from Council's Traffic Engineer.

Erosion and Sedimentation Control

- Before commencing and during works, barricades and warning signs are to be used for traffic and pedestrian safety in accordance with **Australian Standards 1742.3**. Overnight warning lights are also required.
- An approved Traffic Control Plan complying with AS1742.3 is to be submitted for any work involving partial closure of a road or diversion of pedestrians.
- A RMS Road Occupancy Licence is to be obtained prior to commencing any work involving partial closure of a State or Regional Road, or within 100m traffic signals, and major roundabouts.
- Full closure of any road is not usually permitted and will require an approval from Council's Traffic Engineer.

PENALTIES: Authorised Officers who observe offences under the Protection of the Environment Operations Act 1997 may serve an on-the-spot fine on the individual causing or permitting pollution (e.g. truck drivers tracking mud off-site onto the road, a person pumping polluted stormwater off-site after rain). Failure to comply with a direction of an Authorised Officer is an offence.

Dial Before You Dig

The "Dial before you Dig" service is to be contacted before any works begin on 1100. This free service provides applicants detailed plans of underground services that may be in the area of excavation.

SECTION E

Restorations

- Roadway temporary restorations shall be bituminous cold mix of a maximum thickness 50mm, on a base of compacted crushed stone road base (compacted in 100mm layers) to a minimum thickness of 300mm, or other material approved by Council's officer or the relevant road authority.
- Footpath and vehicular crossing temporary restorations shall be bituminous cold mix of a maximum thickness 50mm, on a base of compacted crushed stone road base to a minimum thickness of 100mm or other material approved by Council's officer or the relevant road authority.
- After completion of temporary backfilling as detailed above, you must contact Council for permanent restoration on (02) 9707 9020 or Fax (02) 9707 9560.
- Final roadway restorations greater than 1.0m/1.0sqm will be charged in increments of 0.2m/0.2sqm as per Council's Fees and charges.
- Final roadway restorations shall comply with AUS-SPEC 2, 2004 Edition

ADDITIONAL REQUIREMENT

The following additional information is to be provided

Temporary Ground Anchors application

- Site Plan
- Structural drawings (layout plan, elevations and sections/details). These drawings need to show locations of all ground anchors indicating their length and depth and satisfying minimum cover requirements at boundary of 2 meters and gutter line of 3 metres.
- Specifications for engineering works related to ground anchors.
- Certification from a practising Structural Engineer confirming that the proposed temporary ground anchors are appropriate for the site, structurally adequate and comply with the relevant standards/codes
- A Certificate of Currency for Public liability insurance. (min. \$20 million) with Council listed as an interested party
- Copy of related conditions of Development Consent
- Copy of the stamped approved DA plans of the basement
- Approval from the Roads and Maritime Services (RMS) if it is proposed to install ground anchors under a State Road.

Construct Awning over footway reserve application

- Site Plan
- Copy of the stamped approved DA plans (layout, elevation, section) related to the awning. If the awning is approved under the Complying Development Certificate (CDC) the approved CDC plans needs to be submitted. If you are submitting all DA/CDC drawings please mark the relevant drawings
- Copy of related conditions of DA or CDC
- Copy of the stamped Structural Engineering plans (layout plan, elevations and sections/details) for the awning approved by a Principal Certifying Authority (PCA) as part of a Construction Certificate (CC) or CDC
- Specifications for engineering works related to the awning.
- A certificate from a Structural Engineer confirming that the awning has been designed in accordance with relevant standards. The certificate must list all relevant standards and drawings to which the certificate applies to.
- A maintenance plan for the awning prepared and certified by Structural Engineer.
- A Certificate of Currency for Public liability insurance. (min. \$20 million) with Council listed as an interested party