

# 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	<input type="text"/>	Fax	<input type="text"/>
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>		

## Details of Applicants Company

Name	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Fax	<input type="text"/>		

## Proposed Site Location

Address	<input type="text"/>
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## Date(s) and times required

Total number of days required	<input type="text"/>		
First Day	Date <input type="text"/>	Time	<input type="text"/>
Additional Day(s)	Date(s) <input type="text"/>	Time(s)	<input type="text"/>

## Declaration

I have read the conditions of approval listed on Page 2	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached a copy of the Traffic Control Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have attached a copy of the Public Liability Cover	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Applicants Signature	<input type="text"/>	Date	<input type="text"/>
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**PLEASE EMAIL THIS FORM AND ATTACHMENTS TO COUNCIL OFFICIAL EMAIL ADDRESS:**  
**council@hawkesbury.nsw.gov.au**

**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	<input type="text"/>	Times	<input type="text"/>
Council Officer Signature	<input type="text"/>	Date	<input type="text"/>

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

1. Payment of Road Occupancy permit fee of \$255.65 per day for construction related activity. Fees valid until 30 June 2024.
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)  
\$255.65

Contact Phone Number

Mobile

Fax

### Fee Payable

Email

Total Amount being paid

### Office Use Only

Payment Received  \$

Date

Receipt No.

Cashiers Signature

Cashiers Code  Road Occupancy

#### 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.