

Note before filling this form:

A Road Opening Form is used to apply for a permit to carry out any intrusive digging in the public road or footpath. If any activity likely to impact on traffic flow, even if that activity takes place off-road, a separate application is also required for a **Road Occupancy Permit**.

Council recommends your application be lodged online by Council's [ePathway Portal](https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/>). By using online lodgement, Council will receive your application in real time, resulting in faster approvals.

1 Application Type

Please select the application options below

- A. Road Opening – Utility connections to new and old dwellings**
- B. Road Opening – For any works other than the above**

2 Applicant Details

Please complete all fields below—

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

3 Location

Street No. Street Name

Suburb

Postcode

Lot No

Deposited / Strata Plan No:

4 Proposed Work

Proposed Work

Purpose of Road Opening

- Residential House Utility Connections
- Commercial/Industrial/ Residential Flat Utility Connections
- Utility Authorities & Utility Contractors – Upgrade/New/Maintenance

Relevant DA/CC Number (if applicable)

Work Commence Date

End Date

Site Contact Person

Site Phone

5 Road Opening Requiring Repairs / Restoration

Please tick the relevant types of development and complete all details required

Repairs / Restoration NOT Required (skip to Section 6 if ticked)

Road Opening requiring Repairs/Restoration of:

Roads

Full depth Asphaltic Concrete Road

Sheet Asphaltic Concrete Road

Bitumen Sealed Road

Unsealed Road

Cement Concrete Road

Asphaltic Concrete on Cement Concrete Road

Area of the roads requiring repairs/restoration (sqm):

Footpath and Cycle ways

Cement Concrete Footpath – Full Panel Replacement

Cement Concrete Cycleway – Full Panel Replacement

Footpath Area (Nature Strip) – Earth/Gravel/Turf

Asphaltic Concrete Footpath

Clay Paved Footpath on Concrete Sub Base

Clay Paved Footpath on Road Base

Granite Paver Footpath

Area of the footpath/cycleways requiring repairs/restoration (sqm):

Kerb and Gutter

Layback – full layback replacement

Kerb and gutter – full panel replacement

Kerb and gutter 200mm – full panel replacement

Kerb and gutter - Granite

Length of the kerb and gutter requiring repairs/restoration (sqm):

<input type="checkbox"/>	Driveways Vehicular Crossings
<input type="checkbox"/>	Concrete vehicular crossing – 125mm full replacement
<input type="checkbox"/>	Concrete vehicular crossing – 150mm full replacement
<input type="checkbox"/>	Concrete vehicular crossing – 225mm full replacement
<input type="checkbox"/>	Concrete dish crossing – full dish crossing replacement
Area of the crossings requiring repairs/restoration (sqm):	
<input type="text"/>	
<input type="checkbox"/>	Saw Cutting
Length of the cutting (m):	Depth of the cutting (mm):
<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Others
<input type="checkbox"/>	Restorations of Pram Crossing
<input type="checkbox"/>	Restorations of Drainage Structures
<input type="checkbox"/>	Reinstatement of Line Markings and Traffic signs
<input type="checkbox"/>	Reinstatement of Traffic Sensor
<input type="checkbox"/>	Reinstatement of Median Island, Roundabout etc

6 Required Documents

You are required to provide following information with this application:

A Site Plan or a Locality Sketch / Dilapidation Report or Pre-Inspection Report

For Road Opening other than utility connections to new and old dwellings, the following information are also required:

Engineering Plans (if applicable)

Public Liability Certificate of Currency (value at a minimum of \$20 million)

Traffic Control Plan (If Traffic flow or pedestrian flow is affected, a Road Occupancy Licence application is required)

7 Applicant's Declaration

Please complete the declaration below—

I declare that all particulars supplied are correct and all information required, have been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.

I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright owner acknowledges that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.

Signature:

Date:

General Requirements

General information

- **No works to be commenced until permit/consent is issued by Council**
- The applicant shall contact Council and provide this information at least five (5) working days prior to the intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work

Processing and approval

- The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.
- An appropriate fee must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. **Cheque clearance is required prior to issue of the permit.**
- At the time of lodgment, a copy of the owner's and/or principal contractor's public liability insurance cover to the order of at least \$20m, including number/expiry date, needs to be submitted and if there are any unknown details such as start and end dates of the work, etc.

Applicant's responsibility and compliance

- The owner is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/consent conditions and likewise responsible for compliance in respect of all agents, subcontractors and anyone else carrying out part or all of the activity authorised under the permit/consent
- A copy of the Council endorsed application and the permit/consent must be held onsite and be available for inspection whilst the activity is being carried out
- The applicant shall contact Council for any extension of time required for the work, prior to the original expiry date. Once date has expired a new application is required.

Temporary restoration

- The applicant will be held responsible for all damage in the vicinity of their work unless they have reported damage prior to commencing the work. A dilapidation report may be prepared by the applicant and submitted to Council prior to undertaking the work. A joint inspection is required with the Council officer on completion of works
- The applicant of the proposed activity, shall maintain it in a safe condition until temporary restoration is accepted by Council.

How to lodge an application

All applications are accepted in following ways:

- Use a web-form at Council's [ePathway Portal](https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/>) or
- Email to lcc@liverpool.nsw.gov.au; or
- Post to Locked Bag 7064 Liverpool BC NSW 1871; or
- Lodge at Council's Customer Service Centre on Shop R1, 33 Moore Street Liverpool;

Electronic files

- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form.

Example file name format:

Application Form – 33 Moore Street, Liverpool

Refunds

- Any refunds will be made only to the person/company that paid the fee, and
- Where a refund is required, the applicant must provide contact details for the person/company (if different from applicant) to arrange refund.

Notes on Scheduled Fees

- Detailed schedule of fees and charges can be checked via [Council's website \(www.liverpool.nsw.gov.au/fees\)](http://www.liverpool.nsw.gov.au/fees).
- All fees are payable in advance.
- In the case of road openings where no building plans are submitted, the fees are to be paid prior to any road openings being made.
- The fee payable will be assessed by the City Maintenance and/or Traffic and Transport Unit according to the schedule of fees.
- The road opening application fee payable is for the issue of a Road Opening Permit and usually will not cover the cost of restoration. Restorations will be assessed by Council prior to commencement of proposed work according to Council's schedule of restoration rates and paid prior to issue of the road opening permit. Additional charges for restoration will be measured on completion.
- No bitumen sealed, concrete or asphalt pavements shall be opened without first obtaining written approval from Council. Wherever possible, all pipes are to be placed under pavements by boring or trenchless technology

OFFICE USE ONLY

Additional Information required? Yes No

Condition of footpath/ kerb & gutter /roads inspection satisfied? Yes No

Pathway Lodgement to:

- RO1: Road Opening - Connection to Utilities (for application type A)
- RO: Road Opening – For any works other than the above (for application type B)

Application Number:

Comments

Received by:

Date Received:

Fees	Amount (\$)	Receipt Number	Receipt Date
Connection to Utility Application	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repairs / Restoration	<input type="text"/>	<input type="text"/>	<input type="text"/>
Damage Inspection	<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUIREMENTS:

- This form must be completed, signed and submitted with the application
- Attach photos to verify damage

Is there any damage to the KERB AND GUTTER?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any damage to the FOOTPATH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any damage to the ROADWAY?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any damage to the STORMWATER LINE?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there any damage to the SERVICE PITS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Development Application / Construction / Complying Certificate No (if applicable):		Lot	DP
<input type="text"/>		<input type="text"/>	<input type="text"/>
House No	Street	Suburb	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Inspection Date	Name	Initials	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Company	Contact Phone Number		
<input type="text"/>	<input type="text"/>		

Office Use Only

<input type="checkbox"/> Inspected – no further action	<input type="checkbox"/> Inspected – referred to Civil Maintenance	
Officer Name	Date	Signature of Officer
<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: the proponent is the person authorising the work to be carried out (eg: engaging a contractor to connect a building to the stormwater system).

Family Name(s)/Surname(s) (or company & ACN)::

Full Given Names or Company Contact Person:

House No

Street

Suburb

Business Phone

Home Phone

Mobile

Email

Fax

Proponent's Declaration

- I/We will comply with all environmental and other legislation, Council policies and any other Regulation applicable to the proposed activity
- I/We accept that there will be conditions to any consent the Council decides to give in relation to this application and declare that we will abide by those conditions
- I/We accept that there will be conditions to all consents issued by Council in relation to this application
- I/We accept that, if the opening is found to exceed the initial estimation/measurement, the applicant and the owner(s) are jointly and severally liable for additional charges
- I/We accept the dilapidation report which identifies the existing condition of Council's assets prior to commencing work and any further damage identified will be repaired by Council and charged to the applicant

I/We are the proponent of the subject work. I/we consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Signature:

Date:

Proponent's consent requirements

- If you are signing on behalf of the proponent as the proponent's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc