



<p><b>Address this application to:</b> The General Manager, Edward River Council</p>		<p><b>Contact us</b></p>	
<p><b>Mail</b> PO Box 270 Deniliquin NSW 2710</p>	<p><b>Personal Delivery</b> 180 Cressy Street Deniliquin NSW 2710</p>	<p><b>Phone</b>      03 5898 3000 <b>Fax</b>         03 5898 3029 <b>Email</b>       council@edwardriver.nsw.gov.au</p>	

1. Applicant Details			
Applicant Name / Company Name			
Postal Address			
Company contact person			
Phone		Email	

2. Land Details			
Street Number		Street	
Town		Site Area m <sup>2</sup>	
Lot/DPs numbers			

3. Proposed works (Please tick as appropriate)	
<input type="checkbox"/>	Working on Footpath or Nature Strip
<input type="checkbox"/>	Private Channel or Pipeline
<input type="checkbox"/>	Work on Road Pavement (Kerb & Gutter and/or Driveway Crossover)
<input type="checkbox"/>	Other

4. Information attached (Please tick as appropriate)	
<input type="checkbox"/>	Plan of Work
<input type="checkbox"/>	Traffic Control Plan/s
<input type="checkbox"/>	Copy of Insurance Certificates

5. Applicant's Declaration	
<p>I/we the undersigned apply for permission as outlined above and understand that by Edward River Council granting permission, hereby undertake to fill up, consolidate and make good such opening and surface, construct any structures to the standard specified by Council thereof to the satisfaction of the Council.</p>	
Signature: .....	
Date	

<b>OFFICE USE ONLY</b>	Date	<input type="checkbox"/> Copy to File
	Receipt No	<input type="checkbox"/> Copy to Engineering
	Fee \$	<input type="checkbox"/> Copy to Health & Building

## Notes for Applicants for Road Opening Permit

Council is responsible for the whole of the road reserve and persons working within the road reserve are obligated to obtain approval before undertaking any work within the reserve.

This relates not only to work on the road pavement but any area of the road reserve. No works shall be undertaken without the written approval of Council.

## APPLICATION REQUIREMENTS

- To obtain approval for work within the road reserve you must apply for a 'Road Opening Permit' on the approved form (Form 5) from the Council. This application will be assessed by the relevant staff for conformity with Council policy and standards of work.
- The application requires a description of the work to be undertaken, the location, the timing and reference to appropriate Council standards or approval to deviate from them.
- A map, drawing or plan shall be provided showing the proposed works as part of the proposed works.
- A Traffic Control Plan designed or selected by a qualified person and in accordance with the Roads and Maritime Services requirements must also be submitted for all works, whether on the pavement or not. Traffic control applies to pedestrians as well as vehicles.
- A copy of the certificate of currency for workers compensation and public liability must also be provided prior to commencement of work. If you have any questions regarding these documents (eg traffic control plans, certificates or currency etc) please contact Council for advice.
- The fees to obtain a Road Opening Permit are specified in the Annual Management Plan. The fees are subject to change annually.

## PROCESS

1. Applicant obtains application form (Form 5) and Council specification or standard drawings.
2. Application form is lodged and appropriate fee is paid.
3. Application is assessed and either approved or refused. If application is refused, any fees will be refunded).
4. Approval of the road opening permit will be within 3 working days of it being submitted providing all relevant information is submitted
5. Approval form is given to the applicant with the relevant conditions of approval attached.
6. Inspections on certain works will be required at designated hold points specified on the approval
7. Applicant must meet the conditions of approval and have relevant hold and witness points signed off by Council.
8. The applicant needs to contact Council on (03) 5898 3000 to arrange inspections and sign off.
9. Satisfactory completion of the works should be signed by Council as above.
10. All locations of underground services are to be provided as 'Works as Executed' drawings detailing suitable measurements to enable location and inclusion on Council's plans.

## IMPORTANT NOTES

- For major works of high risk, Council may require a bond or bank guarantee to cover possible default on reinstatement defects. Council may also charge an annual licensing fee for some items such as private water lines.
- All works done in the road reserve must meet the required Council standard either as indicated in the development plan or as specified by Council.
- Council reserves the right to remove sub-standard works.
- Council will not be liable for any damage caused to private items such as pipelines within the road reserve and if relocation is required due to future upgrading or damaged due to road works or maintenance, the owner will be liable for the cost of reinstatement.

## WORKS SHALL NOT COMMENCE WITHOUT AN APPROVAL FROM COUNCIL