

CONSTRUCTION OF PRIVATE WORKS – CONCRETING/PAVING ON COUNCIL RESERVE

Office Hours: 8.30am – 5pm
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General Enquiries
Phone: 08 8080 3300

SECTION 1 – TYPE OF WORK ON COUNCIL RESERVE

Location/Address of proposed work: _____

Date of proposed work: _____

Standard Residential Drive and Dish Standard Paving

Standard Concrete Dish and Paved Driveway Standard Dish Crossing Extension

Standard Footpath Standard Commercial Dish and Drive

Other (please specify) _____

SECTION 2 – APPLICANT (OWNER) DETAILS

Name: _____

Company: _____

Address: _____

Email: _____

Phone: _____ Mobile: _____

SECTION 3 – CONTRACTOR DETAILS

Name: _____

Company: _____

Address: _____

Phone: _____ Mobile: _____

SECTION 4 – CONDITIONS OF APPROVAL

The applicant/contractor must comply with the following conditions:

1. **NO** work is to commence until this Application for Construction of Private Works – Dish Crossing is approved and authorised by Council's Assets Officer - see Section 11.
2. Contractors Responsibility to provide current copies of the following:
 - a. \$20,000,000 Public Liability Certificate of Currency noting **Broken Hill City Council for its Respective Rights and Interests or Australia Wide**.
 - b. WH&S General Induction for Construction Work Card (White Card).
 - c. Roads and Maritime Services (RMS) Traffic Control at Worksites Accreditations.
 - d. Vehicle and Plant, Third Party Insurance and Registration.
 - e. Work Cover Insurance – photocopy of current policy covering employees.

3. That all conditions of approval outlined in a Development Application will need to be complied with.
4. That a 'DIAL BEFORE YOU DIG' has been completed prior to application being submitted to Council. It is the responsibility of the contractor to determine the existence, location and depth of all services that may be within the area of the proposed works. Safety and alterations to public utilities is also the responsibility of the contractor.
5. It is the responsibility of the Contractor to ensure that pedestrian and vehicular safety is maintained at all times. Accordingly the site shall be suitably lit and barricaded as soon as practicable for the duration of the work.
6. The Contractor must provide 48 hour notice to Council prior to concrete being poured or pavers being laid, so that an inspection of the worksite can be completed upon completion of forming or sub-base preparation.

SECTION 5 – DEFINITIONS

Traffic Control Plan (TCP) - is a document that shows how traffic is to be safely separated from workers at the work site or work route. It is intended as an instruction from the works supervisors to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs) and how the traffic is to be managed around the site/activities (temporary signs, posting of traffic control staff)

A TCP is an occupational health and safety requirement of a work site (i.e. must be available on site), TCP should comply with AS 1742.3 to comply with the *Work Health and Safety Act 2011*. An applicant may use a specialist sub-contractor to develop the TCP, but the safety of the workers on site remains the responsibility of the applicant.

Note: Council does NOT approve TCPs - If a TCP is submitted with the application it is viewed as a document containing information about the impacts on traffic flow only and is not evaluated from the viewpoint of risk assessment. If a Traffic Management Plan (TMP) is accepted, it does not imply approval of the TCP.

Identification and assessment of impact of proposed measures - The assessment would include appropriate traffic flow data (e.g. heavy vehicles %, pedestrian volumes) for the roads and intersections affected.

Certificate of Currency for Public Liability Insurance - Provision of a Certificate of Currency of your Public Liability Insurance, \$20M minimum coverage. (To be lodged by the suitably qualified contractor).

You must request the insurance provider/company add to the Certificate of Currency 'The respective rights and interests of the Broken Hill City Council are noted', as joint insured. (A new Certificate of Currency is required upon expiry).

SECTION 6 – PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected includes Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@brokenhill.nsw.gov.au or addressed to Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Your information will be collected and stored by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

SECTION 7 – OWNER DECLARATION

I have read the conditions of approval listed in Section 4

I have attached a copy of the Traffic Control Plan

I have provided the Contractor Responsibilities to Council or they are current on Council's file

This application to carry out Construction of Private Works – Concreting/Paving on Council Reserve is not valid until applicable fee has been paid and is endorsed in Section 11 and returned to the applicant.

Signature: _____ Date: _____

SECTION 8 – COUNCIL OFFICE USE ONLY – CUSTOMER RELATIONS

Are the attachments defined in Section 7 attached?

Traffic Control Plan Contractor Responsibilities

\$95.00 Application Fee 2017/2018 Short Code: 327 Cashier: Split fee to requested work order number

Dish Crossing Driveway Footpath/Nature Strip
W1468.0001.80 W1469.0001.80 W1470.0001.80

Officer: _____ Date: _____ Receipt: _____

SECTION 9 – COUNCIL OFFICE USE ONLY – CORPORATE ADMINISTRATION

Is the location part of Development Application? Yes No DA No: _____

If yes, please ensure Section 10 is completed by Planning and Development.

Officer: _____ Date: _____ TRIM No: _____

SECTION 10 – COUNCIL OFFICE USE ONLY – PLANNING AND DEVELOPMENT (DA ONLY)

Comment: _____

Officer: _____

Signature: _____ Date: _____

SECTION 11 – COUNCIL OFFICE USE ONLY – INFRASTRUCTURE

Approval is hereby granted for the submitted Application for Construction of Private Works – Concreting/Paving on Council Reserve subject to the conditions specified.

Approving Officer: _____

Signature: _____ Date: _____

Note: *If a job is deemed unsatisfactory and the only satisfactory remedial work is replacement, the liability for costs incurred by Council in removing and replacing the job will be the responsibility of the owner of the associated property.*

SECTION 12 – COUNCIL OFFICE USE ONLY – ASSETS OFFICER

Location checked by Council Date: _____

Approval to pour concrete/lay pavers Date: _____

Final inspection upon completion Date: _____