

# Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756 DX 8601 WINDSOR  
Phone: (02) 4560 4444 Facsimile: (02) 4587 7740 Email: [council@hawkesbury.nsw.gov.au](mailto:council@hawkesbury.nsw.gov.au)



## Road Occupancy Application

For use where any event or activity is proposed within a road reserve that will occupy any part of the road reserve. A separate application is required for road opening.

Lodge with Council at least seven days prior to commencement of work.

### Applicant Details

Name  Fax   
Telephone  Mobile   
Address

### Details of Applicants Company

Name   
Telephone  Mobile   
Fax

### Proposed Site Location

Address

### Date(s) and times required

Total number of days required   
First Day Date  Time   
Additional Day(s) Date(s)  Time(s)

### Declaration

I have read the conditions of approval listed on Page 2  Yes  No  
I have attached a copy of the Traffic Control Plan  Yes  No  
I have attached a copy of the Public Liability Cover  Yes  No

Applicants Signature  Date

**PLEASE FAX THIS FORM AND ATTACHMENTS TO COUNCIL ON (02) 4587 7740**  
**Payment of application fee needs to be made after approval has been granted.**

### Council Approval (Office Use Only)

Approval is hereby granted to operate a crane on the following date(s) and times subject to the conditions specified above.

Dates  Times   
Council Officer Signature  Date



## Requirements to be satisfied prior to issue of an approval

1. Payment of Road Occupancy permit fee of \$240.57 per day for construction related activity. Fees valid until 30 June 2022.
2. A Police Permit must be obtained from Windsor Police Station (if applicable).
3. Carry out all work in accordance with WorkCover Authority's requirements.
4. A thoroughfare for emergency vehicles must be provided at all times.
5. Notify all affected local residents, businesses, emergency authorities and service providers.
6. Public Liability insurance Cover of \$10 million or over.
7. Submit a Traffic Control Plan (TCP) in accordance with Australian Standards AS1742.3 - Traffic Control Devices for Works on Roads. Reference can also be made to the RTA Publication "Traffic Control at Work Sites" for procedures on drafting a TCP.

## Payment of Application Fee

The Application fee must be paid before work can commence. Payment can be made in the following ways:

In person: Present the completed form (with Council Officers signature) to  
Customer Service  
Hawkesbury City Council  
366 George Street, Windsor

By Mail: Cheques can be made payable to "Hawkesbury City Council"  
Enclose the completed application form and send to:  
Hawkesbury City Council  
PO Box 146  
WINDSOR NSW 2756

**Fee** (non-refundable) Fees associated with a Permit to Occupy a public road reserve (including GST)  
\$240.57

Contact Phone Number

Mobile

Fax

## Fee Payable

Total Amount being paid

## Office Use Only

Payment Received \$

Date

Receipt No.

Cashiers Signature

Cashiers Code

## Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.