

Note before filling this form:

A Permit to Carry Out Work within a road is required before any intrusive digging work in the public road or footpath is carried out.

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 via [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 approval times.

1 Applicant Details

Please complete all fields below—

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

2 Location

Street No.

Street Name

Suburb

Postcode

Lot No

Deposited / Strata Plan No:

Land Use Type

Residential House

Commercial/Industrial/
Residential Flat

3 Proposed Work

Proposed Work

Relevant DA/CC Number (if applicable)

Start Date

End Date

Site Contact Person

Site Phone

4 Work Type

Please tick the types of work and fill in the corresponding dimensions

Drainage works within the road reserve

Construction of kerb and gutter

Construction of footpath/roadway

Length of the roads opening (linear metre):

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

Engineering Plans (if applicable)

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

Traffic Control Plan

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 seven (7) 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

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. This report will be either a dilapidation report prepared by the applicant or a pre-inspection prepared by Council prior to commencement of any work. At locations with significant defects, 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.

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.
- The fee payable will be assessed by the Development Engineering Unit according to the schedule of fees.
- 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

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 Shop R1, 33 Moore Street Liverpool;

Electronic files

- Attached files are to be named using the following naming convention.
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.

OFFICE USE ONLY

Additional Information required? No Yes

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

Pathway Application Type:

RR: Road Reserve Works - Section 138

Application Number:

Comments

Received by:

Date Received:

	Fees	Amount (\$)	Receipt Number	Receipt Date
Application				
Damage Inspection				

REQUIREMENTS:

- This form must be completed, signed and submitted with 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 or pre-inspection 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