

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.

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/>).

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

Start Location

End Location

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

Site Phone

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)
- 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 Additional Comments

Any Additional Comments (if required)

7 Applicant's Declaration

All required documents are attached.

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

Signature:

Date:

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):
- 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; 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

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