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Armidale Regional Council
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ARMIDALE NSW 2350
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Fax: (02) 6772 9275
Email: council@amidale.nsw.gov.au
Website: www.armidaleregional.nsw.gov.au

APPLICATION TO CONDUCT WORK ON LAND TO WHICH COUNCIL IS THE REGULATORY AUTHORITY

CONSTRUCTION AND MAINTENANCE WORK 2017/2018

PRIVACY PROTECTION NOTICE

This information is being collected, stored and used for Armidale Dumaresq Council to make further contact with you.

Office Use

Approval	Action:	Officer:	Date:

APPLICATION TO CONDUCT WORK ON LAND TO WHICH COUNCIL IS THE REGULATORY AUTHORITY

Roads Act 1993, part 9 section 138

Applies to all Council roads, road reserves, footpaths, parks and reserves
(Check for permit exemptions overleaf)

TO BE COMPLETED BY THE CONTRACTOR

<p>Name of Contractor: _____</p> <p>Business Name: _____</p> <p>Postal address: _____</p> <p>Phone: _____</p> <p>Mobile: _____</p> <p>Email: _____</p>	<p>I hereby apply for approval to carry out the work described</p> <p>SIGNATURE OF CONTRACTOR</p> <p>_____</p>
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WORK SITE DETAILS

<p>No. _____ Street/Road: _____</p> <p>Lot No. _____ Locality: _____</p> <p>Planned commencement date: _____</p> <p>Planned completion date: _____</p> <p>Provide a map (overleaf) that clearly identifies the site and the extent of proposed works</p>	<p>approval has been given for the works to be undertaken</p> <p>SIGNATURE OF PROPERTY OWNER</p> <p>_____</p>
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SPECIFY REQUIREMENTS

Half Road Closure

Full road closure.....

(Note: Following approval of this application for a half or full road closure, the applicant shall contact the Police, Ambulance, Fire Brigade, Local Bus & Taxi Companies, local residents and businesses and Council's Mobility Officer (see below), advising the details of the closure. The applicant will be required to request council to advertise the closure in the local media, 7 days in advance of the closure. Advertisement of the closure will be at the cost of the applicant.)

Parking lane closure or pedestrian restrictions only.....

(Note: Following approval of this application for parking lane and or footpath closure, Council will notify internally Council's Mobility Officer of the planed works. If the construction schedule or site details change, the applicant shall contact Council's Mobility Officer Hayley Ward Ph 6770 3832 or hward@armidale.nsw.gov.au), 7 days notice is required prior to the change.

A Traffic Control Plan (TCP) is required for all work covered by this application.

Use Council supplied TCP for minor work only

TCP supplied by Contractor (must be prepared by an RTA licensed person or Council by fee)

RTA certificate number: _____

Request Council to draw a TCP for the works.....

ADDITIONAL REQUIREMENTS

Public Liability Insurance to \$20 million (attach current copy)

Risk Management Plan (requirement under OH&S Act 2000)

SITE PLAN

SITE SKETCH/LOCALITY PLAN (locate north, name all affected and adjacent streets and clearly indicate proposed works in relation to site boundaries and buildings)

PROMPT PROCESSING OF YOUR APPLICATION WILL BE ASSISTED IF YOU ENSURE THAT ADEQUATE AND ACCURATE DETAILS, AS SPECIFIED ABOVE, ARE SUPPLIED.

14 WORKING DAYS ARE REQUIRED TO PROCESS APPLICATIONS
FEES MAY APPLY ON RECEIPT OF APPLICATION APPROVAL

Permit Exemptions

A permit is not required for:

- Contractors undertaking work for or on behalf of Council, not as part of a Development Application.
- Footpath levelling to remove pedestrian trip hazards where machinery is not required
- Manual patching of bitumen or gravel vehicle crossings where pedestrian access is not restricted
- Emergency work

Fee Schedule

Permit to conduct works\$ 158.00 (incl. GST)
Full temporary road closure (incl. hire of barricades)..... PI # required.....\$ As per Operational Plan 2017/2018
Charge for erection and removal of barricades/signage PI # required\$ As per Operational Plan 2017/2018
Provision of Traffic Control Plan (TCP).....\$ 119.00 per hour/min 2 hrs (incl. GST)
Advertisement of Road Closure.....\$200.00 (incl. GST)

Traffic control signs & barricades may be hired from Council Depot Co-ordinator: 6770 3914

Office Use

Total fee payable: \$	Receipt number:	Officer:
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HAZARD ANALYSIS

How to use this risk assessment form

1. List each basic step for the job in the table provided and all the hazards associated with each step in the next column. Use the **Hazard identification** table to help you identify the hazards for each step (use the numbers). Hazards need not be restricted to those listed.
2. Use the **Assessment of risks** table to identify and record the initial risk rating of each step. High risk = 1, low risk = 6.
3. Use the **Risk control measures** table to help you list control measures required to eliminate, reduce or change the hazard for a safer workplace.
4. Revise the risk ranking using the **Assessment of Risks Table**.

EXAMPLE

Basic task steps	Hazards Identified	Initial risk rating Refer to risk table	Control measures Refer to control measures table	Revised risk ranking
Excavate trench with backhoe on footpath	4, 5, 7, 8, 11, 12, 24, 25	2	Training certificates/licenses Standard Operating Procedures, Toolbox talk Barricades, Warning signs PPE (Personal protective equipment) First aid equipment	4
List other steps			Check location of services	

Hazard Identification

1 Manual handling	8 Unauthorised entry	15 Changed conditions	22 Falling objects
2 Electrical	9 Pressure	16 Uneven ground	23 Temperature
3 Hazardous substances	10 Confined space	17 Slippery surface	24 Noise
4 Working near traffic	11 Excavation	18 Auto start	25 Dust
5 Working with plant/equipment	12 contact with utility services	19 Heights above 1.5m	26 Biological (plant irritants, insect other animal bites)
6 Contaminated water/earth	13 Radiation	20 Scaffolding	27 Weather conditions
7 Pedestrian traffic	14 Movements	21 Guarding	

Assessment of Risks

Likelihood Probability of occurrence	Consequences			
	First aid needed	Medical attention/days off work	Long term illness/serious injury	Kill or permanent disability or ill health
Very Likely	3	2	1	1
Likely	4	3	2	1
Unlikely	5	4	3	2
Very unlikely	6	5	4	3

Risk Control Measures

Procedural	Practical	Personal
Risk assessment Standard Operating Procedures Training certificates/licenses Instruction/induction Check location of services (Dial before you dig) Impose restrictions on certain activities Tool box talks Inspect site for changed conditions Work breaks and routine changes Material safety data sheets	Traffic control plan Barricades Warning signs Mobile Phone/2 way radio Work in teams Time of day Use of an observer or spotter Reduce exposure time Enforce limited site access	PPE (Personal protective equipment) Protective clothing First aid equipment Wet weather gear Solar protection Amenities (drinking water toilet/washing facilities)

TRAFFIC CONTROL PLAN
DESIGN BY: J TOOKE

APPROVED BY: M WILSON
CERT No 7153016204

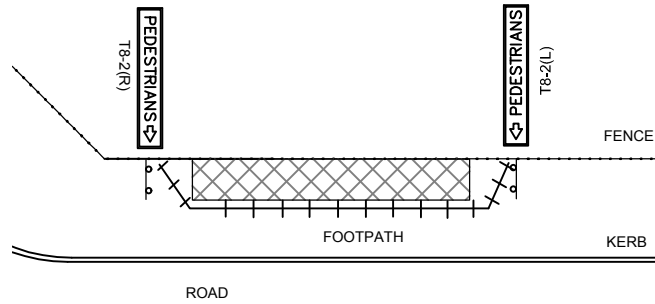
DATE: 12/12/16

INSPECTION DETAILS

INSTALLED BY:

INSPECTION BY

DATE:



DETAIL A

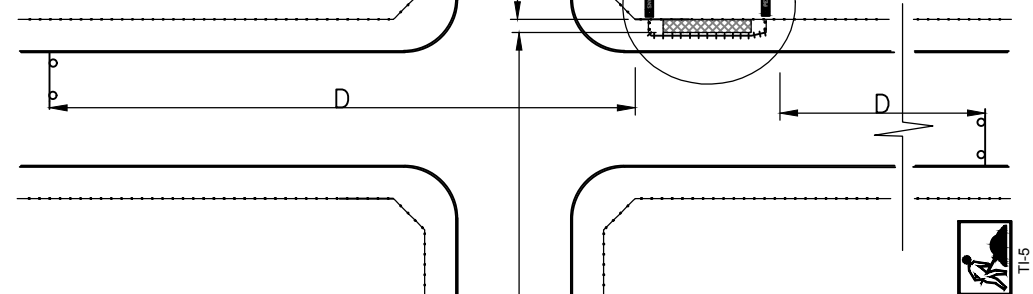


S-1L



S-1L

SEE DETAIL A



PLAN
NOT TO SCALE



TI-5

LEGEND

-  SIGN
-  MEDIUM CONE 450mm
-  RAMP PEDESTRIAN
-  PLASTIC CONTAINMENT FENCE
-  BARRIER BOARDS

NOTES

1. PROVIDE A MINIMUM CLEAR WIDTH OF 1.2m FOR PEDESTRIAN ACCESS.
2. ARRANGE PEDESTRIAN ACCESS PAST WORK AREA USING MEDIUM CONES, PORTABLE BARRIERS OR PLASTIC MESH FENCING
3. PARK WORK VEHICLE ADJACENT TO WORK SITE WITH AT LEAST ONE REVOLVING YELLOW LIGHT
4. ALL TOOLS TO BE REMOVED FROM KERBSIDE AND REAR OF VEHICLE
5. ANY AMENDMENTS MADE TO THIS TCP MUST BE MARKED ON THE TCP AND SIGNED OFF BY A SUITABLY QUALIFIED PERSON
6. SIGN SPACING DISTANCE 'D' FROM WORK AREA IS EQUAL TO THE SPEED LIMIT HOWEVER IT CAN BE REDUCED AS SHOWN BELOW:

SPEED (KMH) LESS THAN:
45 D=5
46-55 D=15
56-65 D=45

AMENDMENTS TO TCP:
DETAILS APPROVED

IMPORTANT NOTIFICATION

THE MOBILITY ACCESS OFFICER MUST BE NOTIFIED ONE WEEK BEFORE WORKS COMMENCE

Phone: 02 67 70 3600

(Ask to be transferred to the Mobility Access Officer)

APPLICANT MUST PROVIDE DETAILS OF THE LOCATION AND DURATION OF THE JOB AND A CONTACT NUMBER.

Armidale
Regional Council

SCALES
NTS

.....
DATE

SHEET 1 OF 3

SURV N/A

AS
SHEET
SIZE

DRAWING No

AMDT
No

DRWN JT

A4

TCP 1

DES JT

CHKD MW

CADFILE N/A

AREA No N/A

TRAFFIC CONTROL PLAN (TCP) SHORT TERM WORK
ON FOOTWAY NEAR INTERSECTION WHERE ONLY
PART OF THE FOOTWAY IS CLOSED

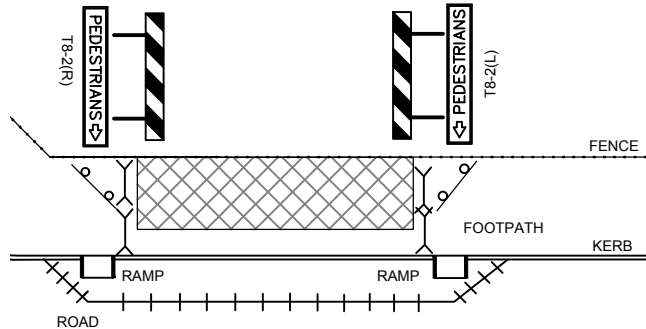
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 DESIGN BY: J TOOKE
 APPROVED BY: M WILSON
 CERT No 7153016204
 DATE: 12/12/16

INSPECTION DETAILS
 INSTALLED BY:
 INSPECTION BY
 DATE:

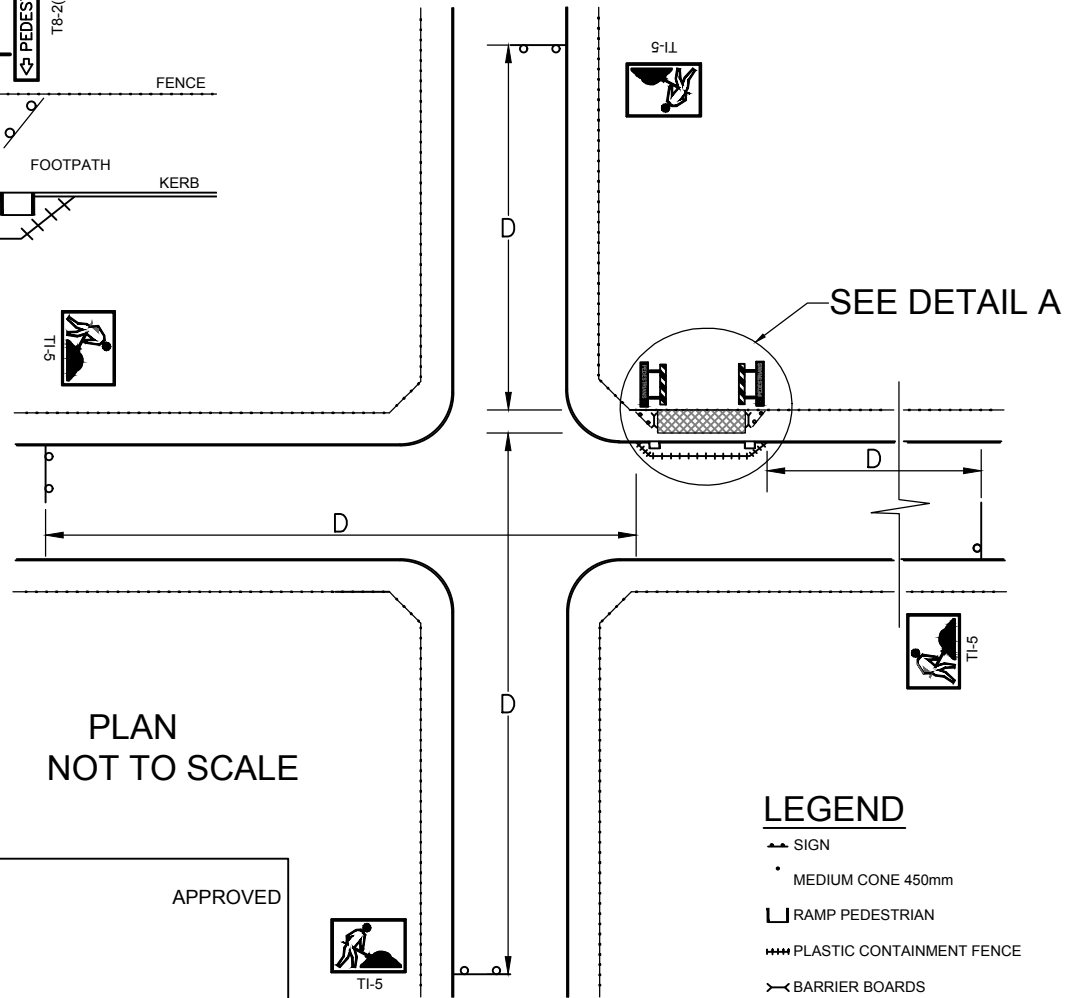
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DETAIL A



PLAN
 NOT TO SCALE

AMENDMENTS TO TCP:
 DETAILS APPROVED

LEGEND

- SIGN
- MEDIUM CONE 450mm
- ▭ RAMP PEDESTRIAN
- ▨ PLASTIC CONTAINMENT FENCE
- BARRIER BOARDS

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SCALES
 NTS

DATE

SHEET 2 OF 3

SURV N/A

AS SHEET SIZE

DRAWING No

AMDT No

DRWN JT

A4

TCP 2

DES JT

CADFILE N/A

AREA No N/A

CHKD MW

TRAFFIC CONTROL PLAN (TCP) SHORT TERM WORK ON FOOTWAY NEAR INTERSECTION WHERE ALL OF THE FOOTWAY IS CLOSED

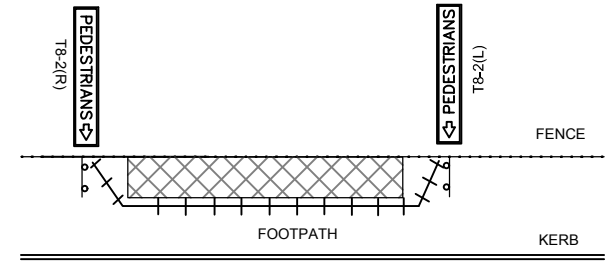
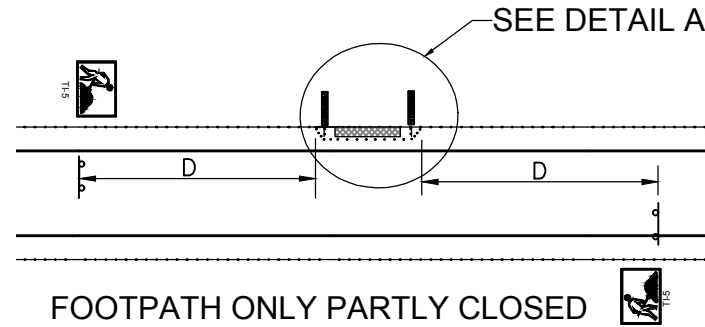
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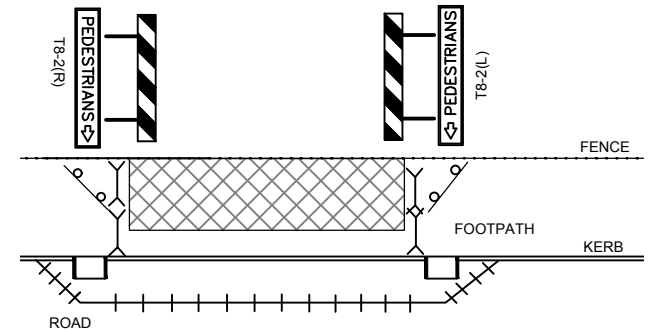
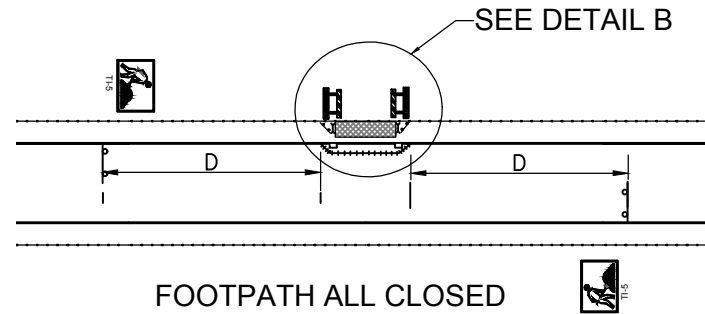
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DETAIL A



DETAIL B

LEGEND

- SIGN
- MEDIUM CONE 450mm
- RAMP PEDESTRIAN
- PLASTIC CONTAINMENT FENCE
- BARRIER BOARDS

AMENDMENTS TO TCP:
 DETAILS APPROVED

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	SCALES DATE		SHEET 3 OF 3	
	NTS	SURV N/A	AS SHEET SIZE	DRAWING No	AMDT No
TRAFFIC CONTROL PLAN (TCP) SHORT TERM WORK ON FOOTWAY WHERE PART OR ALL OF THE FOOTWAY IS CLOSED		DRWN JT	A4	TCP 3	
		DES JT			
		CHKD MW	CADFILE N/A	AREA No N/A	