

# APPLICATION FOR ROAD & FOOTPATH OCCUPATION PERMIT

2021-2022

Use this 2021 -2022 form to apply for permission to undertake filming and construction works in or from the road and footpath.

OFFICE USE ONLY		
Application no.:	NAR:	Date paid:
S138 Permit fee:	Bond:	Receipt no.:
Late Notice fee:	DTR Fee:	Total:
L138 Tracking Added (late application) <input type="checkbox"/>	A138 Tracking Added <input type="checkbox"/>	

PART 1 - APPLICANT DETAILS	
Company Name:	
Contact Name:	
Address:	
Phone contact (24 hour):	
Email:	
Is the applicant also the supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date:	Signed:

PART 2 – ON-SITE SUPERVISOR DETAILS (if not the applicant)	
Full name of on-site supervisor:	Phone contact (24 hour):

PART 3 – LOCATION OF WORK	
Address:	
Nearest cross streets:	

## PART 4 – WORK DETAILS

Is the work associated with a Development Consent? Yes  No

If 'YES' state relevant application reference number:.....

Start date:.....Completion date:.....Proposed times:.....

**Please allow up to 5 business days for processing.** Please see advice overleaf if permit is required in two business days.

Is Saturday work proposed? Yes  No  Number of days in total: .....

**Please note the maximum approval times in the table below.**

**Description of work:** Using the table below provide a detailed description of the work being undertaken and Council will assess the appropriate fees.

.....  
 .....  
 .....

CATEGORY	EXAMPLE OF TYPE OF WORK INVOLVED	NOTES	FEE
On-road filming	Filming on Council roads in either a moving vehicle or from the road verge.	Each film location to be a separate application.	\$200 per day
Low Impact Works	Painting, signage removal/installation, awning maintenance, house service lines. No plant or machinery will be involved.	One day only, and less than \$2000 in value	\$200
All other works	Reconstruction/installation/upgrade of roads/footpaths/drainage, installation of above/below ground services/utilities, crane operations, concrete pumping and pickups/deliveries.	Approval is for a maximum time frame of 60 days (at Council's discretion).	\$225 application fee, and \$11.00 per day
Site access and fencing	Erection of fencing or hoardings, placement of signage and traffic controllers in the road reserve to facilitate safe vehicle ingress & egress for site works.	Approval is for a maximum time frame of 90 consecutive days (at Council's discretion).	\$570
Time restricted signposted Work Zone	Where the developer requires a signposted work zone to be installed outside their site, so that illegal parking can be enforced.	Application to be endorsed by Kiama Traffic Committee before approval can be granted.	\$2.30/metre/day

**Is approval required within two business days?** Yes  No  If yes, an urgency fee of \$210 is payable.

**PART 5 – PUBLIC LIABILITY INSURANCE**

Evidence of Public Liability Insurance for minimum amount of \$20M (for proposed works duration) is provided

**PART 6 – TRAFFIC CONTROL PLAN**

Traffic Control Plan (TCP) prepared by an RMS accredited person Provided   
 Note: Council will not process the application without a TCP. The TCP should include both the carriageway and footway areas.

**Does the TCP propose to change existing road speed (Direction to Restrict Traffic)?** Yes  No   
 If Yes, additional fee of \$300 is required.

**PART 7 – ROAD OPENING BOND**

**Will the work involve opening up of a road kerb & pavement or footpath surface?** Yes  No

If Yes a performance bond is required. Please provide the following details:

Road surface	..... sq.m. @ \$500/sq.m.	= \$ .....
Paved/concrete footpath	..... lineal metres @ \$800/lineal metre	= \$ .....
Kerb openings	..... opening(s) @ \$300 each	= \$ .....
		<b>\$..... Total amount</b>

**NOTE:** The minimum amount to be paid will be **\$3100**. Incorrect assessment may delay the application.

## PART 8 – FEE CALCULATION

The following fees have been identified by the applicant. Council will calculate the fees and contact the applicant for payment:

On-road filming	<input type="checkbox"/>	\$ 200
Low Impact Works	<input type="checkbox"/>	\$ 200
All other Works	<input type="checkbox"/>	\$ 225 Application fee, and \$11.00 per day
Site Access & Fencing only	<input type="checkbox"/>	\$ 570
On-road Work Zone with parking signs	<input type="checkbox"/>	\$2.30/m per day
Restriction of speed limit	<input type="checkbox"/>	\$ 300
Urgency Fee	<input type="checkbox"/>	\$ 210
Bond Amount		\$.....
<b>TOTAL AMOUNT</b>		\$.....

## TO MAKE AN APPLICATION

Lodge your completed application in person to Council or email it to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au)

The completed application shall include:

- your completed application form and applicable fees (see payment advice below)
- a Traffic Control Plan prepared by a person accredited by Transport for NSW
- evidence of Public Liability Insurance for an amount of no less \$20M for the period of the road occupancy.

**NOTE:** In addition to the above items, where reconstruction/construction of a road/footpath is being undertaken, Council will require detailed engineering plans and specifications to be lodged for its consideration and approval. **Additional fees will be payable.**

Payment can be made in person with credit card, cash or cheque (made payable to “Kiama Municipal Council”) or by phone (02) 4232 0444 with your credit card. If you require Council to phone you for your credit card details, please provide the name and contact number of the cardholder.

Contact name:

Phone number:

**NO WORK IS TO COMMENCE UNLESS A ROAD OCCUPATION PERMIT IS ISSUED BY COUNCIL**

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

**Purpose of collection:** We are collecting your personal information in order to enable Council to assess your application for a road & footpath occupation permit. **Intended recipients:** The intended recipient of the information is Kiama Municipal Council. **Supply:** The supply of this information is compulsory and the personal information you provide will enable Council to assess your application road & footpath occupation permit. **Access/Correction:** You can access the personal information and it may be available to third parties in accordance with the Government Information (Public) Access Act and Council’s Privacy Management Plan. Your personal information may be disclosed to third parties for the purpose of completing the request. You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the Privacy and Personal Information Protection Act 1998. **Storage:** Kiama Council is the agency that holds the personal information. Council may be contacted on (02) 4232 0444 or by email to [council@kiama.nsw.gov.au](mailto:council@kiama.nsw.gov.au) or at 11 Manning Street Kiama, NSW 2533. **Your contact details may be used to update Council’s Name and Address Register that we may use to contact you regarding any other Council matter.** Kiama Council’s Privacy Policy can be viewed at [www.kiama.nsw.gov.au/your-council/policies](http://www.kiama.nsw.gov.au/your-council/policies)