

# ROAD ACTIVITY PERMITS

## CHECKLIST

### About this checklist

To carry out work in, on or over a public road the consent of Council is required. The required permits listed below must be lodged with the relevant fees a minimum of 10 business days prior to commencement of construction work and 5 business days for non-construction activity.

### Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
**Post** Locked Bag 2069, North Ryde NSW 1670  
**Email** [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
**Phone** (02) 9952 8222

## PART 1: PERMITS & FEES

### 1.a) Will the work be carried out in, on or over a public road / footpath without changing restricted or metered parking?

**Yes** Complete Road Use Permit Application Form RAP1.1 and submit with applicable fees  
 (Form RAP 1.1 to Traffic Engineer for approval)

**No** Complete a Work Zone Permit application

### 1.b) Will the work require a Work Zone with parking control signage?

**Yes** Complete Work Zone Permit Application Form RAP 1.2 and submit with applicable fees  
 (Form RAP 1.2 to Traffic Engineer for approval)

**No**

### 1.c) Will the work require opening of road / footpath surface?

**Yes** Complete Road / Footpath / Driveway / Nature Strip / Kerb & Gutter Opening Application Form RAP 1.3 and submit with applicable fees. If the work requires placement of any signage on Council's land or has an associated Traffic Control Plan or Pedestrian Control Plan, a Road Use Permit Form RAP1.1 will also be required.  
 (Form RAP 1.3 to Restoration Co-ordinator)

**No**

### 1.d) Will the work require an elevated tower, crane or concrete pump on the road / footpath?

**Yes** Complete Temporary Placement of Elevated Tower, Crane or Concrete Pump Application Form RAP 1.4 and Road Use Permit.

#### Is this a late application?

**Yes** Late fee applies  
 (Form RAP 1.4 to Traffic Engineer for approval)

**No**

### 1.e) Will the work require a crane to operate over air space of a public road / footpath?

**Yes** Complete Operation of a Crane Over Air Space Application Form RAP 1.5 and submit with Road Use Permit (if lifting material from Council's footpath / road).  
 (Form RAP 1.5 to Traffic Engineer for approval)

**No**

### 1.f) Will the work require a security fence or overhead hoarding on any part of road reserve?

**Yes** Complete Construction Hoarding Permit Application Form RAP 1.6 and submit with a Road Use Permit  
 (Form RAP 1.6 to Building Compliance for approval)

**No**

### 1.g) Will the work require a skip bin on the nature strip?

**Yes** Complete Skip Bin on Nature Strip Permission Form RAP 1.7 and submit with applicable fees. Please submit RAP 1.7 and a Road Use Permit if the skip bin is to be placed in a parking lane.  
 (Form RAP 1.7 to Regulatory Services for approval)

**No**

### 1.h) Will the occupied area affect access to properties?

**Yes** Attach copy of notice to be distributed to residents / businesses  
 (Form to Traffic Engineer for approval)

**No**



## PART 5 : CONDITIONS

1. Adequate vehicular traffic control shall be provided for the protection and convenience of pedestrians and motorists including appropriate signage and flagging. Workers shall be specially designated for this role, as necessary to comply with this condition. This is to be carried out in accordance with the Australian Standard AS 1742.3 – Traffic Control Devices for works on roads and Work Cover requirements.
2. Traffic Control Plans/Traffic Management Plans for the proposed work must be prepared by a person in possession of a current “Select/Modify Traffic Plans” qualification or higher and copy of the qualification must be attached with the application.
3. All the fees and charges must be paid at the time of lodgement of this application. If during assessment it is determined that insufficient fee has been paid, the applicant shall make the additional payment prior to release of any approval.
4. An INTERIM PERMIT will be issued for approved applications, until sign off by an Authorised Officer under the *Roads Act 1993*. The applicant agrees to abide by any additional requirements of the Authorised Officer.
5. At least 6.0 metres width of roadway adjacent to the site shall be left open for two way traffic. Please note that full closure of the road will NOT be allowed. This will require consideration by the Ryde Traffic Committee and approval by Council. This may take 8-12 weeks.
6. Booms shall not operate over pedestrian or vehicular traffic without approved overhead protection. All applications are to advise if there is any overhead work proposed across the footpath area.
7. Appropriate signs and barricades shall be erected to direct pedestrians to an alternate safe passage around a closed section of the public footpath where the public footpath is required to be closed under this approval.
8. The emergency vehicles travelling under lights and sirens are to be given priority and delay to these vehicles actively minimised.
9. The holder of this licence shall maintain safe clearance between workers and vehicles in the adjacent travel lane.
10. The residents/office access in the area affected by the traffic control set up shall be maintained at all times.
11. The holder of this approval shall indemnify the Council against all claims, damages and costs incurred by or charges made against Council in respect to death or injury to any person or damage in any way arising out of this approval.
12. A public liability insurance policy for an amount not less than \$20,000,000 for any one occurrence shall be held in joint names including Council as an interested party. The holder of this approval shall inform its liability insurers of the terms of this condition and submit a copy of liability insurance prior to commencement of work.
13. The operator of any unit carrying out this approval shall have this approval with them and produce it if required along with any other relevant authority approvals granted in the connection with this approval upon request of the Police or Council Officer and Work Cover.
14. Mobile cranes, cherry pickers, elevated tower or concrete boom pumps shall not stand within the public way for extended periods when not in operation under this approval.
15. The operation of the mobile crane shall not give rise to an “offensive noise” as defined in the *Protection of Environment Operations Act, 1997*. Furthermore, vibrations and/or emission of gases that are created during its operations and which are a nuisance, or dangerous to public health are not permitted.
16. The cost to repair damages, as a result of these works, to Council’s footway and roadway area shall be borne by the applicant.

# APPLICATION FOR WORK ZONE PERMIT (FORM RAP 1.2)

## About this form

Use this form to apply for a Work Zone Permit to reserve an area of roadway for the parking of vehicles associated with a construction site. If the zone you are requesting is in a travel lane a Traffic Control Plan is also required with your application.

Applications must be lodged 10 business days prior to commencement with relevant fees. Permits for State Roads should be obtained from TfNSW. *Note - permits will be emailed to the applicant upon approval.*

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## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

Company / Organisation					ABN No.	
Title	Mr	Mrs	Ms	Miss	Other	
Given Name			Family Name			
Address						
Suburb					Postcode	
Preferred contact	Mobile	Phone	Email			
Mobile			Phone			
Email						

## PART 2 : PROPOSED LOCATION OF WORK ZONE

Address	
Suburb	Postcode
Start date	Completion Date
Length of Zone (m)	Development Application Number
Number of Metered Parking Spaces within Work Zone	
Please provide a diagram below showing the proposed location of the Work Zone with associated signs (compliant with Australian Standards), the required space and dimensions of the footpath/roadway.* (See sample over page)	

## PART 3 : TERMS AND CONDITIONS

### FEES

#### Permit Fees:

Under 10 linear metres: \$33.00 per metre per month  
 10 linear metres - 14.99 linear metres: \$431 per month  
 15 linear metres - 19.99 linear metres: \$596 per month  
 20 linear metres or more: \$33.00 per metre per month

Work Zone can only occupy the street frontage of the construction site. Length of zone is to be calculated by the applicant, errors in calculation may result in overpayment which will not be refunded unless changes are made by City of Ryde.

In addition, if the property is located within a metered parking area, the applicant is responsible to pay Council loss of income. This will be calculated per space, per hour for the period of permit. No refunds will be issued for non-use on any particular day.

Additional Road Use Permit is required together with a Traffic / Pedestrian Control Plan if a travel lane is impacted or the footpath / naturestrip is closed.

### SIGNAGE

The permit holder is responsible for the installation of signage for the zone (sign R5-25) in accordance with Australian Standards and the Australian Road Rules (ARR 181) including any additional poles, and restoration of the footpath and roadway including any original signage.

### SAFETY PROVISIONS

Consideration shall be given to ensure sight lines to vehicles entering a public road and using a public road are not unreasonably obstructed.

### HOURS OF OPERATION

Details are to be provided to Council indicating hours of operation required. Normal operating hours are 7.00am

to 7.00pm Monday to Friday and 8.00am to 4.00pm on Saturday. For work outside these hours, specific approval is required.

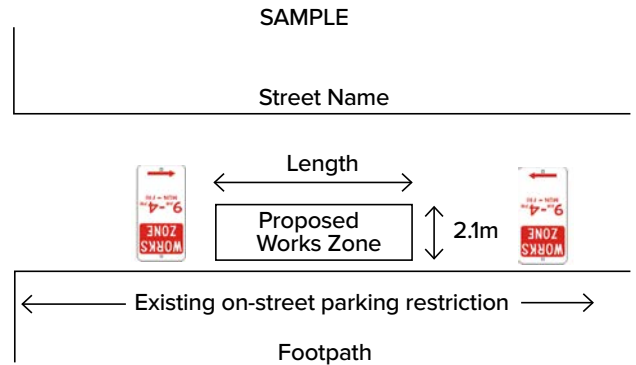
### PUBLIC LIABILITY

Evidence of a minimum cover of \$20 million Public Liability Insurance is to be provided upon application

### INTERIM PERMIT

An interim permit will be issued for approved applications, until sign off by an Authorised Officer under the Roads Act 1993. The applicant agrees to abide by any additional requirements of the Authorised Officer.

### SAMPLE PROPOSED WORKS ZONE DIAGRAM



### SEPARATE APPLICATIONS MUST BE MADE FOR THE FOLLOWING ACTIVITIES WITHIN THE PROPOSED WORK ZONE AREA

- Form RAP 1.1 - Application for Road Use Permit
- Form RAP 1.4 – Application for Placement of an Elevated Tower, Crane or Concrete Pump on Council Road / Footpath
- Form RAP 1.5 – Application for Operation of a Crane over Air Space of Council Road / Footpath
- Form RAP 1.6 – Application for Construction Hoarding Permit
- Form RAP 1.7 – Skip Bin on Nature Strip Permission

## PART 4 : DECLARATION

I agree to comply with Council's Terms and Conditions as set out in part 3

I have attached a copy of Public Liability Insurance

I have attached a Traffic Control Plan for standing in travel lane for assessment.

Signature

Date

No. Parking Meter Spaces (A)

No. Days (Mon-Fri) for period Permit: (B)

Parking Meter Fees (A) x (B) x \$54.00 (daily rate per space) =

GL Receipt = WorkZoneParking

No. linear metres x \$34.50 x no. months (under 10m) or  
 \$453 for 10-14.99m or \$626 for 15-19.99m

No. Linear metres x \$34.50 x no. months (over 20m)

GL Receipt = WorkZonePermit

Assessment Fee per Traffic Control Plan \$200 =

GL Receipt = RoadOpenTraffic

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

OFFICE USE ONLY

Receipt number

Amount paid \$

Date received