

Works Permit Application Form

Works Within Council's Road Reserves and/or Property

Completed application with all relevant documents must be received 5 business days prior to requested start date.

Road closures require 10 business days' notice.

No works are to proceed prior to receiving approved works permit.

APPLICANT DETAILS (PRIMARY CONTRACTOR)

Name:		
Company:		
Postal Address:		
Contact Number:	Phone:	Mobile:
Email:		

DETAILS OF WORKS

Works Address:		
Period of Works:	From:	To:
No. of Working Days:		
Description of Works:		
No. of Parking Bays required: (Only applicable within zoned parking bays)		

REQUIRED ATTACHMENTS TO BE PROVIDED TO COUNCIL

☐ Diagram of works

☐ Public Liability Insurance (\$20 Million or more)

☐ Traffic / Pedestrian Management Plan & Diagrams

☐ White Card Number(s)



PURPOSE OF WORKS

- | | | | |
|--------------------------------------|---|-------------------------------------|---|
| ☐ Development | ☐ Communications | ☐ Stormwater | ☐ Sewerage |
| ☐ Power | ☐ Water | ☐ Driveway | ☐ Other <input type="text"/> |

TYPE OF WORKS

- | | | | | |
|--|--|--|---------------------------------------|-------------------------------------|
| ☐ Excavation | ☐ Driveway / footpath | ☐ Load / unload goods | ☐ Road Closure | ☐ Connection |
| ☐ Bin / container | ☐ Gantry | ☐ Hoarding | ☐ Other | <input type="text"/> |

TYPE OF VEHICLE

- | | | | |
|--|--|------------------------------------|--|
| ☐ Crane (size) | ☐ 6 Wheel Truck (+) | ☐ Chipper | ☐ Concrete Pump / Truck |
| ☐ Bin / Container | ☐ Bob Cat | ☐ Excavator | ☐ Scissor Lift |
| ☐ Cherry Picker / EWP | ☐ Other | <input type="text"/> | |

I (Name) _____

- ☐ have read and agreed to undertake and abide by the Conditions of Approval attached to this document and any special conditions placed on the permit.

Note: Work Permit Application will not be validly lodged unless the applicant has ticked the box indicating acceptance of the Conditions.

Privacy Statement

The information requested is being collected by the City of Darwin to be able to carry out its functions. The City of Darwin may disclose the information provided by you to a third party, in accordance with the *NT Information Act* or our Privacy Policy which is available on our website www.darwin.nt.gov.au or contact 89300 300.

Definitions

Diagram of works – A diagram completed in accordance with relevant Australian standards by a Work Zone 1 certified individual or company that identifies how vehicular and pedestrian traffic will be managed around the work site.

Traffic Control Diagram – A diagram completed in accordance with relevant Australian standards by a Work Zone 1 certified individual or company that identifies how vehicular and pedestrian traffic will be managed around the work site.

City of Darwin
Civic Centre
Harry Chan Avenue
Darwin NT 0800

ABN 11 503 313 301

Postal
Telephone
Facsimile
Email
Website

GPO Box 84, Darwin NT 0801
(08) 8930 0300
(08) 8930 0311
darwin@darwin.nt.gov.au
www.darwin.nt.gov.au



CONDITIONS OF APPROVAL FOR WORKS PERMITS

These Conditions apply to any Permit granted by the Council to an Applicant to carry out works on Council land, including roads, parks and reserves and/or infrastructure. Fees and charges will apply to all permits and can be viewed online at www.darwin.nt.gov.au.

By applying for a Permit, the Applicant accepts these Conditions and any other special conditions which the Council deems necessary and are stated in the Permit.

General

- It is the responsibility of the Applicant to provide a minimum of 5 business days for the Council to process a Works Permit Application.
- Works Permits will be issued to Applicants on an individual job basis.
- The Works Permit Application must clearly state the type of works being carried out and include all attachments.
- Generally, the Works Permit will only allow works to be carried out between the hours of 7am to 7pm Monday to Saturday and 9am to 6pm Sunday and Public holidays, unless otherwise agreed in writing by Council. Any times outside of the regular working hours will require a Noise Management Plan to be submitted and approval from the NTEPA.
- The Applicant accepts complete responsibility for determining the location of all property, services and equipment of public authorities in the vicinity of the works described and to take all steps necessary to protect any such property, equipment and services which may be located within the area, including trees.
- The Applicant must observe all necessary safety precautions and requirements relating to the use of signs, barriers, hoardings and warning devices for works in progress currently specified by the Standards Association of Australia, Work Health and Safety and as directed by Council.
- Liability insurance for an amount not less than \$20,000,000 in the name of the Applicant must be provided with the Works Permit Application.
- Traffic / Pedestrian Management Plan & diagrams are to be compiled by a person with Level 1 Work Zone Traffic Management Accreditation and must be supplied with the Works Permit Application for all jobs. All persons setting up and manning traffic control must have Level 2&3 Work Zone Traffic Management Accreditation.
- The Applicant must maintain all works in a condition suitable for the safe and comfortable passage of vehicles and pedestrians at all times until the works are fully reinstated, whether the reinstatement is to be performed by Council or the Applicant. Reinstatement is to be inspected by Council officer.
- The Council reserves the right to suspend, revoke or cancel a Works Permit, if the Applicant fails to comply with these Conditions or any other applicable law, including Occupational Health & Safety requirements.
- Where a security deposit is required the Applicant authorises the Council to deduct from the security deposit, any costs incurred by the Council in having to perform any reinstatement works for any cause whatsoever.
- The Permit may be revoked if weather conditions do not permit trafficable, vehicular or pedestrian use within any given area.
- The Applicant must ensure that all security/safety fencing clearly identifies the contractor's name and contact details.
- The Applicant indemnifies the Council against all expenses, loss, damages and costs that the Council may sustain or incur as a result, whether directly or indirectly, of:
 - any breach of these Conditions by the Applicant; or
 - any loss of or damage to any property or injury to or death of any person caused or contributed to by the Applicant or the Applicant's personnel.
 - The Council reserves the right to add to or vary the Conditions or special conditions that apply to a specific Permit, at any time by giving reasonable prior notice to the Applicant.

Parks and Reserves

- Where works require entry onto Council's parks or reserves, a site meeting between the Applicant and Council's representative must take place prior to the Works Permit Application being submitted.
- To prevent root zone compaction, no vehicular traffic is permitted within a diameter twice that of a tree's crown perimeter.
- There will be no access permitted to Council's parks or reserves during the wet season (November until April).
- No pegs, stakes or other like devices are to be driven into the surface of a park, reserve or oval without approval of Council.



- Where proposed works require entry to Council's parks or reserves, a security deposit will apply, the value of which will be determined at the site meeting (minimum value \$1000.00).

Roads and Footpaths

- The Applicant must ensure that any steel plates used to cover exposed trenches are skid resistant (checker plate or anti-skid paint) and placed at right angles to oncoming traffic. The plates need to have bitumen placed around the edges to prevent slipping.
- Bitumen surfaces are to be reinstated no longer than 7 days after being opened regardless of progress of works
- Footpath and road reinstatements will be reinstated to a minimum of 1 metre width, or for roads a 300mm bridge, on each side of the trench using 50mm asphalt.
- Concrete reinstatement is to be a minimum 1.5m in width.
- Reinstatement requirements will be determined at the time of the application.
- No trees or vegetation on the verge/nature-strip/road reserve are to be damaged in any way, and no trees or vegetation are to be removed without the express permission of Council Officers, and this is to be confirmed in writing on the Permit.

Road Closure Guidelines

The Applicant is advised to discuss any road or lane closures with Council at least 4 weeks prior to the works commencing to gain a full understanding of Council's requirements.

The following minimum requirements are to be implemented by the Applicant in respect to road closures:

- All of these Conditions apply (to the extent possible).
- Where possible, one way traffic is to be maintained.
- Road closure is to be on the weekend (Sunday preferred) unless otherwise stated in the Permit.
- **Minimum 3 weeks'** notice is to be given to Council including a completed Traffic Management Plan for any works within the CBD.
- **Minimum 10 days'** notice is to be given to Council including a Traffic Management Plan for any works to be undertaken in low impact areas outside of the CBD.
- 2 advertisements are to be placed in the Public Notices section of the NT newspaper, **2 weeks** in advance (2 weekends before and the weekend before).
 - Advertisement to be verified by Council prior to getting placed.
- Depending on the duration of closure and business/residents affected, **at least 1 week** notice of road closures is to be given by letterbox drop to properties within the area
 - Flyer to be checked by Council before distribution
 - If there are any further changes to the programmed works, the business/residents must be advised
- Bus services, NTFES and Ambulance to be notified as soon as possible but not less than 2 weeks prior to road closures commencing
 - The Applicant to provide to the Council written confirmation that it has contacted these public services prior to commencing the works
 - If there are any further changes to the programmed works, the bus services, NTFES and Ambulance must be advised
- Pedestrian connectivity to be maintained at all times.

