

Undertake Work in a Road Reserve (Utility Authority) Application Form



Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when a **Utility Service Provider (Utility Authority)** wishes to undertake works within a Council controlled road reserve. This application must be submitted a minimum of ten (10) working days prior to work commencing.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

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|---|--|-----------------------------|---------|
| Applicant Details <i>(must be the Principal Contractor (PCBU) for the site)</i> | | | |
| Company name: | | | |
| Postal address: | | | |
| Site supervisor's name: | | | |
| Site supervisor's mobile number: | | Email: | |
| Utility Authority | | | |
| Utility Authority works are being undertaken on behalf of: | | | |
| Land Access Certificate (LAC) Approval <i>(Please note an LAC Approval is required for all new utility infrastructure works)</i> | | | |
| LAC approval number: | | | |
| Public Liability Insurance <i>(A copy of the insurance policy and a copy of the Certificate of Currency for the policy issued by the insurer must be provided at the time of lodging this Application)</i> | | | |
| The Applicant holds the following current public liability risk insurance policy with an indemnity cover of a minimum of \$20 million for each single occurrence. | | | |
| Policy holder: | | | |
| Policy no: | | Insurer: | |
| Location of Proposed Works | | | |
| Address/Road name: | | | Suburb: |
| From (Road name): | | To (Road name): | |
| Proposed Works | | | |
| Full Scope of Works including issued for construction drawings <i>(please add a separate document if required):</i> | | | |
| Time and Date of Proposed Works | | | |
| Proposed start date of works: | | Proposed end date of works: | |
| Proposed time of works <i>(e.g. 6.30am to 6.30pm):</i> | | | |

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|------------------------|---------------------|-----------------|----------------|-------------------------|
| OFFICE USE ONLY | Receipt date: | Receipt number: | CSO: | Amount: |
| | Application number: | | Date approved: | Approving officer name: |

Traffic Management (refer to Supporting Documentation section for detailed requirements)

Please specify which is most relatable to the activity/work to be undertaken:

Short-term works (One shift at the time only)

Long-term works (Both day and night and left unattended)

In preparing the temporary traffic management documentation, please be aware that Council will **NOT** accept the following items:

- (a) Detour routes that include travel on any unformed/unopened/unmaintained road reserve shown as such on Council's Road Register;
- (b) Traffic travelling counter clockwise (i.e. contraflow) on a Council controlled roundabout; or
- (c) Proposals for pedestrian management on four lane roads which include no pedestrian detour or a detour in excess of 1000m (1km).

Traffic Guidance Scheme (TGS)

TGS reference number(s):

Authorisation for Council to Contact any Party to the Application

In assessing this Application, Council may contact or share information with any of the parties listed below (Parties to the Application), to request further clarification of the submitted material and/or request additional documentation. If signatures are unable to be provided on the form, an email from the TMD/TMI authorising contact may be provided. By completing this authority, a Party to the Application authorises Council to share information with, and request additional information about, the Application from other Parties to the Application.

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|--|----------------|---------------|
| Utility Authority (Client) | Name: | Signature: |
| | Email address: | Phone number: |
| Principal Contractor (PCBU) | Name: | Signature: |
| | Email address: | Phone number: |
| Traffic Management Designer (TMD) | Name: | Signature: |
| | Email address: | Phone number: |
| Traffic Management Implementor (if different to TMD) | Name: | Signature: |
| | Email address: | Phone number: |

Supporting Documentation (All supporting documentation listed below is to be provided at the time of lodgement. If any of the below information is not provided, your Application will not be assessed and will be returned to you for review and updating prior to resubmission)

Please provide the relevant supporting documentation requested below when submitting this form:

- A full set of 'Issued for Construction' drawings.
- A traffic management plan ("TMP") prepared in accordance with the *Manual of Uniform Traffic Control Devices* ("MUTCD") by a competent person, including a site specific:
 - Risk Assessment showing the proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity;
 - Options analysis (Through/Past/Around); and
 - Traffic Guidance Scheme(s) ("TGS"):
 - (a) Which includes a cross-section with dimensions to demonstrate that minimum lane width per the *Qld Guide to Temporary Traffic Management* ("QGTTM") Part 3: Table 2.5 can be achieved, sufficient width for pedestrians to travel past the worksite and consideration has been given to requirements under the Code of Practice-Excavations (i.e. zone of influence); and
 - (b) Includes a unique drawing number and be in colour.
- Alternatively to a TMP, for a worksite that is only a short-term low-impact worksite as provided for under the QGTTM Part 5: *Short-Term Low-Impact Worksites*, a complete and compliant Safe Work Method Statement ("SWMS") and documentation showing where/how SWMS and/or site specific TGS are to be implemented has been included, appropriate for this Application, signed by a Traffic Management Designer with their TMD number shown.

- A copy of the Certificate of Currency for the current public liability insurance policies held by the Applicant and the traffic management implementor, which is applicable to the undertaking of the prescribed activity, and which provides indemnity for each individual occurrence in an amount not less than \$20,000,000.

Declaration

The Applicant hereby certifies that they understand and agree that:

- (1) The Applicant is the relevant person with authority to make this Application and the details provided in this Application are correct;
- (2) No works are to commence until a letter of no objection (Letter of No Objection) has been issued by Council for the Proposed Works outlined in this Application;
- (3) If a Letter of No Objection is issued, it will be:
 - (a) Subject to any conditions included with the Letter of No Objection issued by Council and the conditions of all other permits, approvals and consents required in order to commence the Proposed Works; and
 - (b) Current for the period stated in the Letter of No Objection or until:
 - (i) The expiry of the Public Liability Insurance Policy unless proof of renewal is provided to Council; or
 - (ii) The Letter of No Objection is suspended or cancelled by Council pursuant to the conditions of the Letter of No Objections,
- (4) By proceeding with the Proposed Works, the Applicant agrees to the conditions included with the Letter of No Objection issued by Council subject to this Application, and the conditions of all other permits, approvals and consents required in order to commence the Proposed Works;
- (5) The Applicant must attend a site inspection with Council if requested;
- (6) Any proposed changes to the plans, information and/or supporting documentation included with this Application (e.g. revision of IFC drawings and specifications) must be submitted to Council for review and assessment. Failure to do so may result in compliance action. It is noted that Applicants should allow a period of 10 working days for Council to review and assess any proposed changes; and
- (7) The Applicant agrees to indemnify and keep indemnified, Council and its representatives against all loss, liability and expense borne of harm that arises directly or indirectly from the Proposed Works allowed under the Letter of No Objection and any other activities carried out, or structures constructed, by the Applicant or the Applicant's employees, contractors and representatives, including all activities carried out, and all works and structures constructed, on each road identified in this Application. The Applicant acknowledges that "harm" includes, but is not limited to property loss, property damage, death, personal injury, and illness.

Signed by the Applicant (Authorised Person where Applicant is a company):

Name: _____ Position: _____

Signature: _____ Date: _____

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule for Civil Operations](#)

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

Undertaking works within the road reserve

Utility Authorities

The application process

The application process to obtain approval to undertake works within the Council controlled road reserve for Utility Service Providers (USP) involves a two-step process.

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| Step one: | Land Access Certificate (LAC) <p>In this step, the USP submits a Land Access and Activity Notice/Written Agreement of Works/Intention to Break Ground Request to Council outlining the proposed works required to install infrastructure and seeking Council's "in principle" support for the plan.</p> <p>If Council agrees with the proposal, a LAC is issued to the USP. LAC's will have a six month timeframe to allow the USP to further develop and finalise the plans for the work and organise construction and traffic management providers. The LAC will contain conditions relating to alignments, requirements around construction and reinstatement, consultation and location of above ground infrastructure.</p> <p>An LAC does not authorize a USP or their contractor to undertake the works.</p> |
| Step two: | Letter of no Objection (LONO) <p>When the USP is ready to commence the proposed works approved "in principle", an <i>Undertake Work in a Road Reserve (Utility Authority) Application Form</i> must be submitted to Council for assessment.</p> <p>Due to the legislative nature of USP works, Council is not in a position to approve or reject the application, however, can negotiate with the USP to achieve an acceptable outcome for both parties. In order for the application to be processed, the Applicant will need to note the USP's LAC number (if works are to break ground) on the application and submit "issued for construction" (IFC) drawings (rather than the concept drawings submitted in the LAC process), a works methodology outlining how the works will be undertaken, actual dates for the works and appropriate traffic management documentation generally consisting of a Traffic Management Plan and associated Traffic Guidance Schemes.</p> <p>If Council agrees with the proposal, a LONO is issued to the applicant. The LONO will be issued for the specific dates of the works and will contain conditions relating to traffic management impacts, road closure requirements, responsibilities under the relevant Acts and Codes of Practice, asset conditions, damage rectification requirements, times of work and site-specific requirements.</p> <p>The LAC and the LONO must match in terms of location, type of works and construction methodology. If this is not the case, the LONO will not be issued until either it or the LAC is updated.</p> |

For works that don't break ground

In the case where a USP's works do not require breaking ground (for example, Ergon overhead line works, APA maintenance of distribution facilities or Telstra works in existing pillars), only step two of the above process is required. Discussion between Council and USP's may also lead to Annual LONO's for minor maintenance works that don't break ground.

Regardless of the type of work, the applicant/USP/contractor must have a valid and in-date LONO prior to undertaking any works on a Council controlled road reserve.

The only exemption to the above is for "emergency works". If enacting the emergency works clause, please email Council to advise location, type of emergency and dates of works, prior to commencement.

Extensions

LAC: If the USP doesn't complete its works in the timeframe allocated in the LAC it must apply for a new LAC. LAC's cannot be extended. Any LAC extension requests will be logged as a new application and assessed as such.

LONO: A LONO can be extended if the USP or their contractor doesn't complete the works by the dates requested for the LONO. The extension request is accepted in the form of an email noting the original LONO number and the new requested dates.

Amendments

LAC: An amendment to a LAC may be requested where the location or type of work changes during the design process. The amendment request is accepted in the form of an email noting the original LAC number and the new details.

LONO: A LONO can be amended if the way the works are to be carried out needs to be reviewed, or the way network impacts are going to be managed has changed. The amendment request is accepted in the form of an email noting the original LONO number and the new details.

The LAC and the LONO must match in terms of location, type of works and construction methodology. If this is not the case, the LONO will not be issued until either it or the LAC is updated.

Fees and Charges

LAC: An LAC notification does not attract any fees.

LONO: A LONO application is charged in line with Council's Fees and Charges for cost recovery fees only.

For further information, please contact Morag Illingworth – Corridor Management Coordinator on (07) 4936 8619 or email Morag.Illingworth@rrc.qld.gov.au.