

# Works Permit Application

for Civil Engineering Works within Footway/Road Reserve  
(Under Section 138 and Section 139 Roads Act 1993)

Please tick the appropriate box

☐ Driveway (Vehicle Crossing) Application

☐ DA Related Works

DA Number \_\_\_\_\_

☐ CDC Related Works

CDC Number \_\_\_\_\_

☐ Work Permit 'Approval In Principle'  
only this is for the issuing of a  
Construction Certificate related to a  
CDC

Traffic Control Plan must be attached  
Application Fee applicable at Stage 1

☐ Road Opening Permit

Proposed Work \_\_\_\_\_

*Works permits are valid for three months from the date of approval. If longer period is required, please contact Council's Works and Services Section on 9748 9999 before the expiry date.*

## APPLICANTS DETAILS

☐ Owner Name ☐ Builder/Contractor ☐ Other (specify) \_\_\_\_\_

Applicant Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address \_\_\_\_\_

## SITE ADDRESS

Street Address \_\_\_\_\_

Suburb \_\_\_\_\_

## CONTRACTOR'S DETAILS

Name \_\_\_\_\_ Mobile \_\_\_\_\_

☐ Insurance Certificate of Currency supplied \_\_\_\_\_

## OFFICE USE ONLY SECTION

### Costs as per Council's Fees and Charges

404/405	Application Fee	
404/405	Inspections (2) – Pre-pour and final inspections (non refundable incl. GST)	
404/405	Additional site inspections – if necessary	
3	Work Permit Bond (refundable please see conditions)	

Stamp here

Permit No:  
Expiry Date:

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## CHECKLIST - Permit Types With Required Documents/Fees to be submitted at time of application

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Type Of Permit	Attachments and applicable fees
Vehicular Footway Crossing (VFC) – The driveway width is 3 metres unless otherwise approved by Council.	<ul style="list-style-type: none"><li>• Traffic Control Plan must be attached</li><li>• Public Liability Insurance Certificate (\$20 million minimum) must be attached</li><li>• Inspection fee(2) and Work Permit Bond applicable</li><li>• Application Fee applicable</li></ul>
DA Related Works DA Number _____	<ul style="list-style-type: none"><li>• Traffic Control Plan must be attached</li><li>• Public Liability Insurance Certificate (\$20 million minimum) must be attached</li><li>• Inspection fee(2) and Work Permit Bond applicable</li><li>• Application Fee applicable</li></ul>
CDC Related Works CDC Number _____	<ul style="list-style-type: none"><li>• Traffic Control Plan must be attached</li><li>• Public Liability Insurance Certificate (\$20 million minimum) must be attached</li><li>• Inspection fee(2) and Work Permit Bond applicable</li><li>• Application Fee applicable</li></ul>
Work Permit 'Approval In Principle' for the issuing of a Construction Certificate related to a CDC	<ul style="list-style-type: none"><li>• Traffic Control Plan must be attached</li><li>• Application Fee applicable at Stage 1</li><li>• Site Plan showing proposed driveway</li></ul>
Road Opening Permit	<ul style="list-style-type: none"><li>• Traffic Control Plan must be attached</li><li>• Public Liability Insurance Certificate (\$20 million minimum) must be attached</li><li>• Work Permit Bond applicable</li><li>• Application Fee applicable</li></ul>

## PAYMENT METHODS

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In Person:	Bank Cheque, Eftpos or Credit Card at Councils Offices
By Post:	Bank Cheque
By Phone:	Council accepts Mastercard or Visa Credit Cards. To make a credit payment over the phone, please contact Council on 9748 9999.

All Credit Card Payments will attract a 0.7% processing fee.

Completed forms are returned to Strathfield Council, PO Box 120, STRATHFIELD NSW 2135 or in person: 65 Homebush Road Strathfield. Council can be contacted on (02) 9748 9999 or email: [council@strathfield.nsw.gov.au](mailto:council@strathfield.nsw.gov.au) or website: [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au).

## INDEMNITY

This section must be completed and signed before a permit can be issued.

Name of Applicant: \_\_\_\_\_

The Applicant (referred to hereafter as the "Permit Holder") holds Strathfield Council (referred to hereafter as the "Council") harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## DECLARATION AND PRIVACY STATEMENT

I have read and understand *Strathfield Council's Works Permit Terms and Conditions* and agree to satisfy them prior, during and upon completion of works in the footway and/roadway area.

Privacy Statement: The personal information requested on this form is required for purposes of assessing and determining the application for work permits in accordance with legislative requirements. Supply of information is voluntary but Council may not be able to process this application without supply of information. Information provided on this form may accessible to the public through access or freedom of information provisions. Council is the agency which holds this information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## OFFICE USE ONLY

Refund \$ .....

Payable \$ ..

Transferred to No: 16050-000 \$ .....

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

### **GENERAL INFORMATION**

Work Permit Fees are NON-REFUNDABLE except upon cancellation of Development Application (DA). Full or partial refund will be organised which is dependant upon work already completed by Council prior to cancellation.

The approval of the Permit, including all associated documentation, will generally be provided to you within 5 working days of receiving this application.

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. Fines may apply.

The APPLICANT will 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 Account which is in accordance with Section 101 of the *Roads Act 1993*.

### **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 applicant (or contractor) shall organise all inspections as required on the plans and specifications provided by Council. Contact Council 24 hours prior to inspection on 9748 9999.

### **VEHICULAR FOOTWAY CROSSINGS**

The Council specification and plans are downloadable from the website.

Note: Street Boundary Fencing Must Match Into VFC And BAL Levels And Dimensions Issued By Council. Failure to Do So, May Result In Reconstruction Works at the Owners Expenses

The approved surface type is Plain Concrete broomed finished ONLY and SEALANTS ARE NOT PERMITTED for any surface.

### **STREET TREES**

Council does not permit removal of street trees to accommodate proposals for vehicle crossovers/ driveways. Clearance between the vehicular crossing and the street tree is to be a minimum of 2 metres.

## **STREET STORM-WATER PITS**

If approval is received from Council to adjust or relocate a stormwater pit, Council will provide specifications and required drawings for the pit adjustments and re-establishment of any lintel on a new pit. All costs involved are borne by the applicant. All vehicular crossings are to be 1 metre from Council's stormwater pits

## **TRAFFIC CONTROL**

- Before commencing and during works, barricades and warning signs are to be used for traffic and pedestrian safety in accordance with AS 1742.3. Overnight warning lights are also required.
- An approved Traffic Control Plan complying with AS 1742.3 is to be submitted at time of application for any work involving partial closure of a road or diversion of pedestrians.
- An 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, roundabout, medians, pedestrian crossings etc.
- Full closure of any road is not usually permitted and will require an approval from Council's Traffic Engineer.

## **EROSION & SEDIMENTATION CONTROL**

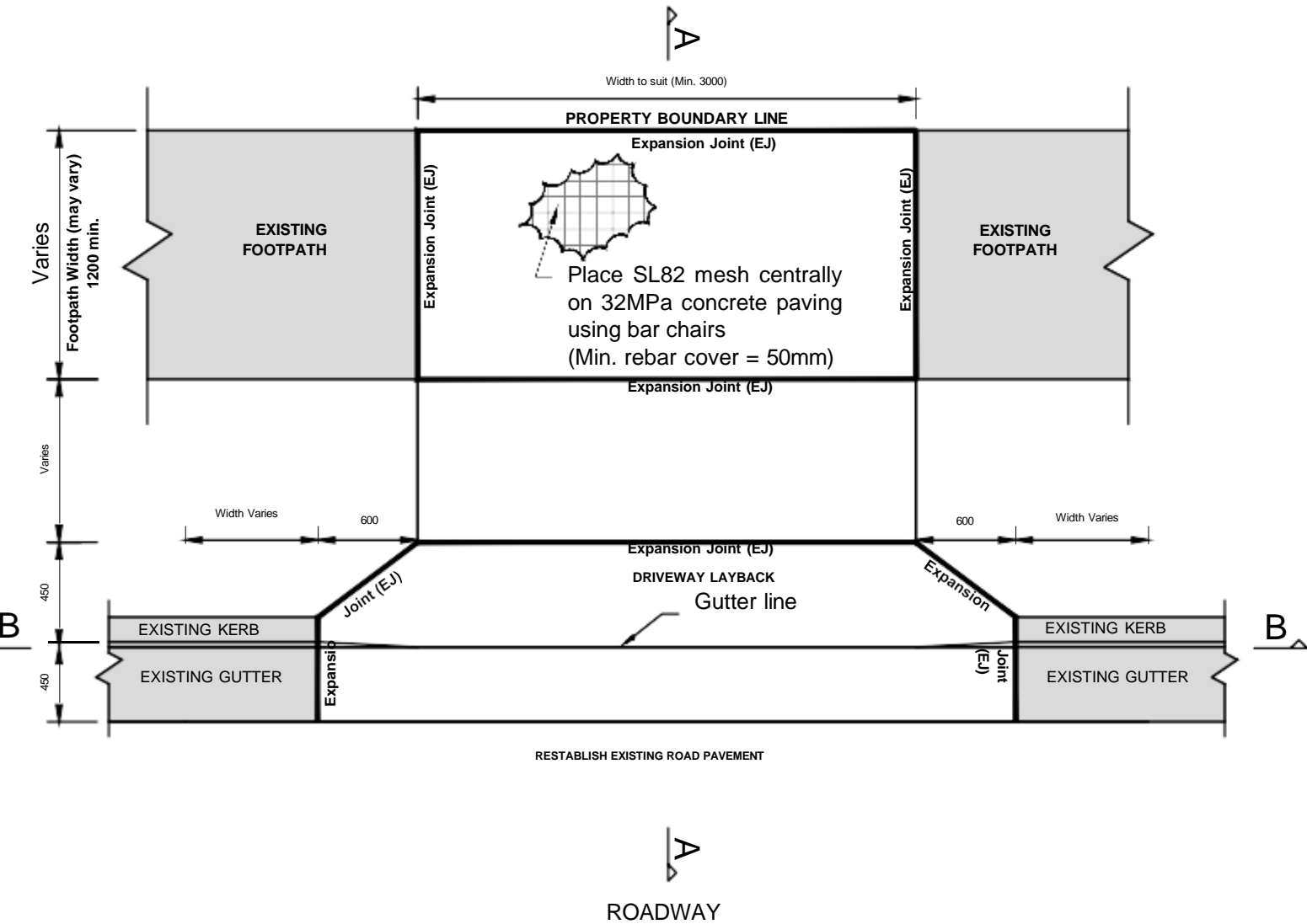
- Sedimentation and erosion control devices must be provided and maintained at all times around street stormwater inlet pits and below soil stockpiles.
- The road and gutters are to be swept regularly to remove spilt material, and to be left clean on completion.
- All excess material is to be removed from site and the site is to be left in a tidy and safe condition.
- Concrete spoil is NOT to be washed into the gutter or street stormwater inlet pits.

## **PENALTIES**

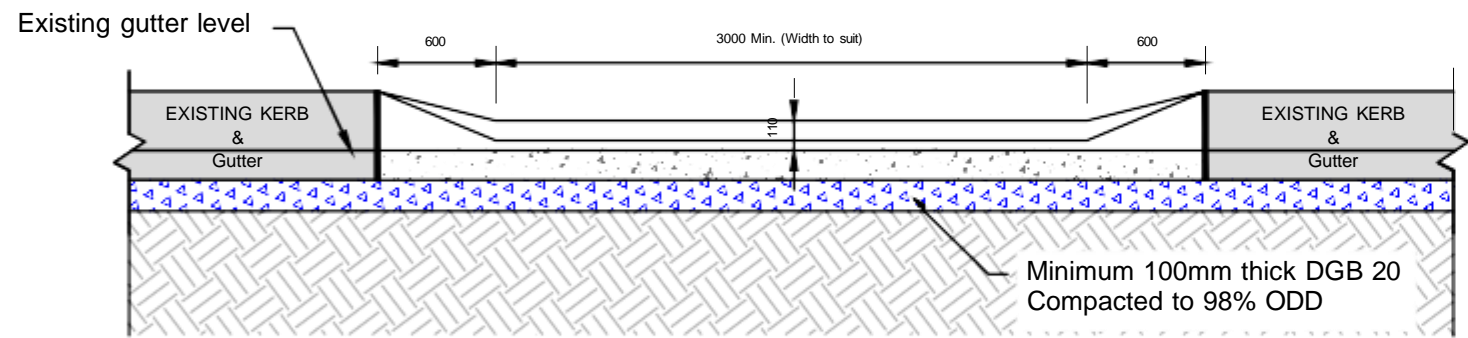
Authorised Officers who observe offences under the *Protection of the Environment Operations Act 1997* may serve an on-the-spot fine on the individual causing or permitting pollution (eg: truck drivers tracking mud off-site onto the road, a person pumping ponded stormwater off-site after rain). Failure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

## **DIAL BEFORE YOU DIG**

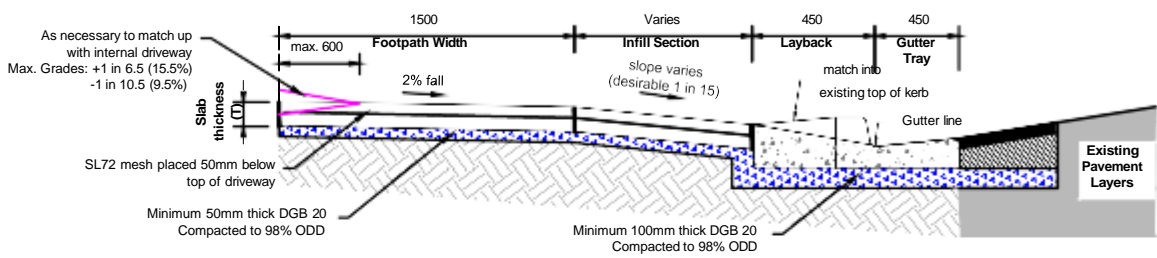
The "Dial before you Dig" service is to be contacted before any works begin on 1100. This free service provides applicants detailed plans of underground services that may be in the area of excavation.



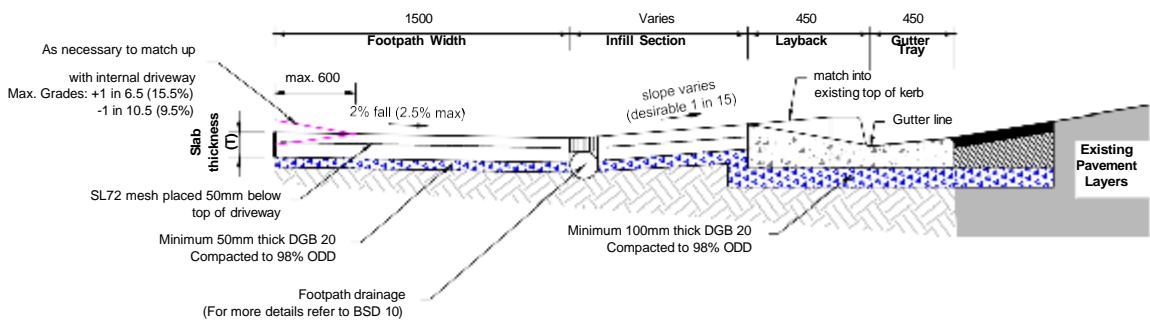
PLAN VIEW



Section B-B



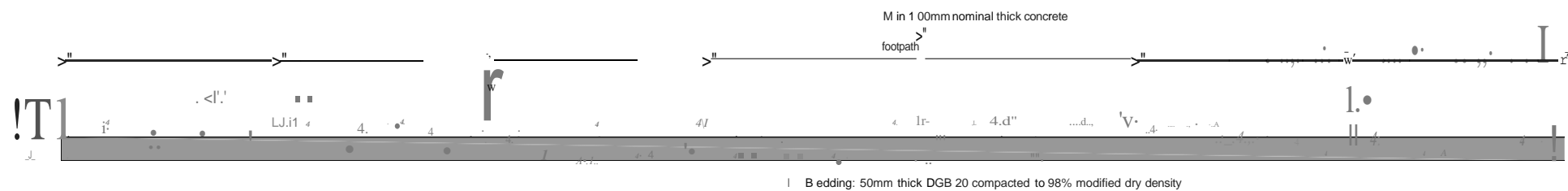
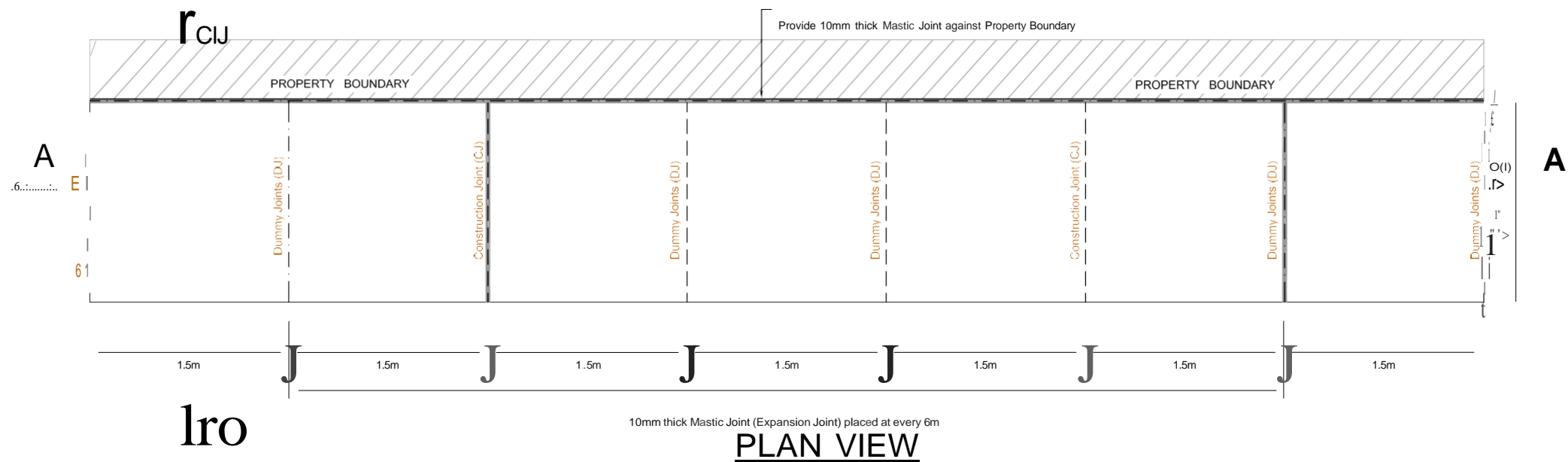
Section A-A (Standard)



Section A-A (Reverse Fall)

NOTES:

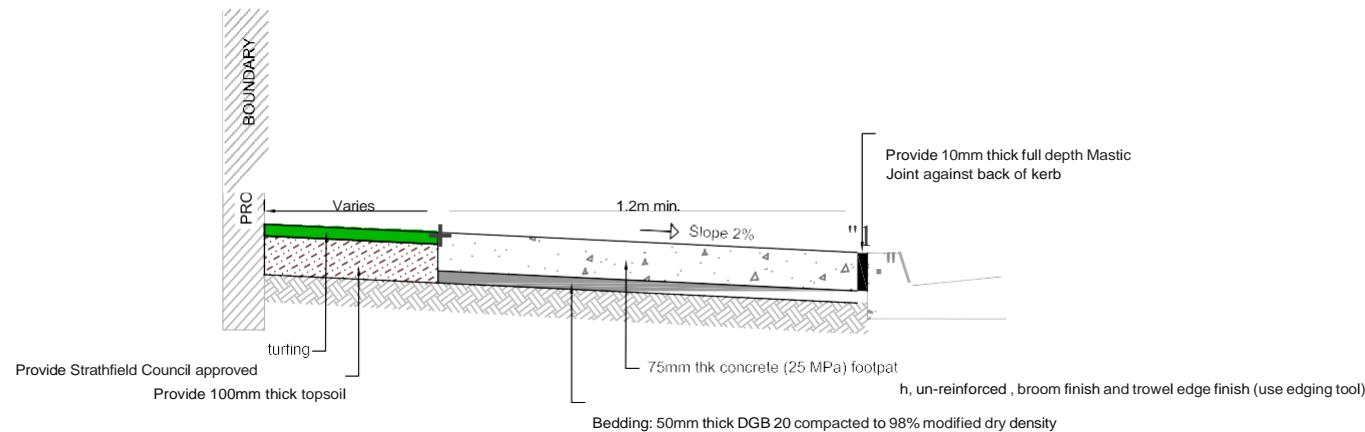
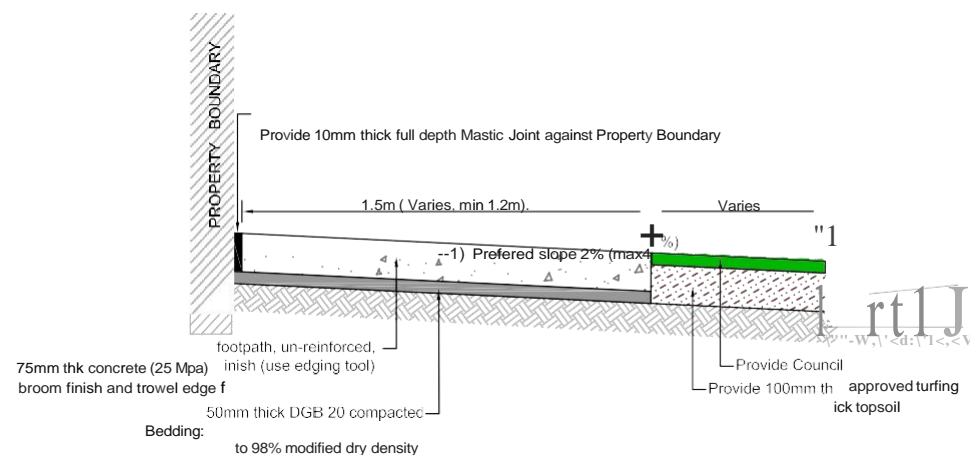
1. All dimensions are in millimeters
2. Concrete strength shall not be less than 32MPa
3. Driveways are to be no closer than:
  - 6m from tangent point of kerb returns
  - 0.5m from stormwater lintels
  - 0.5m from electrical turrets
  - 1.2m from telstra pits
  - 1.2m from electrical poles
  - 2m from trees
4. For service pits to be contained within driveway and within 1.2m of apron, written approval from the relevant service authority must be obtained and submitted to council with crossing application
5. For slab thickness, driveway & laybacks and reinforcement, refer to table provided
6. Formwork is to be inspected and approved by council prior to pouring concrete (hold point)
7. All concrete placement must be compacted using rod or immersion type vibrator for each pour. A 'stand-by' immersion type vibrator is to be held on work site at all times in case of breakdown
8. Forming of the kerb lip shall be carried out with timber forms. Council will not accept the use of a vertical excavation face as formwork.
9. When all the works are completed, the edges of the driveway crossing are to be backfilled and compacted with suitable soil and turfed to match driveway levels
10. Driveway crossing must be fenced off until completed for public safety and alternative access for pedestrians must be provided at all time
11. Damage to existing footpaths require full panel replacement to the nearest transverse dummy joint to match existing
12. All the works shall be done to the satisfaction of Strathfield Council or Council's representative
13. Prior to commencing works, Strathfield Council to approve drawing of vehicular crossing levels (Section A-A on plan view shall be drawn by a qualified engineer and submitted to Council for approval)




## SECTION A-A

### NOTES:

1. Prior to excavation, an initial inspection with Council's Engineer or representative **(HOLD POINT)**
2. Formwork is to be inspected and approved by Council's Engineer or representative prior to pouring of concrete. **(HOLD POINT)**
3. Concrete surfaces are to be broom finished.
4. Minimum concrete strength to be 25 MPa.
5. Expansion joints shall be 10mm wide full depth mastic asphalt.



	265, Homebush Road, Strathfield, NSW 2135 Ph:(02) 9748 9999 Fax:(02) 9764 1034	Surveyed By : -----			TITLE: STORMWATER DRAINAGE PITS		PLAN No:		CiviCAD /Magnet File Name		AutoCAD (2018) File Name		This drawing is the property of Strathfield Council. Written permission must be obtained for any reproduction, duplication, amendments or otherwise to all or part of this drawing. This drawing is not to be used for any other purpose.	PROJECT NO		
		Drawn & Designed By:		FT	Aug '17	PROJECT : ENGINEERING DRAWINGS		Scale 1:250	DATUM : AHO					SHEET NO	VERSION	
		Approved By : -----		RR		STRATHFIELD LGA				Revision Details						
																2



## LODGEMENT OF SECURITY DEPOSIT

Contact Us:  
65 Homebush Road  
Strathfield NSW 2135

If you need assistance lodging your application  
please call Customer Service on (02) 9748 9999  
or come in and talk to us in the office:  
Fax: (02) 9764 1034

### Type Of Security Deposit (please circle as appropriate)

- |                              |                    |   |
|------------------------------|--------------------|---|
| 1. DA - Tree Protection Bond | 4. Cat Cage Bond   | 7. Key Bond                                   |
| 2. DA - Works Bond           | 5. Park Hire Bond  | 8. Engineer Bonds Misc (please specify) ..... |
| 3. WP - Restoration Bond     | 6. Venue Hire Bond | 9. Other (please specify) .....               |

### Bond Payer Details:

Property/Site Address: .....

DA No. (if applicable): .....

Payer's Name: .....

Contact No: .....

Contact Address: .....

Email: .....

### Account Details for EFT:

Upon satisfaction of the Bond or Security Deposit, a Bond Release will be processed through Electronic Funds Transfer (EFT). Please provide the following details:

Bank Account Name: .....

Bank Account Number: .....

BSB: ..... Bank: .....

### Bond Refund Information

Please note the Bond Payer is the source of funds and refunds will only be made to the ORIGINAL PAYER. Details of the payer will be noted on Council's Official Receipt.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### For Office Use Only:

Amount of Bond: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Receipt Date: \_\_\_\_\_

Customer Service Officer: \_\_\_\_\_