

## CONSTRUCTION AND MAINTENANCE WORK In Council's road reserve

### 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 In Council's road reserve

### 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 WH&S Act 2011)

### 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 In Council's road reserve

### 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	as per current Fees & Charges
Full temporary road closure incl. hire of barricades PI # required	as per current Fees & Charges
Charge for erection and removal of barricades/signage PI # required	as per current Fees & Charges
Provision of Traffic Control Plan (TCP)	as per current Fees & Charges
Advertisement of Road Closure (incl. GST)	as per current Fees & Charges

**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:

PUBLIC LIABILITY ATTACHED

RISK MANAGEMENT PLAN ATTACHED

## CONSTRUCTION AND MAINTENANCE WORK In Council's road reserve

### 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 In Council's road reserve

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

### 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

### 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

135 Rusden Street  
 PO Box 75A Armidale NSW 2350  
 P: 1300 136 833  
 ABN 39 642 954 203  
 council@armidale.nsw.gov.au  
[www.armidaleregional.nsw.gov.au](http://www.armidaleregional.nsw.gov.au)



## CONSTRUCTION AND MAINTENANCE WORK

### 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: 121216

INSPECTION DETAILS

INSTALLED BY:

INSPECTION BY

DATE:

TI-2(R)

S  
-  
I  
L

FENCE

FOOTPATH

KERB

ROAD

DETAIL A

SEE DETAIL A

TI-5

## 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

AND DURATION OF THE JOB AND A CONTACT NUMBER.

PLAN  
NOT TO SCALE

TI-5

## LEGEND

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

TI-5

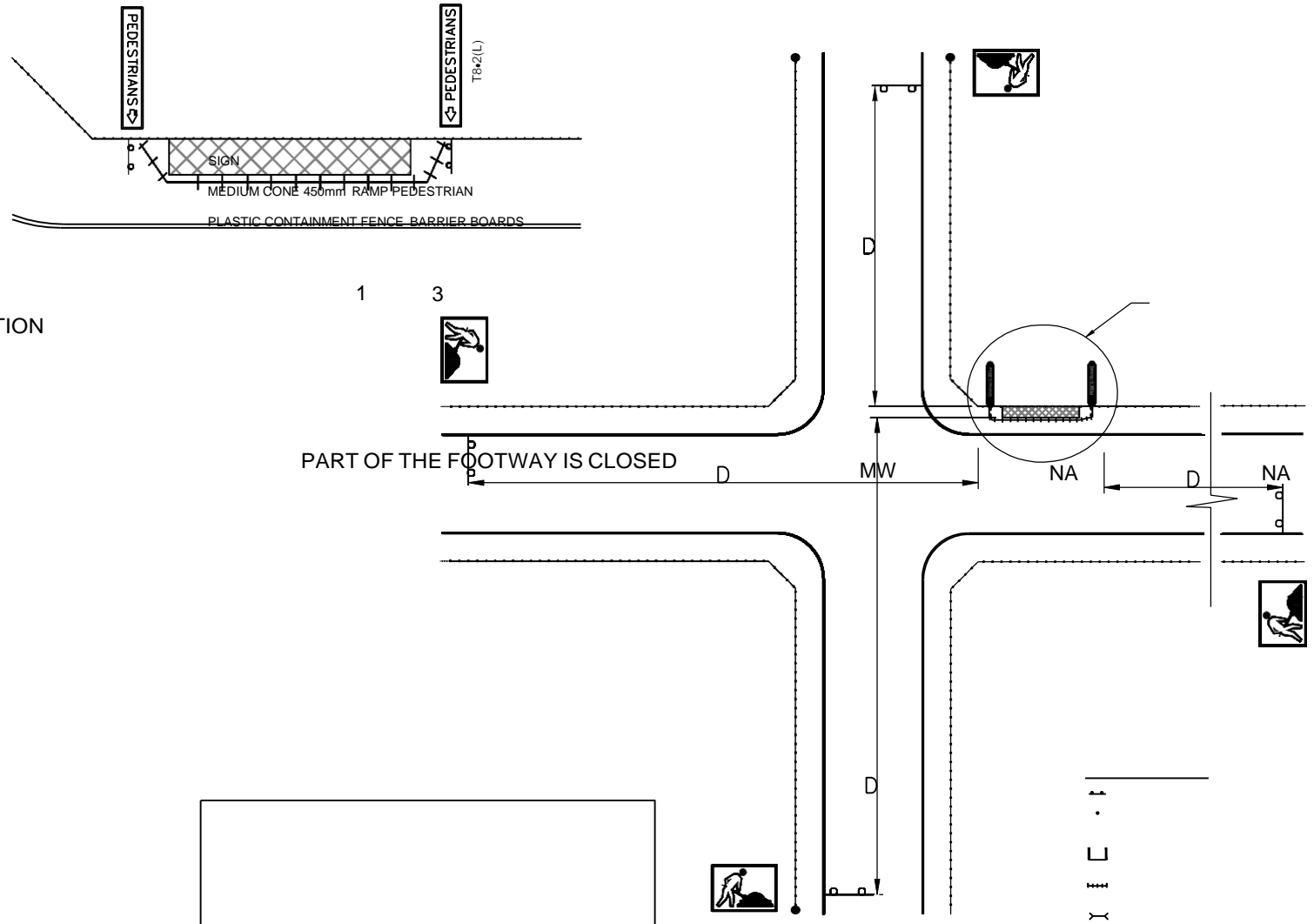
NTS



A  
 TRAFFIC CONTROL PLAN (TCP)  
 SHORT TERM  
 WORK

JT  
 ON FOOTWAY NEAR INTERSECTION  
 WHERE  
 ONLY

JT



<b>Armidale</b> Regional Council	SCALES		DATE		SHEET OF	
	SURV		AS SHEET SIZE		DRAWING No	
DRWN		<b>A4</b>		<b>TCP 1</b>		AMDT No
DES						AREA No
CHKD		CADFILE				

TRAFFIC CONTROL PLAN  
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 CERT No 7153016204  
 DATE: 121216

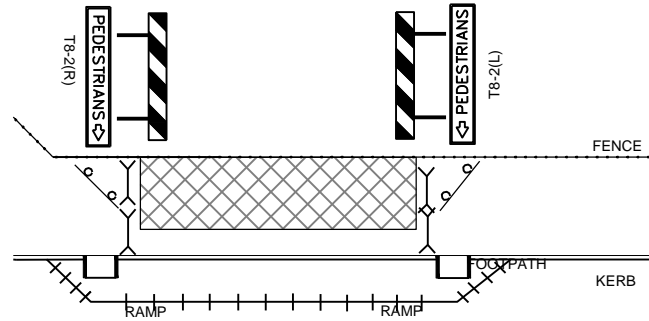
INSPECTION DETAILS  
 INSTALLED BY:  
 INSPECTION BY

DATE:

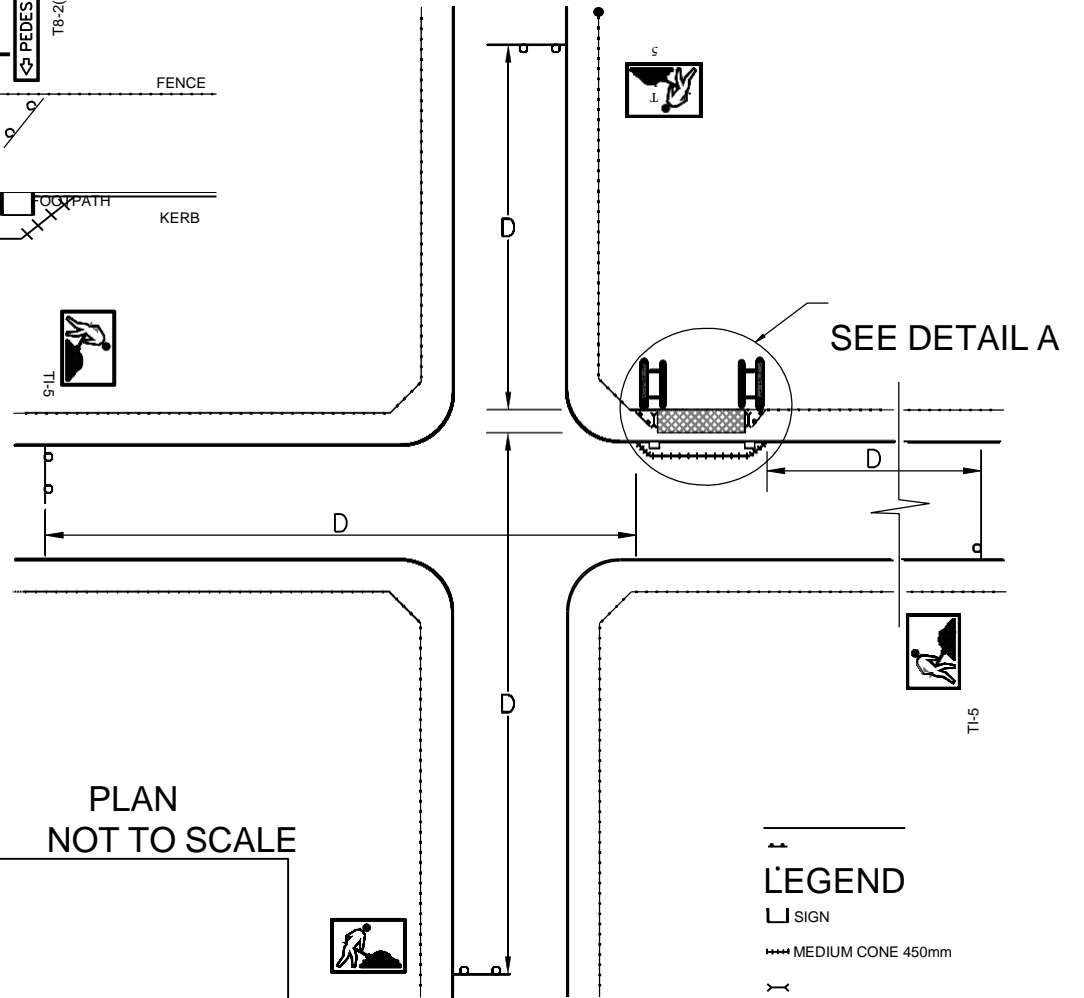
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DETAIL A



PLAN  
 NOT TO SCALE

AMENDMENTS TO TCP:  
 DETAILS APPROVED

**IMPORTANT NOTIFICATION**

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Phone: 02 67 70 3600  
 (Ask to be transferred to the Mobility Access Officer)

	SCALES TI-5	DATE	PLASTIC CONTAINMENT FENCE BARRIER BOARDS	SHEET OF
	SURV	AS SHEET SIZE <b>A4</b>	DRAWING No <b>TCP 2</b>	AMDT No
APPLICANT MUST PROVIDE DETAILS OF THE LOCATION AND DURATION OF THE JOB AND CONTACT NUMBER.	DES	CADFILE	AREA No	N/A
	CHKD			

WORK	SHORT TERM			2	3
ALL	JT ON FOOTWAY NEAR INTERSECTION WHERE				
		NA	NA		
CLOSED	JT OF THE FOOTWAY IS				
	MW				

TRAFFIC CONTROL PLAN  
 DESIGN BY: J TOOKE  
 APPROVED BY: M WILSON  
 CERT No 7153016204  
 DATE: 121216

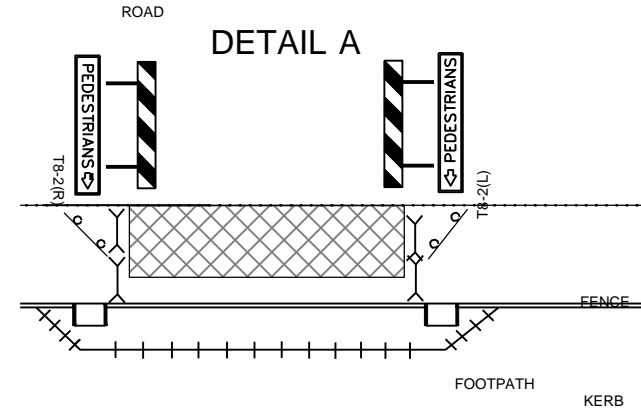
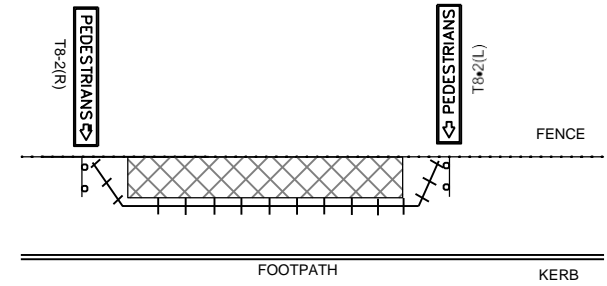
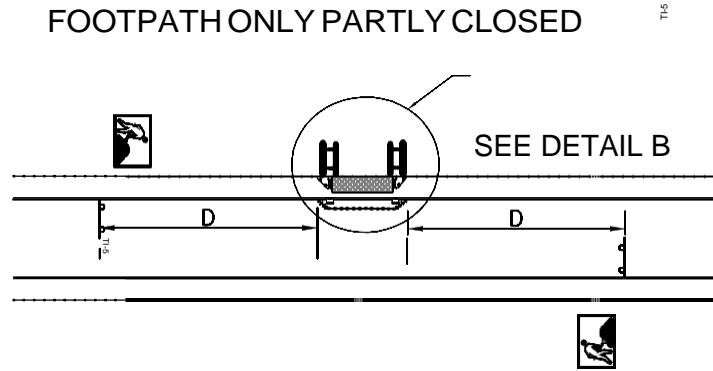
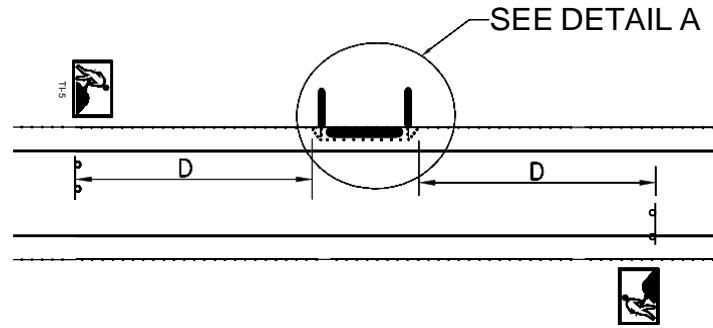
INSPECTION DETAILS  
 INSTALLED BY:  
 INSPECTION BY

DATE:  
 \_\_\_\_\_

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FOOTPATH ALL CLOSED

DETAIL B

**LEGEND**

- SIGN
- MEDIUM CONE 450mm
- RAMP PEDESTRIAN

AMENDMENTS TO TCP:

DETAILS 	SCALES	APPROVED DATE		PLASTIC CONTAINMENT FENCE SHEET OF BARRIER BOARDS	
		SURV	AS SHEET SIZE <b>A4</b>	DRAWING No <b>TCP 3</b>	AMDT No
APPLICANT MUST PROVIDE DETAILS OF THE LOCATION AND DURATION OF THE JOB AND A CONTACT NUMBER.		DES	CADFILE	AREA No	
		CHKD			

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(Ask to be transferred to the Mobility Access Officer)

TRAFFIC CONTROL PLAN (TCP)  
SHORT TERM  
WORK

3 3

JT ON FOOTWAY  
WHERE

JT  
PART OR ALL OF THE FOOTWAY  
IS  
CLOSED

NA

NA

MW