



## ROAD OPENING PERMIT APPLICATION FORM

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Authorised Contact Person \_\_\_\_\_

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

Email \_\_\_\_\_

Application Date \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ Signed \_\_\_\_\_

The above named, subject to the payment of a required fee and subject to the **CONDITIONS** attached, is hereby permitted to make an opening in **OR** bore under the pavement of the road located within the road reserve managed by Hindmarsh Shire Council.

Address of Works (provide map) \_\_\_\_\_

\_\_\_\_\_ VIC \_\_\_\_\_

Nature of Work \_\_\_\_\_

\_\_\_\_\_

SPECIAL CONDITIONS, if any \_\_\_\_\_

Traffic Management Plan Required? **YES / NO**

Will the road be closed to allow works to be undertaken? **YES / NO**

Date works are to be carried out From:- \_\_\_\_\_ To:- \_\_\_\_\_

Expected work hours From:- \_\_\_\_\_ To:- \_\_\_\_\_

Applicant is able to reinstate damage of Council Assets? **YES / NO**

**NOTE:** Any damage that cannot be repaired by the applicant will be repaired by Council and the Applicant charged. Rates can be obtained from the Infrastructure Engineer by calling the Hindmarsh Shire Council office on (03) 5391 4444.

## Council Assets to be disturbed:

Roadway	(tick)	Pathway	(tick)	Other	(tick)
Earth		Concrete		Kerb and Channel	
Limestone / Sandstone		Pavers		Table drain	
Bitumen		Limestone / Sandstone		Verge	
Asphalt		Gravel		Street Furniture	
Concrete		Bitumen		Other	

## General Conditions

### 1. Obligation to Insure:

The Hirer/User/Permit Holder shall at all times during the agreed Term, be the holder of a current Public Liability Policy of insurance ("The Public Liability Policy") in respect of the activities specified herein in the name of the hirer/user/permit holder providing coverage for a minimum sum of \$10 Million (or more). The Public Liability Policy shall be effected with an insurer approved by the Council. The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer/User/Permit Holder.

### 2. Council Indemnity:

The Hirer/User/Permit Holder agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirers/Users/Permit Holders performance or purported performance of its obligations under this Agreement/Permit and be directly related to the negligent acts, errors or omission of the Hirer/User/Permit Holder.

The Hirers/Users/Permit Holders liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.

3. The holder of this permit shall notify and ascertain from all relevant services' authorities the location of services which may be affected by the proposed works which are the subject of this permit.

4. The whole of the work shall be undertaken to the approval of the municipality; during daylight between the hours of 7.30 am and 4.30 pm. Works outside these times will require approval from Council.

If the carriageway of the road is involved in the application it shall at all times be kept open for traffic, unless approval from Council is sought, necessary precautions including the display of appropriate warning signs barriers and lights shall be taken, in accordance with AS1742.3 Traffic Control Devices for Works on Roads.

Records are to be kept on sign layouts. Where traffic is restricted to one lane a flagman must be provided. All works shall be safe and secured at all times whether the holder of the permit, agent, contractor or employer are in attendance or not, until the reinstatement works have been satisfactorily completed in accordance with the permit conditions.

5. The holder of this permit shall ensure that works shall be undertaken by a skilled tradesperson, and the person actually carrying out the work defined by this permit shall produce the permit on demand for inspection by an officer or employee of the Council, or by anyone authorized by it, or by any member of the Victoria Police Force who may wish to examine it.

6. No part of any new pipe conduit or service installation shall be within 300mm of the base of the existing pavement, and shall be a minimum of 450mm below any

surface level, and shall be in accordance with the depths specified by the Responsible Officer. The installation shall be laid to an even grade and depth below natural surface as determined by the Municipality. Any connections of drainage pipes with existing concrete kerbs are to be made good by the contractor to the standard approved by the municipality.

7. Constructed roadway with sealed surfaces shall be bored. Any excavation within the road formation (including traffic lanes and shoulders) shall be reinstated as follows. The trench shall be backfilled to the surface by placing crushed rock class 3 in layers of not more 100mm depth. Each layer shall be compacted with appropriate mechanical equipment with the application as necessary of water to achieve optimum compaction.

8. Any excavation within the nature strip shall be backfilled as follows. Prior to excavation, top soil is to be excavated and set aside for top dressing after backfill.

Backfill to the surface with select fill which may include excavated material provided clumps are less than 100mm in any dimension and do not contain rock, are placed in 100mm layers and compacted as per No. 6 above. The trench shall be top dressed with appropriate top soil. No spoil is to be left on the nature strip and any screenings or other materials must be gathered up and removed.

9. All excavations and stockpiles within the road reserve will be bunted off to warn and protect the public.

10. Excavations involving kerb and channel and footpath shall be reinstated as follows. Appropriate reinstatement shall be undertaken as listed in Condition 6 & 7 above with the addition that the entire footpath bays or sections of kerb and channel shall be replaced wherever opened between existing construction joints.

11. Bituminous and concrete surface reinstatement, if unable to be completed by the applicant, will be undertaken by council, the cost of which is not included in the permit fee. Fees can be obtained from the Infrastructure Engineer by calling (03) 5391 4444.

12. Any stock piles will be bunted off. The area shall be cleared of all surplus material by the permit holder and left in a neat and tidy condition.

13. The work shall be completed within 30 days of being granted a permit. Extensions of time can be granted.

14. Where emergency works are required to be attended to after hours, which would otherwise require the issuing of a road opening permit, the contractor responsible shall make application for such permit and pay the required fees on the next day on which the municipal office/s are open.

15. The municipality may undertake rectification works should the condition of this permit not be complied with, and the applicant agrees to pay any charges which may arise from this work.

16. The Infrastructure Engineer must be notified not less than 24 hrs before work is to commence onsite for purposes of assessing the existing condition. The Infrastructure Engineer must be notified within 72 hrs of works being completed.

17. It is agreed that the Infrastructure Engineer or any other appropriate authorized officer shall be the sole arbiter as to the satisfactory compliance with the road opening permit conditions.