

# APPLICATION FOR ROAD & FOOTPATH OCCUPATION PERMIT

- Use this form to apply for permission to undertake filming and construction works in or from the road and footpath. Fees are required in accordance with Council's adopted Fees and Charges.

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

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 (if applicable):	
Applicant's Name:	
Address:	
Phone contact (24 hour):	
Email:	
Is the applicant also the supervisor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signed:	Date:

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 TIMES
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**PLEASE NOTE:**

- Please allow up to 7 business days for processing.
- If the permit requires a full road closure (i.e. No through traffic) or requires construction of permanent traffic facilities, the permit will need approval from the Kiama Local Traffic Committee. Applications for approval from the Kiama Local Traffic Committee require 4 months notice. Please call Council for advice if you have any questions regarding your application.

Proposed Start Date:	Proposed Finish Date:
Proposed Times:	Includes Saturdays: Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>TOTAL NUMBER OF DAYS:</b>	
Permit required within two business days (An additional fee of \$225 applies): Yes <input type="checkbox"/> No <input type="checkbox"/>	

## PART 5 – DESCRIPTION OF WORK

Please provide a detailed description of the work being undertaken and Council will assess the appropriate fees\*

Is the work associated with a Development Consent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, provide Reference No.	

\*Fees will be calculated in accordance with Council's fees and adopted fees and charges. A summary table is below:

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.	\$215 each 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	\$215 for one day
All other works	Reconstruction/installation/upgrade of roads/footpaths/drainage, installation of above/below ground services/utilities, crane operations, concrete pumping and pickups/deliveries, use of Traffic controllers' in a public road and dewatering of a site.	Approval is for a maximum time frame of four months (at Council's discretion).	\$240 application fee, and \$13.00 per each additional day.
Site access and fencing	Erection of fencing or hoardings in the road reserve.	Approval is for a maximum time frame of four months (at Council's discretion).	\$625
Time restricted signposted Work Zone	Where a signposted enforceable signposted work zone is to be installed outside the site.	Application to be endorsed by Kiama Traffic Committee and Council before approval can be granted. Allow up to two months. Applicant responsible for organising signage.	\$2.40/metre/day
Speed Reduction	Reduction of signposted speed on the TCP.	Where shown on the TCP that the speed limit will be reduced This is in addition to all other fees.	\$315
Urgency Fee	Permit needs to be expedited.	Where the permit is required within 2 business days of lodgement .This is in addition to all other fees.	\$225
Notification Fee	Where Council is required to publicly notify the application.	Where Council is required to publicly notify the application.	\$100
Inspection Fee	Where works in the public domain are required to be inspected.	Up to 5 inspections.	\$355
Engineering Assessment	Where works in the public domain are required to assessed.	Fee assessed on cost of works.	\$600 to \$1,200

## PART 6 – PUBLIC LIABILITY INSURANCE

Evidence of Public Liability Insurance for minimum amount of \$20M (for proposed works duration) shall be provided. The insurer, date of expiration and policy number is to be provided below:

Insurer	Expiration Date of Policy	Policy No.

## PART 7 – TRAFFIC CONTROL PLAN

A traffic control plan prepared by a suitably qualified person shall be provided. The name and accreditation number shall be provided below:

Accredited Person	Accreditation Number

## PART 8 – ROAD OPENING BOND

Does the work involve opening up a road or concrete footpath surface? Yes ☐ No ☐

If yes, a bond will be required to open up a road and/or footpath. The minimum amount to be paid will be **\$3200** or \$450/square metre (whichever is greater). Further details may be requested by Council regarding this requirement. Council may allow any bond paid with the Development Approval, in lieu of requiring this payment.

## 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 separate PDF documents which includes:

- this completed application form;
- the Traffic Control Plan;
- evidence of Public Liability Insurance for the period of work proposed;

You will be contacted for fee payment. To expedite the issue of the permit, you may provide your contact name and phone number below and you will be contacted for Credit Card Payment. Payment can also be made in person with credit card, cash or cheque (made payable to “Kiama Municipal Council”).

Contact name:		Phone number:	
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## 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)