Temporary Road/Footpath Closure Application Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.16 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011*. Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when planning to undertake any approved works or carry out temporary traffic management activities in a Council controlled road reserve. Please allow up to ten (10) business days for this application to be processed.

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

Applicant Details *(Must be the Principal Contractor (PCBU) for the site)*

Company/Business name:	
ABN no.:	
Postal address:	
Contact name:	
Contact number:	Email:

Correspondence Email Address *(if different from Applicant)*

By providing an alternative email address below, you authorise Council to send all correspondence and notifications relating to this application to that email address.

Correspondence Email:

Location of Proposed Works

Address/Road name:	Suburb:
From (road name):	To (road name):

Application Type

☐ Temporary Road Closures – please specify if closure/s is: ☐ Partial ☐ Full

☐ Temporary Footpath Closures – please specify if closure/s is: ☐ Partial ☐ Full

☐ Works on behalf of Council or TMR *(please provide a letter as evidence for TMR works)*

☐ Permit Amendment/Extension – please provide details of amendment/extension requested:

Time and Date of Proposed Works

Proposed start date of works:	Proposed end date of works:

Proposed time of works *(e.g. 6.30am to 6.30pm)*:

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

Related Approvals

Has an Approval to Install/Alter Private Infrastructure in a Road Reserve been issued? *(eg. For a driveway, stormwater connection, water pipeline)*

☐ Yes – Approval No. _____

☐ No – Please complete an Install/Alter Private Infrastructure in a Road Reserve Application Form and have it approved prior to continuing with this Application.

☐ Not Applicable – temporary road/footpath closure only *(no associated private infrastructure installed in the road reserve)*

Public Liability Insurance *(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)*

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 (Applicant/PCBU):	
Policy no:	Insurer:
Policy holder (Traffic Management Implementor):	
Policy no:	Insurer:

Details of Proposed Works *(not required if a related approval to Install/Alter Private Infrastructure in a Road Reserve has been issued, and the approval number is provided above)*

Description and extent of the Proposed Works to be carried out on the road or which will interfere with the road or its operations *(please include a separate document, if required)*:

Description of the plans and specifications for carrying out the Proposed Works described above that accompany this Application *(please include a separate document, if required)*:

Is any proposed activity or work to be undertaken on or over an awning located in the road reserve?

☐ No

☐ Yes *(if yes, complete the details below, and an RPEQ written advice or report must accompany this Application that the structural integrity of the awning has been assessed and determined to be capable of supporting, and containing, the plant, workers, tools and materials to be used on, or above, the awning)*

Description of the activity/work to be undertaken, and the plant, workers, tools and materials to be used on or over the awning:

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.

Traffic Management Designer (TMD)	Name:	Signature:
	Email address:	Phone number:
Traffic Management Implementor *(if different company to TMD)*	Name:	Signature:
	Email address:	Phone number:

Supporting Documentation

Please provide the relevant supporting documentation when submitting this form:

☐ 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.

☐ Plans and specifications detailing:

- the relevant part of the road that is to be used for the undertaking of the activity; and
- the proposed location of each structure and item of equipment to be used in the undertaking of the prescribed activity.

☐ 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.

☐ If proposing to undertake an activity or work as part of the prescribed activity on or over an awning above a road area—a written advice or report from a RPEQ that the structural integrity of the awning has been assessed and is determined to be capable of supporting, and containing, the plant, workers, tools and materials to be used on, or above, the awning.

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) The Proposed Works must not commence unless and until an approval in the form of a Permit to Carry Out Works within a Council Road Reserve (the Permit) has been received from Council;

(3) If the Permit is granted, it will be:

- (a) subject to conditions included with the Permit issued by Council and the conditions of all other permits, approvals and consents required in order to commence the Proposed Works, including but not limited to *Council Road Reserve Works Permits*; and
- (b) current for the period stated in the Permit or until:
  - (i) the expiry of the Public Liability Insurance Policy unless proof of renewal is provided to Council; or
  - (ii) the Permit is suspended or cancelled by Council pursuant to its local laws and/or the conditions of the Permit;

(4) By proceeding with the Proposed Works, the Applicant agrees to the conditions included with the Permit 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) Under Council's local laws, failure to comply with a condition of an approval is an offence, which may result in the imposition of penalties, and the suspension or cancellation of the Permit, and other enforcement action;

(6) If there is more than one Applicant, each of the Applicants are jointly and severally bound by the Conditions of the Permit;

(7) The decision of Council to issue a Permit is NOT an endorsement or approval of the safety or effectiveness of the traffic management plan ("TMP") or associated traffic guidance schemes ("TGS") and does NOT imply that the TMP or TGS complies with any or all applicable laws, regulations, local laws, codes, standards, guidelines or manuals. Council disclaims any responsibility or liability that may arise from or in connection with the TMP and TGS submitted by the Applicant;

(8) Council may conduct site audits, including, but not limited to audits of the TMP and TGS, periodically, at the discretion of Council;

(9) The Applicant must attend a site inspection with Council if requested;

(10) The Applicant must be responsible for the supervision of the Proposed Works and any other activities or works conducted by the Applicant or the Applicant's employees, contractors and representatives;

(11) The Applicant must ensure that the Proposed Works and any other activities or works conducted by the Applicant or the Applicant's employees, contractors and representatives is undertaken in accordance with the *Approval to Install/Alter Private Infrastructure in a Road Reserve*;

(12) Council may request additional reasonable information relating to this Application and/or the Proposed Works. The Applicant must supply further reasonable information or clarification of information, documents or materials as requested by Council within seven (7) days upon request by Council;

(13) In satisfaction of *Local Law No. 1 (Administration) 2011*, and subject to Council allowing the Applicant to carry out the activities authorised under an approval, 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 authorised by a Permit 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 a Permit. The Applicant acknowledges that "harm" includes, but is not limited to property loss, property damage, death, personal injury, and illness;

(14) In accordance with *Local Law No. 1 (Administration) 2011*, Council reserves the right to amend, suspend or cancel a Permit,

(15) 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;

(16) All supporting documentation is to be provided at the time of lodging this Application. If any of the supporting documentation is not provided, then your application will not be assessed and will be returned to you for review and updating prior to resubmission;

(17) Applications for a Permit, accompanied by supporting documentation, must be lodged at least 10 working days prior to the date that the Applicant plans to commence the Proposed Works. The Applicant notes that Council recommends the Applicant lodges this Application, accompanied by relevant supporting documentation, at least 20 working days prior to the date that the Applicant plans to commence the Proposed Works, to allow for delays in application processing time frames, notifications and any updates to documents required;

(18) The 10 working day assessment period will only begin on submission of a complete Application; and

(19) Council is not liable for any loss, expense, cost or claim, suffered by the Applicant or any other third party, as a result of the commencement of the Proposed Works being delayed or prevented by Council's processing, approval, and/or refusal of this Application or any other application for any other permit, consent or approval required in order to commence the Proposed Works.

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

Please note, your application will be processed once payment has been received. Applications completed without payment may be returned. If your application has been submitted online, Council's Customer Service staff will contact you shortly to organise payment.

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 or debit card 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.

Submit

ROCKHAMPTON REGIONAL COUNCIL

factsheet

Undertaking works within the road reserve

Private Third Parties

Who does work in the road reserve?

Private third parties (companies, State Departments (like the Department of Transport and Main Roads and Queensland Rail) and individuals) may need to undertake works in the Council controlled road reserve. This work can range from installing pipelines and poles, to driveway crossovers and stormwater infrastructure or erecting temporary traffic management signage to control traffic around a worksite.

Any time people, vehicles or signage are used as part of works anywhere in between the property boundaries on either side of the street (i.e. on the road, parking lane, shoulder, verge or footpath area), an application needs to be made to Council and approval granted prior to the works commencing.

The only exception to this application process is for works carried out by Council. Contractors working on behalf of Council still require Council approval.

Why does Council need to approve works?

Council has a responsibility as the Road Infrastructure Manager to ensure works undertaken within Council controlled road reserves are safe for the public, including motorists, cause as little impact to the traffic network as possible and do not adversely impact Council-owned assets. To do this, Council requires all works to be assessed and approved prior to commencement.

The application process

Applications for standard residential driveways and/or residential stormwater connections (RES)

This application is for the construction or alteration of a standard residential driveway or residential stormwater connection in a Council controlled road reserve. It is a one step process, whereby the applicant submits a *Construct a Standard Residential Driveway and/or Residential Stormwater Connection Application Form* to Council for assessment. The application must include plans, appropriate public liability insurance, the specific dates and times that work will be undertaken and traffic management plans (if required).

If Council agrees with the proposed works and traffic and pedestrian management, a permit will be issued.

Applications for the installation of all other private infrastructure

The application process to install private infrastructure (other than a standard residential driveway and/or stormwater connection) involves a two-step process.

Step one:	**Complete an *Install/Alter Private Infrastructure in the Road Reserve Application Form (PIRR)***
	When an organisation wishes to install private infrastructure (for example, a new commercial or rural driveway crossover, stormwater pipes or kerb adaptors, private water pipelines, fencing, retaining walls, roads or access tracks etc.) in a Council controlled road reserve, an *Install/Alter Private Infrastructure in a Road Reserve Application Form* will need to be submitted to Council for assessment. This is a proposal to install infrastructure and seeking Council's "in principle" support for the plan. If Council agrees with the proposal, an Approval is issued to the applicant. One of the conditions of this approval is that a *Temporary Road/Footpath Closure Application Form* is submitted to Council and approved prior to any works being undertaken.
Step two:	**Complete a *Temporary Road/Footpath Closure Application Form* (TEMP)**
	When the applicant is ready to commence the proposed works approved "in principle", a *Temporary Road/Footpath Closure Application Form* must be submitted for assessment.

Amendments and extensions

An amendment to a PIRR/RES may be requested where the location or type of work changes during the design process. The applicant will need to resubmit the relevant application form with the amended details for assessment.

An amendment to a TEMP may be requested if the way the works are to be carried out needs to be reviewed, or the way network impacts are going to be managed. The applicant will need to resubmit the relevant application form with the amended details for assessment.

If any proposed works being undertaken within the road reserve aren't completed by the initial nominated timeframes, applicants can resubmit the relevant application form to request an extension.

An amendment/extension fee applies.

Fees and Charges

All applications associated with undertaking works within the road reserve are charged in line with Council's Fees and Charges.

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