

**Note before filling this form:**

A Road Occupancy Permit is required for any activity likely to impact on traffic flow, even if that activity takes place off-road.

If required to carry out any intrusive digging in the public road or footpath, a separate application is also required for a **Road Opening Permit**. Separate applications are required for each road occupation.

Council requires minimum ten (10) working days to assess the application and to provide approval following satisfaction of all Council requirements.

There are additional application fees associated with urgent Road Occupancy Permit requests, please refer to council fees and charges.

This application form must be lodged online via Council's [ePathway Portal \(https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/\)](https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/).

### 1 Applicant Details

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

### 2 Location

Road Name

Suburb

First Cross Street

Second Cross Street

### 3 Proposed Work

Proposed Work

Is Road Opening required?

Yes  No

Is S138 approval received (only for new works)?

Yes  No

Start Date

End Date

Road Occupation Time

e.g. 8:00 am to 5:00 pm

### 4 Road Occupancy Details

Is the road occupancy in Liverpool City Centre? Yes  No

Parking Lane Closure

Traffic Lane Closure

Footpath Occupancy

Length (m):

Number of Lanes:

Total Duration (Days):

Site Contact Person

Contact Number (Mobile)

### 5 Required Documents

You are required to provide following information with this application:

- A site plan or a locality sketch
- A copy of community notification letter to affected residents and businesses
- Public Liability Certificate of Currency (at least \$20m)
- A site specific Traffic Control Plan prepared by a certified traffic controllers
- Road Occupancy License from Traffic for NSW (if the work is within 100m of any existing traffic lights or adjacent to state classified roads)

### 6 Worksite Speed Limit

Worksite Speed Limit Required?

(Complete and sign [Part B - Worksite Speed Limit Notification Form](#) if 'Yes')

Yes  No

### 7 Additional Comments

Any Additional Comments (if required)

## General Requirements

### General information

- **No works to be commenced until permit is issued by Council**
- Council requires minimum ten (10) working days to assess the application and to provide approval following satisfaction of all Council requirements.

### 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.



### Applicant's responsibility and compliance

- The owner is responsible for compliance with all of the permit conditions including agents and subcontractors.
- A copy of the permit must be held at site and should be available for inspection.
- The applicant shall contact Council for amendments prior to the original approval expires. There after a new application is required.

### Notes on Scheduled Fees

- Current Council fees and charges are available on [Council's website \(www.liverpool.nsw.gov.au/fees\)](http://www.liverpool.nsw.gov.au/fees):
- All applicable fees and charges are payable in advance
- The fee payable will be assessed by the Traffic and Transport Unit according to the schedule of fees and any additional fees payable will be advised.

### 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](mailto: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

- Attached file are to be named using the following naming convention.  
**Example file name format:**  
Application Form – Street Address

### Refunds

- Request for refund of fees and charges should be made by the applicant in writing stating the reasons for the request, and
- Provide bank details for the refund, if approved.

### Conditions During Works

- The applicant is to indemnify Council against any public liability claims that may arise from the work.
- All accidents, damages to assets or properties or any injuries must be reported to WorkCover NSW and Council.
- Public liability insurance of at least \$20 million must be maintained during the entire period of the works.
- The submitted traffic control plans must be implemented during the proposed works.
- Access to all adjoining properties are to be maintained at all times.
- All emergency services, relevant bus companies, and affected residents are to be advised prior to undertaking the works.
- Clearance must be obtained from affected utility service providers prior to undertaking the works.
- Damages to public assets must be reported immediately to Council's Field Inspector on 1300 36 2170 and repairs must be undertaken to Council satisfaction at no cost to Council.
- Work vehicles are parked according to the parking conditions.
- Directions from the NSW Police Force and Council's Community Standards team are required to be complied with at all times.
- All Road Occupancy Licence conditions are to be implemented

### 8 Applicant's Declaration

All required documents are attached.

All attached documents are free of copyright for Council use only.

Signature:

Date:

### OFFICE USE ONLY

Additional Information required? Yes  No

Pathway Application Type:

ROC1: Road Occupancy

Application Number:

Comments

Date Received:

Fees

Amount (\$)

Receipt Number

Receipt Date

Application




Damage Inspection

This form must be completed and signed if worksite speed limit required. It will be sent to NSW Police Force and Transport NSW as a legal requirement.

Purpose	Council Ref No.
<input type="text"/>	<input type="text"/>

## Location

Road Name	Suburb
<input type="text"/>	<input type="text"/>
Start Location	End Location
<input type="text"/>	<input type="text"/>

## Proposed Date/Time/Speed Limit

Proposed Commencement Date	Time	Proposed Completion Date	Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Operating Times Start	End	Proposed Speed Limit (km/h)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## Site Contact Details

Site Contact Person	Site Phone
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## Work Details

Details of what are proposed to the work

## Applicant's Declaration

Applicant Name	Designation	Contact Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature:	Date:	
<input type="text"/>	<input type="text"/>	

## OFFICE USE ONLY

Email to  
NSW Police Force  
Transport for NSW

Date

**Notes: Roadwork Speed Limit**

Use only R4-212 Roadwork Speed Limit Sign which is adapted with a hinge and lock to hide the sign face when not in use.

**Extract Item 13 Schedule 4 RTA's Delegation to Councils Regulation of Traffic 23 February 2009**

13. Where a council or its sub-delegate wishes to exercise a function in respect to a "Roadwork Speed Limit" traffic sign (Speed Series (R4) Sign No. R4-212 contained in the Roads & Traffic Authority's *Traffic Signs Database* located on its internet website, the following conditions apply:

- 1) When the installation period of a 'Roadwork Speed Limit' sign is to be for 6 working days or less:
  - a. authorisation of the use of the 'Roadwork Speed Limit' sign must be carried out by council or a sub-delegate who holds a current Traffic Control at Worksites certificate issued by the Authority; and
  - b. the nearest office of the Authority is to be notified in writing of Council's intention to implement a roadwork speed limit prior to works commencing; and
  - c. the nearest Police Station is to be notified in writing of Council's intention to implement a roadwork speed limit prior to works commencing.
- 2) When the installation period of a 'Roadwork Speed limit' sign is to be for more than 6 working days:
  - a. authorisation of the use of the 'Roadwork Speed Limit' sign must be carried out by council or a sub-delegate who holds a current Traffic Control at Worksites Certificate issued by the Authority, and
  - b. the nearest office of the Authority is to be notified in writing of Council's intention to implement a roadwork speed limit 7 days prior to works commencing; and
  - c. the nearest Police Station is to be notified in writing of Council's intention to implement a roadwork speed limit 7 days prior to works commencing.
- 3) The need for a 'Roadwork Speed Limit' sign shall be determined in accordance with the document, "Traffic Control at Worksites" Version 4.0 dated June 2010 (RTA Publication No 10.164B) issued by the Authority;
- 4) 'Roadwork Speed Limit' signs shall be installed in accordance with the "Traffic Control at Worksites" document (as already referred to);
- 5) Records maintained by a council and its sub-delegate in respect to a 'Roadwork Speed Limit' sign must include:
  - a. council's or its sub-delegate's written authorisation of the installation [The sub-delegate's Traffic Control at Worksites Certificate number be shown.],
  - b. the location,
  - c. the installation time and date, and
  - d. the removal time and date.
- 6) The 'Roadwork Speed Limit' sign is to be removed as soon as practicable after the road works have been completed.

**Roadwork Speed Limit Signage When Work is Not in Progress.**

Roadwork speed limits may be applied to ensure the safety of workers and reflect the safe speed of travel for the prevailing condition of the road. Council's of a Local Government Area now have the delegation to implement roadwork speed limits.

When utilising roadwork speed limits, it is imperative that these reduced speed limits only be displayed while the restriction applies and for the duration of the need. It is absolutely essential that unless the road condition warrants a reduced speed limit at the worksite, the temporary speed reduction signs are covered when work has temporarily ceased. Please refer to section 8.2 of the Roads and Traffic Authority's Traffic Control at Work Sites, version 4.0, manual for further information regarding roadwork speed limits.

Failure to follow this procedure rigorously can be expected to strongly undermine the credibility motorists' assign to temporary speed limit signage worksites. Over time this will result in a reduction in the effectiveness of worksite speed limits as a means of protecting the safety of both workers' and road users. It may also undermine the credibility of speed limits generally.

The NSW Police Service may enforce worksite speed limits, and where these have been inappropriately applied, this action may serve to reinforce the misapprehension among motorists that enforcement of speed limits is driven by motives other than safety.

Please ensure that all staffs responsible for managing roadworks are aware of their responsibility to cover temporary worksite speed limit signs in the circumstances described above.

