

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

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

Roads Act 1993, part 9 section 138

#### PRIVACY PROTECTION NOTICE:

THIS INFORMATION IS BEING COLLECTED, STORED AND USED FOR ARMIDALE REGIONAL COUNCIL  
TO MAKE FURTHER CONTACT WITH YOU.

**APPLIES TO ALL COUNCIL ROADS, ROAD RESERVES, FOOTPATHS, PARKS AND RESERVES**  
(CHECK FOR PERMIT EXEMPTIONS OVERLEAF)

### TO BE COMPLETED BY THE CONTRACTOR

Name of Contractor:

Business Name:

Postal address:

Postal address:

Mobile:

Email:

**I HEREBY APPLY FOR APPROVAL TO CARRY OUT THE WORK DESCRIBED**

SIGNATURE OF CONTRACTOR CARRYING OUT THE WORKS:

### WORK SITE DETAILS

Street No:

Street/Road Name:

Suburb:

Planned Commencement Date:

Planned Completion Date:

Provide a map (overleaf) that clearly identifies the site and the extent of proposed works

**APPROVAL HAS BEEN GIVEN FOR THE WORKS TO BE UNDERTAKEN**

SIGNATURE OF OWNER OF THE PROPERTY:

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### SPECIFY REQUIREMENTS

- |  |  |
|--|--|
| <input type="checkbox"/> HALF ROAD CLOSURE | <input type="checkbox"/> PARKING LANE CLOSURE            |
| <input type="checkbox"/> FULL ROAD CLOSURE | <input type="checkbox"/> PEDESTRIAN FOOTPATH OBSTRUCTION |

**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 TFNSW licensed person or Council by fee)
- TFNSW 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)

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### 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	\$170.00 (incl. GST)
Full temporary road closure incl. hire of barricades PI # required	\$ As per Fees & Charges 2021/2022
Charge for erection and removal of barricades/signage PI # required	\$ As per Fees & Charges 2021/2022
Provision of Traffic Control Plan (TCP)	\$230.00 per hour/min 2 hrs (incl. GST)
Advertisement of Road Closure (incl. GST)	\$200.00

**TRAFFIC CONTROL SIGNS & BARRICADES MAY BE HIRED FROM COUNCIL DEPOT CO-ORDINATOR: 6770 3914**

PROMPT PROCESSING OF YOUR APPLICATION WILL BE ASSISTED IF YOU ENSURE THAT ADEQUATE AND ACCURATE DETAILS, AS SPECIFIED ABOVE, ARE SUPPLIED. FEES MAY APPLY ON RECEIPT OF APPLICATION APPROVAL

**14 WORKING DAYS ARE REQUIRED TO PROCESS APPLICATIONS**

### OFFICE USE ONLY

S138: /	AMOUNT PAID:
RECEIPT NUMBER:	DATE:
<input type="checkbox"/> PUBLIC LIABILITY ATTACHED	<input type="checkbox"/> RISK MANAGEMENT PLAN ATTACHED

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### ONCE APPROVAL HAS BEEN GRANTED

Following approval of this application for a half/full road closure or a footpath disruption

The applicant is required to **notify local residents and/or businesses** that may be affected by the scheduled works with the notification template on the next page.

ADVERTISEMENT OF THE CLOSURE WILL BE POSTED ON COUNCIL'S WEBSITE AND SOCIAL MEDIA PLATFORMS

Please fill out the form (on the next page) for notification of the planned works to be sent to residents/businesses and these groups.

- Emergency Services
- Bus Companies
- Taxi's
- Disability Action Group

**EMAIL A COPY OF THE FORM (below)**

**TO BELINDA ACKLING**

[backling@armidale.nsw.gov.au](mailto:backling@armidale.nsw.gov.au)

(who is Council's contact for the services listed above and she will send out notification to the groups)

If the construction schedule or site details change, **7 days' notice** is required prior to implementing the changes and an email **must** be sent to **Belinda Ackling** to allow notification to be forwarded to the affected services listed above.

**Belinda Ackling's contact details are:** [backling@armidale.nsw.gov.au](mailto:backling@armidale.nsw.gov.au) or **02 6770 3852**

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

NOTIFICATION OF TEMPORARY ROAD/LANE OR FOOTPATH CLOSURE	
REASON FOR CLOSURE:	
PLEASE TICK ONE OR MORE OF THE FOLLOWING:	
<input type="checkbox"/> HALF ROAD CLOSURE  <input type="checkbox"/> FULL ROAD CLOSURE	<input type="checkbox"/> PARKING LANE CLOSURE  <input type="checkbox"/> PEDESTRIAN FOOTPATH OBSTRUCTION/CLOSURE
STREET NAME:	
BETWEEN:	STREET AND STREET
BETWEEN THE DATES OF:	/ / AND / /
BETWEEN THE HOURS OF:	AM / PM AND AM / PM
DETOUR DETAILS:	
CONTRACTOR OR PROJECT MANAGERS DETAILS:	NAME:
	MOBILE PHONE NUMBER:
	DATE:

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### HAZARD ANALYSIS

#### HOW TO USE THIS RISK ASSESSMENT FORM

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.

1. Use the **Assessment of risks** table to identify and record the initial risk rating of each step. High risk = 1, low risk = 6.
2. Use the **Risk control measures** table to help you list control measures required to eliminate, reduce or change the hazard for a safer workplace.
3. 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	

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

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

## CONSTRUCTION AND MAINTENANCE WORK 2021-2022

### 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)

### Risk Management Plan

Job:			
Location:			
Contractor:			
Supervisor's Name:		Will the work be supervised by this person at all times?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>I AGREE TO IMPLEMENT THESE CONTROL MEASURES AND ANY ADDITIONAL MEASURES, TO MAINTAIN A SAFE WORK SITE FOR WORKERS, PEDESTRIANS AND VEHICULAR TRAFFIC.</b>			
Supervisors Signature:			





TRAFFIC CONTROL PLAN  
DESIGN BY: J TOOKE

APPROVED BY: M WILSON  
CERT No 7153016204

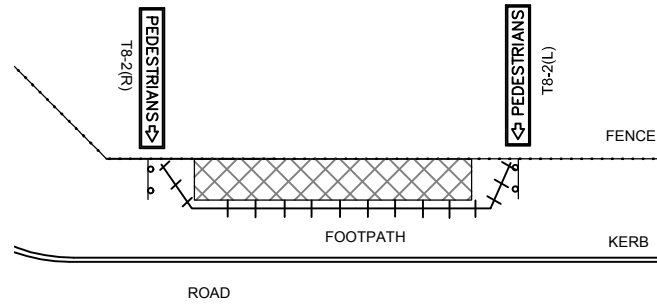
DATE: 12/12/16

INSPECTION DETAILS

INSTALLED BY:

INSPECTION BY

DATE:



DETAIL A



S-1L



S-1L



TI-5



TI-5

PLAN  
NOT TO SCALE

SEE DETAIL A

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

LEGEND

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

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

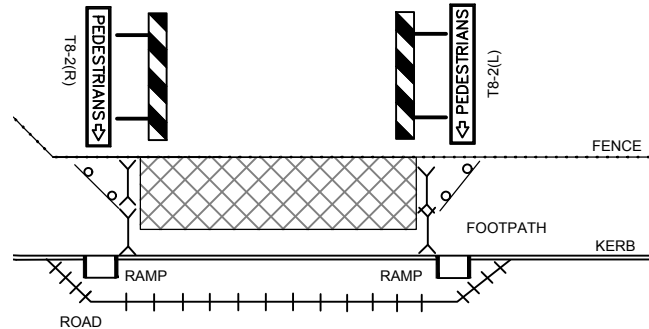
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INSPECTION DETAILS  
 INSTALLED BY:  
 INSPECTION BY  
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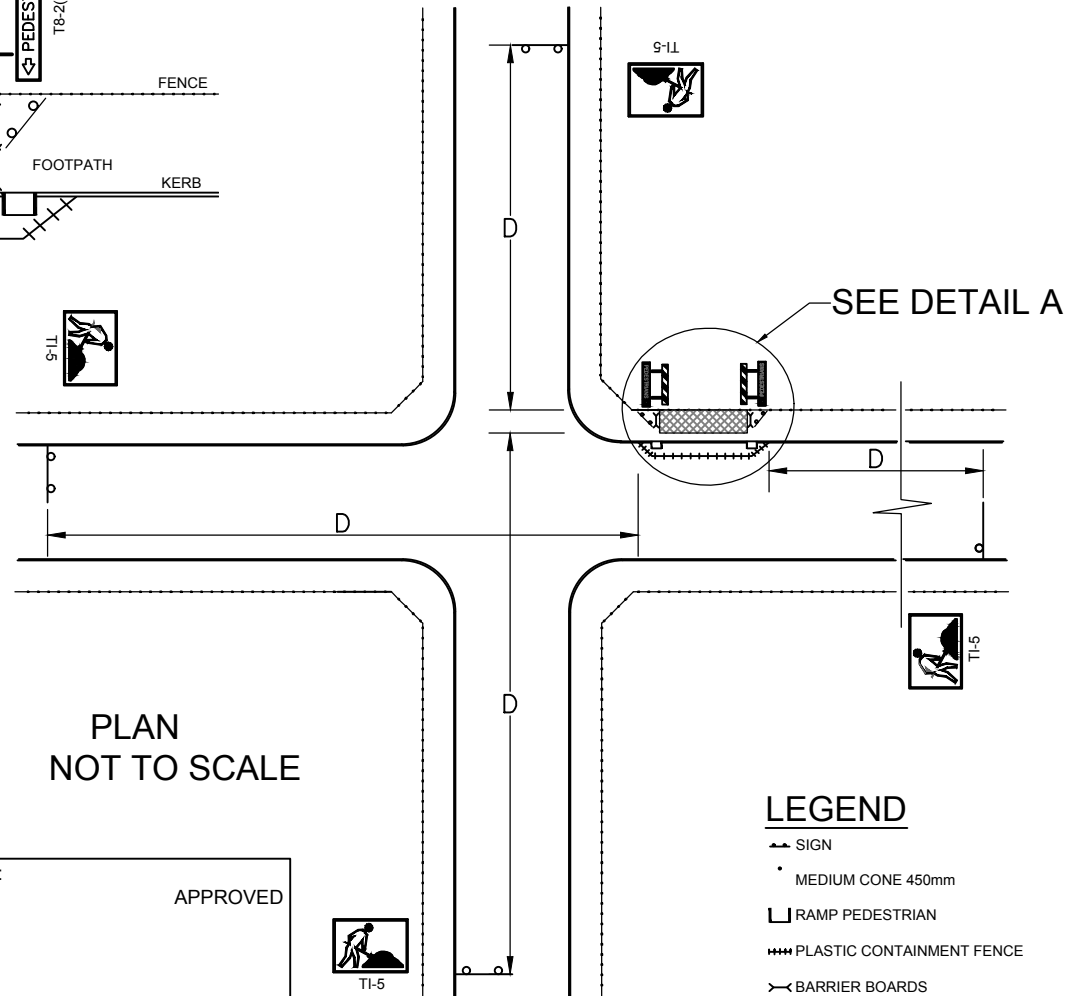
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DETAIL A



PLAN  
 NOT TO SCALE

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 DETAILS APPROVED

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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			
CHKD MW	CADFILE N/A	AREA No	N/A

TRAFFIC CONTROL PLAN (TCP) SHORT TERM WORK  
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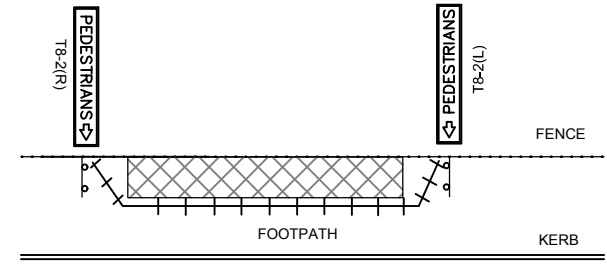
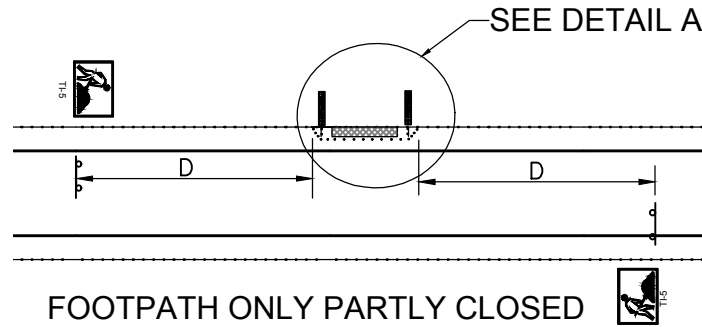
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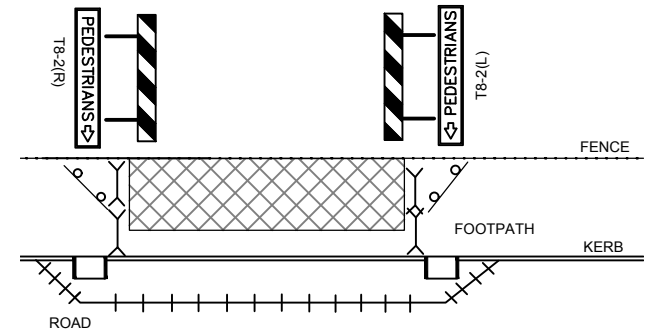
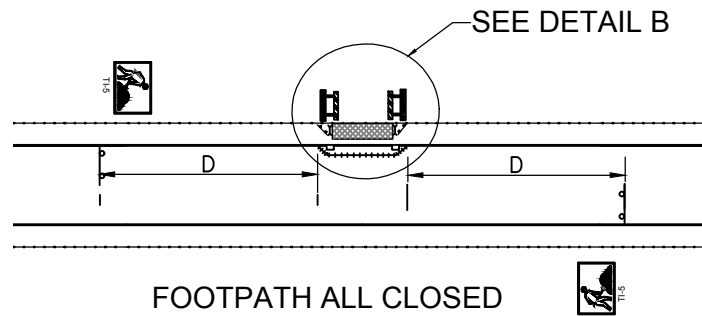
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DETAIL A



DETAIL B

**LEGEND**

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AMENDMENTS TO TCP: APPROVED  
 DETAILS

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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	