

### USING THIS APPLICATION FORM

Use this form to apply for approval to use part of a public road as a work zone. Works on a public road may be for: a) building or construction purposes; b) the loading and or unloading of vehicles; c) to operate cranes or other equipment; and d) works involving utility services. **Temporary road closures for work activities will be accepted on this application (not special events).**

Applications for work zone, not involving temporary road closure, must be **submitted at least seven (7) days prior to work activity** to allow processing. Whereas Applications for work zone, involving temporary road closure, must be **submitted at least twenty-one (21) days** prior to closure (advertising by Council is required in the local newspaper). Council must give at least seven (7) days' public notice of its intention to temporarily close a public road (cl 5 Roads Regulation 2018).

Once completed you can submit this form by email: [info@maitland.nsw.gov.au](mailto:info@maitland.nsw.gov.au), in person or by mail. For payment options, please call Citizen Services Centre on: (02) 4934 9700.

**This application will not be processed without payment of the application fee, and the minimum documentation required as listed in PART 5 of this application form.**

Type of application (X)	New <input type="checkbox"/>	Amendment to existing approval:		Approval number
Requested permit time:	<input type="checkbox"/> 1 month	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months

### PART 1) APPLICANT DETAILS

Applicant:				<i>Print business name if applicable</i>
Company address: Street, Suburb & Post Code				
Contact name:				<i>Please print</i>
Ph:		Mobile:		
Fax:		Email:		

# APPLICATION FOR WORK ZONE

## PART 2) WORK ZONE DETAILS

What work activity is proposed in the Work Zone?

- Work zone for building or construction purposes
- Work zone for loading and or unloading vehicles.
- Work zone to operate a crane.
- Work zone for temporary parking. **Please complete Attachment A) on page 6 and include with is form.**
- Work zone for other purposes. Please specify:

Does the Work Activity in the Work Zone involve a Road Opening?

*Note: Road Openings involve physical works to the road asset (e.g. open-cut trenching the road) and require an additional application form - See Part 5*

Yes / No

How will the Work Zone be managed?

- Traffic Management Plan
- WORKS ZONE regulatory signage (R5-25)
  - Do you require Council to install the signage and posts?  
*If yes, provide details on separate attachment of the location, length, and end points of the requested Work Zone.*
- Other traffic management. Please specify:

Yes / No

*Please detail on page 6.*

What allocation of the road reserve is required for the Work Zone?

- Lane closure
  - Parking lane/ kerbside lane (not travel lane)
  - Travel lane
- Temporary road closure (that is, **all travel lanes closed** on a road section at any given time)
  - Please specify what roads:
- Footway
- Road shoulder
- Other area of the public road. Please specify:

Describe the extent of the Work Zone.

Road name 1:

Suburb

From (House no., etc.):

To:

Road name 2:

Suburb

From:

To:



# APPLICATION FOR WORK ZONE

When is the Work Zone expected to operate?

**Work start date and time:**

Daily start time:

**Work finish date and time:**

Daily finish time:

Specify operating days

Will this be short-term work only? *less than or equal to one work shift and where traffic control is not required when the work is complete and where road conditions are returned to normal when the shift ends.*

Yes / No

Will works activity or road occupancy occur at night?

*(If yes, indicate how works will be managed at night)*

Yes / No / NA

## PART 3) CONSIDERATIONS FOR TRAFFIC CONTROL

Will the works impact on property access (vehicles/ pedestrians)?

Yes / No / NA

Will the works impact on public transport (buses/ taxis)?

*Local bus companies that may be affected are Hunter Valley Buses, Rover Coaches and Sexton Coaches.*

Yes / No / NA

Will the works require change to speed zone?

Yes / No / NA

Checks: [Road closures and disruptions](#), [Alerts](#), and [Traffic control at work sites manual](#) - Appendix E Inspection checklists



# APPLICATION FOR WORK ZONE

## PART 4) CONTRACTOR DETAILS

### WORKS CONTRACTOR

Company:		
Company address: Street, Suburb & Post Code		
Contact name:		
Ph:		Mobile:
Fax:		Email:

### WORKS SUB-CONTRACTOR

Company:		
Company address: Street, Suburb & Post Code		
Contact name:		
Ph:		Mobile:
Fax:		Email:

### TRAFFIC CONTROL CONTRACTOR

Company:		
Company address: Street, Suburb & Post Code		
Contact name:		
Licence No.:		
TCP No. / TMP No.:		Revision No.
Ph:		Mobile:
Fax:		Email:



# APPLICATION FOR WORK ZONE

## PART 5) DOCUMENTS SUBMITTED WITH APPLICATION Checklist

MINIMUM DOCUMENTS TO BE SUBMITTED				Submitted with application
<b>Traffic Management Plan (TMP)</b> Traffic Management Plan (TMP) must include Traffic Control Plan (TCP), and where required, a separate Pedestrian Movement Plan, and Vehicle Movement Plan (VMP). The work zone must be shown on a Traffic Management Plan. A work zone is the work area as defined in Roads & Maritime Services, Traffic Control at Worksites Manual.				<input type="checkbox"/> Yes / <input type="checkbox"/> No
<b>Public Risk Insurance Policy Certificate of Currency of Works contractor</b>				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Insurer:				
Public Risk Insurance Policy Certificate of Currency:	Start date:		Expiry date:	
<b>Public Risk Insurance Policy Certificate of Currency of Works sub-contractor</b>				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Insurer:				
Public Risk Insurance Policy Certificate of Currency:	Start date:		Expiry date:	
<b>Public Risk Insurance Policy Certificate of Currency of Traffic Control contractor</b>				<input type="checkbox"/> Yes / <input type="checkbox"/> No
Insurer:				
Public Risk Insurance Policy Certificate of Currency:	Start date:		Expiry date:	
DOCUMENTS TO BE SUBMITTED INVOLVING A ROAD OPENING				Submitted with application
<b>Road Opening Permit</b> Council's Traffic Services Term will not process a Work Zone involving a road opening without a copy of Council's Road Opening permit or Roads Act Approval to Construct Private Works on Footway (as relevant) attached with this application.  The Road and Footpath Openings Permit Application and General Conditions document may be obtained from Council's webpage, <a href="#">Doing private works on Council roads</a> . Application to Construct Private Works on Footway, may be obtained from Council's webpage, <a href="#">Council's planning applications and certificates</a> .				<input type="checkbox"/> Yes / <input type="checkbox"/> No / N/A

## PART 6) DECLARATION

I have read the Maitland City Council's General Conditions of Work Zones and Temporary Road Closures and understand that these conditions form part of a Work Zone and or Temporary Road Closure related consent issued by Maitland City Council.

Applicant signature:		Date:	
Print name:			

**Privacy Statement:** Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.



# APPLICATION FOR WORK ZONE

FEES AND CHARGES	REFERENCE	2024/25
Application for Work Zone (Road Occupancy) – Application Fee		\$140.00 (incl. GST (minimum charge plus investigation (\$70 per hour or part thereof.)
Swing or Hoist goods; expose article (S68 Local Government Act)		\$140.00 (incl. GST)
Works Zone – Traffic Management Checking and Acceptance or amendment		\$140 (incl. GST minimum charge plus investigation (\$70 per hour or part thereof)
Monthly inspection of Approved Hoarding and/or Work Zone		\$140.00 (incl. GST)
Installation of Regulatory Signage for Work Zone	PART 2	Full Cost Recovery
Repairs or reinstatement of Road Reserve following Work Zone or Hoarding occupancy	PART 2	Full Cost Recovery
<p><b>Plus</b> advertising fee for temporary road closure(s)</p> <p>Notes:</p> <p>A one-off fee for all temporary road closures that are part of the Work Zone.</p> <p>Temporary road closure or traffic control on major roads may be required by Council to undertake the proposed works.</p>	PART 2	\$400.00 (incl. GST)

## CONTACT US

MAIL:	285-287 High Street PO Box 220 Maitland NSW 2320 DX21613
IN PERSON:	Administration Building Opening Hours: Monday - Thursday 8.30am- 5:00pm (Cashier Hours 8.30am- 4.30pm) Friday 8.30am - 4.30pm (Cashier Hours 8.30am- 4.00pm)
PHONE:	TEL: (02) 4934 9700 (Available 24 hours a day, 7 days a week) FAX: (02) 4933 3209
WEBSITE:	<a href="https://www.maitland.nsw.gov.au/">https://www.maitland.nsw.gov.au/</a>



# APPLICATION FOR WORK ZONE

## OFFICE USE ONLY

APPLICATION No.:					
ASSESSMENT TEAM:	Traffic Team, Maitland City Council				
FEE:	(T)	DATE:		RECEIPT No.:	
** FEES AND CHARGES PAYABLE INTO:	Horizon Posting Account – 1923.3226 Temporary Road Closure & Advertising (other fee income)				

## ATTACHMENT A) TEMPORARY PARKING

### REASON FOR TEMPORARY PARKING

Reason:

### PARKING AREA

Street Name:			
Description of Boundary: e.g. street numbers/side streets			
Suburb or Town:		Post Code:	
Number of spaces required:			

### VEHICLE OCCUPYING PARKING AREA

Vehicle Length:	Vehicle Width:	Vehicle Height:
Is there a vehicle awning planned for use over the footway? Yes / No		
Awning height above footpath:		
Temporary parking duration?		
Date and time of arrival:	Date and time of departure:	
Requirement for power supply?	Yes / No	

### FOOTWAY ADJACENT PARKING AREA

Footway width adjacent road occupancy area (m):
Use of footway for table, chairs, etc associated with work? Yes / No. If so, please provide details.
Building awnings near road occupancy area? Yes / No.
Power supply connection point on-road near temporary parking location? Yes / No. If yes, detail location.



# APPLICATION FOR WORK ZONE

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## SITE PLAN

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*Please include Site Plan detailing the parking spacings and any requirements on footway.*  
Describe traffic control devices proposed to define parking area (e.g. T-top bollards):





# APPLICATION FOR WORK ZONE



# APPLICATION FOR WORK ZONE

## GENERAL CONDITIONS OF WORK ZONES AND TEMPORARY ROAD CLOSURES



# APPLICATION FOR WORK ZONE

## COUNCIL REQUIREMENTS FOR A WORK ZONE OR TEMPORARY ROAD CLOSURES

1. Any Road Act consent for Work Zone(s) and or Temporary Road Closures ("Consent") issued by Maitland City Council NSW ("Council"), shall comply with the General Conditions of Work Zones and Temporary Road Closures, listed herein, except as modified by any Specific Conditions issued with the Notice of Consent.
2. Council reserves the right to issue permits less than the requested time.
3. Where the work involves modifying the road network asset (including road openings), a Road Opening Permit is required from Council before the Consent relating to a work zone and or temporary road closure becomes effective.

## CONSULTATION

4. The applicant is responsible for undertaking community consultation of the proposed works to ensure that impacts on property access, local traffic, and/ or public transport services are minimised. Temporary road closures are advertised by Council unless Council advises otherwise. Comments received from the community in relation to the proposal, including temporary road closures, are to be addressed by the applicant.

## PUBLIC LIABILITY INSURANCE

5. The party undertaking the work shall hold public liability insurance of not less \$20,000,000 and that the insurance policy is current. Council may require that the insurance policy includes Council listed as an Interested Party. A copy of the Certificate of Currency of the public liability insurance is to be lodged with Council before the Consent becomes effective.

## WORK HEALTH & SAFETY

6. All demolition or construction work shall be carried out entirely in accordance with: Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017, and SafeWork NSW requirements.
7. All personnel on the work site shall comply with requirements under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017, including the use of protective work gear and clothing.
8. All care is to be taken for the protection of persons and property during the course of all work.
9. All care is to be taken to ensure the safety of pedestrians and motorists in all areas around the work zone.

## TEMPORARY TRAFFIC MANAGEMENT

10. Traffic management and controls must be *designed* in accordance with the Roads & Maritime Services, Traffic Control at Work Sites Manual, and shown accordingly on a Traffic Management Plan/ Traffic Control Plan(s). All relevant standards apply with due consideration to the requirements in AS 1742.3 Manual of uniform traffic control devices Part 3: Traffic control for works on roads.
11. A Roads & Maritime Services accredited traffic control person is required to prepare the Traffic Management Plan/ Traffic Control Plan(s) for the proposed work.
12. Traffic Control Plans are to be work site specific, that is, any traffic control plan templates (including from the Roads & Maritime Services, Traffic Control at Work Sites Manual) must be amended and signed as site specific and relevant to the work, work site and environment.

Note: The Traffic Control Plan (TCP) must be identified with a unique TCP Number and date.

13. The applicant must ensure the *implemented* Traffic Control Plan complies with Roads & Maritime Services, Traffic Control at Work Sites Manual and AS1742.3.
14. Minimum width of footpath area for pedestrian traffic is not to be less than 1500mm, and minimum clearance to the underside of any obstruction over pedestrian area is not to be less than 2100mm.

Note: A Consent subject to these general conditions issued by Council is not an approval of the Traffic Management Plan and or Traffic Control Plan(s).

## TEMPORARY ROAD CLOSURES

15. All temporary road closures to undertake works require a Traffic Management Plan, and Council will administer



## **APPLICATION FOR WORK ZONE**

in accordance with the Roads Act 1993 and Roads Regulation 2018, and Council's policies as relevant.

16. A Traffic Control Plan (TCP) showing barricades, detours and signposting for the temporary road closure(s) is to be provided with the application.
17. The area of road that is closed to vehicular traffic is to be barricaded in order to prevent the entry of unauthorised vehicles for the duration of the works. Barricades are to be of a temporary nature that can be easily removed to allow emergency vehicle access.
18. Barricade locations are to display a sign indicating an acceptable detour route, a road closed sign, and where long-term work is involved, have appropriate night lighting.
19. Signs and barricades to be hired from a commercial hire firm. Council does not supply signs & barricades.

### **TEMPORARY PARKING**

20. Temporary parking must be work related.
21. Temporary parking permits issued by Council and at Council's discretion.
22. Permit Parking shall not occupy No Stopping zones.
23. Any temporary parking permit issued overrides any prevailing parking regulations as specified in the permit.
24. Active parking permits shall be produced upon demand to an authorised Council officer or Officer of the NSW Police Service.
25. The name of the organisation while conducting the activity to be prominently displayed.
26. Enquiries for temporary parking should be directed to Council's Traffic Management Team.

### **ENVIRONMENT**

27. The footpath, gutter and road pavement areas in the vicinity of the work area are to be kept clean from any dirt, dust, paint or other materials and pedestrian access must be clear and maintained at all times.
28. Any damage to public property caused by the works is to be rectified at the expense of the applicant.

