



**WORKS PERMIT**  
**TO CARRY OUT WORK WITHIN COUNCIL'S ROAD RESERVES**

DATE OF ISSUE: \_\_\_\_\_

PERMIT No: \_\_\_\_\_

**1. APPLICANT DETAILS**

RECEIPT No: \_\_\_\_\_

Applicant.....

Company.....

Postal address.....

Email.....

Phone.....

Mobile.....

**2. PROPOSED WORKS**

Work Address.....

Period of Works From.....To.....

**Type of Work**

1. Work Not related with a Development Permit

2. Installation / Repair of Services

3. Other

Description of Works

---

---

---

---

**WORKS BEING UNDERTAKEN FOR**

As Above

Name.....

Address.....

Phone..... Fax.....

**Note:** The applicant has read and agrees to undertake and abide by the Conditions of Approval attached to this document and any special conditions placed on the permit. **Queries to (08) 89830600, [council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)**

**Special Conditions:**

---

---

**Signature of Applicant** ..... **Date** ...../...../.....

Privacy Statement. The information requested within this form is being collected by the Council for the purpose of, approval of works under Litchfield Council jurisdiction and among other things providing appropriate services to Ratepayers, carrying out functions and for compiling or report statistics. If you do not provide the information Council may not be able to approve your application. The Council will not disclose the information provided by you on this form except to Government Bodies.



**COMPULSORY INFORMATION (PERMIT WILL NOT BE ASSESSED WITHOUT ATTACHMENTS)**

Relevant Documents must be provided.

**For (Vehicle Access Driveways including Culvert or Concrete Driveway Only)**

Access has been designed to be used by:     Standard vehicles                       Industrial vehicles

- Size of the Culvert - Width: \_\_\_\_mm    Height: \_\_\_\_mm
- Size Invert \_\_\_\_ mm X \_\_\_\_mm
- Public Liability Insurance Certificate
- White Card Number
- Litchfield Standard Drawing Attached
- Traffic Management Plan

**OFFICE USE ONLY**

**APPROVED:**

- Yes                       No

**Authorised Officer Name/Signature**

.....  
 .....

**Date**...../...../.....

Fees	\$ Unit	Quantity	Fee(s)
			\$
			\$
			\$
<b>Total Fees</b>			\$
<b>Security</b>			\$

Comments: .....

.....

Inspection 1: .....

.....

Inspection 2:.....

.....

**CONDITIONS OF APPROVAL FOR WORKS PERMIT**

This document deals with any works that require the use of Council land for access to services, private property or for any other reason, to carry out works. Fees and charges will apply to all permits and can be viewed online at <http://www.litchfield.nt.gov.au>

At all times, it is accepted that the Applicant / Permit Holder is fully aware of Council's standard requirements, and any other conditions specific to the job being applied for.

**General**

- A - It is the responsibility of the applicant to provide a minimum of 5 working days' notice to Council to enable appropriate decisions to be made.
- B - The submission must clearly state the type of works being carried out and to include all attachments. A plan showing location of the works, depths, and offsets in respect to the road, drains, and fence line is to be provided to Council.
- C - Should the Contractor seeks to install / relocate services, Council will require the "for Construction Drawings" being approved by the relevant authority prior the commencement of any works (e.g. PowerWater). The Approval must contain the stamp, Name, Signature, and a Contact number of the person conceding the approval.
- D - The issue of the Permit is subject to the standard Conditions of Approval stated on the Permit and any other special terms and conditions associated with works deemed to be necessary and stated by Council.
- E - The Applicant accepts complete responsibility for determining the location of all services and equipment of public authorities in the vicinity of the works described and to take all steps necessary to protect any such equipment and services which may be located within the area. (Dial before you Dig 1100).
  - a. Observance of all necessary safety precautions and requirements relating to the use of signs, barriers, hoardings and warning devices for works in progress currently specified by the Standards Association of Australia, Work Health and Safety and as directed by Council.
- F - Liability insurance for an amount not less than \$5,000,000 in the name of the permit holder and the Litchfield Council will be provided with the Works Permit Application.
- G - Traffic / Pedestrian Management Plan & diagrams shall comply with AS1742.3-2009 and issued by a person with Level 1 Work Zone Traffic Management Accreditation. This plan must be supplied with the written Works Permit for all jobs. All persons setting up and operating traffic control must have Level 2 & 3 Work Zone Traffic Management Accreditation.
- H - Maintain any works in a condition suitable for the safe and comfortable passage of vehicles and pedestrians at all times until the works are fully reinstated, whether the reinstatement is to be performed by Council or the permit holder.
- I - Council shall at all times be indemnified against claims of all types as a result of actions by the Permit Holder. Permits will be issued to applicants on an individual job basis.
- J - Authorisation is given for Litchfield Council to deduct from any security deposits, charges incurred by the Council having to perform any reinstatement works or any part thereof for any cause whatsoever.
- K - The permit to access may be revoked if weather conditions do not permit trafficable, vehicular or pedestrian use within any given area.
- L - All security/safety fencing is to clearly identify the contractors name and contact details



- M - Steel plates used to cover exposed trenches are to be skid resistant (checker plate) and placed at right angles to oncoming traffic.
- N - Bitumen surfaces are to be reinstated no longer than 7 days after being opened regardless of progress of works.
- O - Footpath and road reinstatements will be reinstated to a minimum of 1 metre width or for roads a 300mm bridge on each side of the trench using 50mm asphalt.
- P - Concrete reinstatement is to be a minimum 1.5m in width.
- Q - Reinstatements will be determined at the time of the application.
- R - No trees or vegetation on the verge/nature-strip/road reserve are to be damaged in any way, and no trees or vegetation are to be removed without the express permission of Council Officers, and this is to be confirmed in writing on the permit.

## **GUIDELINES TO WORK WITHIN A ROAD RESERVE (Minor Works)**

These Guidelines aim to assist Consultants, Developers, Contractors, and other parties to comply with the requirements of Litchfield Council when undertaking minor works within Council Lands and Reserves.

### **1. Permit to Work within a Road Reserve - General**

**Prior to the commencement of any work, the Contractor shall hold a copy of the Approved Permit to work within a Road Reserve at all times.**

- » The applicant is responsible to provide a minimum of 5 working days' notice to Council to enable appropriate decisions to be made.
- » Approved Traffic / Pedestrian Management Plan shall be in place at all times during the duration of the works.
- » Open excavations are not permitted across the road. Thrust boring is a preferred method. The Director of Infrastructure & Operations reserves the right to provide exceptional permission under specific site conditions.
- » Please visit <http://www.litchfield.nt.gov.au/index.php?page=council-standard-drawings> to download copies of the Standard Drawings.
- » Where an alteration is required as a direct result of the Works / Development, the Developer will be responsible for all costs associated with the alteration including design, consultation, and physical works.

### **2. Driveways**

Council has specified 2 types of vehicle accesses:

- » Standard vehicle access
- » Industrial vehicle access

For residential properties, Litchfield Council provides a Standard Drawing considering a 5.2m (AS 2890. 1-2004, B99)

Industrial driveways are required anywhere where the likelihood of heavy vehicles using the access is Medium to High. The Designer / Developer shall confirm the width considering the most likely vehicle allowed to use the driveway. The access should be wide enough to enable the design vehicle to remain on the correct lane at all times. The "Austroads Design Vehicle and Turning Path Template's guidelines" should be consulted to confirm the dimensions of the driveway.

### **3. Drawings Requirements**

The following information is the minimum information required on the engineering drawings prior to the commencement of works:

- » The offsets from boundaries of the allotment / property and from the road.
- » The presence of reticulated services and the proposal for relocation (if required).
- » The presence of drainage infrastructure (e.g. side entry pits, kerbing, inverts, culverts)
- » Driveways

### **4. Earthworks**

- » Earthworks should include considerations for protection of vegetation, placing of stockpiles, vehicle parking areas, dust control, runoff control, pedestrian movements, access restrictions to adjoining properties, etc.
- » New road batters must be stabilised and extended to the boundary of the property

- » The topsoil of all disturbed areas should be kept, and reused on those areas to facilitate the re-establishment of vegetation.
- » All batters must be appropriately graded allowing sheets flows preventing mosquito breeding. All topsoil shall remain onsite.
- » Compaction requirements as follows:

#### 5. Backfilling Around Ducts, Pipes, Or Cables

Unless otherwise approved by the Director, all services must be laid at a minimum cover of 350 mm below the footpath surface (or not subject to vehicle loading) and 750 mm below the road surface (or subject to vehicle loading).

Prior to backfill operations, all loose rubbish and foreign material should be removed from the trenches. All open trenches not occupied by permanent work must be backfilled.

Above the level of the sand backfill around ducts, pipes or cables trenches must be backfilled with cement stabilised sand up to 150mm from the underside of the footpath pavement

Between the cement stabilised sand backfill and the finished surface level the h sub-base is to be constructed using Type 2 or 3 natural occurring gravel material or Fine Crushed Rock (FCR). and compacted to 95% Modified Density in accordance with test 5.2.1 of AS1289

#### 6. Backfilling of Roadway Trench

Above the level of the sand backfill around ducts, pipes, or cables, trenches must be backfilled with 3% cement stabilised sand to 150mm below the finished surface level.

The 150mm base course is to be constructed using approved Type 2 natural occurring gravel or FCR and shall be compacted to 100% MMDD. The material used is to be at Optimum Moisture Content (OMC).

The trench is to be finished off with 50mm deep Asphalt

**Table - Dry Density Ratios for Conformance**

Works Components	Mean Dry Density Ratio (R) % ("n" is 3 to 5)	
Natural surface to subgrade, fill, batters, table drain blocks, fill for water course, unpaved areas	90.0 or greater	Conformance
	89.9 or less	Non-conformance
Subgrade, sub-base, unsealed base, shoulders, select fill, levees, structures and culverts in fill, bridge foundation backfill, bridge abutment fill	95.0 or greater	Conformance
	94.9 or less	Non-conformance
Sealed basecourse	100.0 or greater	Conformance
	99.9 or less	Non-conformance
Stabilised basecourse	98.0 or greater	Conformance
	97.9 or less	Non-conformance

Backfill all test excavations with the material and density ratio specified for that layer stabilised with at least 3% cement (by mass).

## 7. Subgrade and Pavements

- » Should the construction of a Subgrade is required; it must be constructed to the same cross section profile as the finished pavement surface.
- » Compaction test for Subgrade and Pavement form part of the approval process.
- » Once the Subgrade is approved, it must not be left exposed for longer than one week.
- » Preparation of the base course is not to proceed until the Director has given approval. Council will recover costs of any additional inspection if the developer has made no genuine attempt to protect the Subgrade.
- » The base course must be placed, rolled, and compacted in layers not exceeding 150mm in depth, and to the correct moisture content. The correct pavement shape must be maintained at each compacted layer.
- » The developer must not proceed with any bituminous surfacing on the pavement until approval from the Director has been obtained following the final trim and compaction testing.
- » Director reserves the right to request a proof rolling for compaction testing

## 8. Road Drainage

On rural areas, table drains play a key role in managing the storm water runoff.

- » Council has adopted trapezoidal (flat bottom) table drains as they reduce the risk of erosion.
- » When possible, road drainage should be dispersed intermittently off the road reserve, via cut off drains rather to directly direct all storm water runoff to natural waterways. Exercise care with cut off drains in order to prevent erosion to adjacent properties.
- » Batters must not be extended into private properties.
- » Council also requires topsoil and the re-establishment of native grass to minimise the erosion, movement of silt to natural waterways and silt deposits on the base of the drain itself.
- » Road drainage shall be designed for a specific design of storm recurrence interval. The value adopted by the Council is Q5
- » Property accesses shall be designed for an ARI of Q100.
- » Culvert design must include the design of causeways and floodways.
- » Considerations of the design and calculations results shall be shown on the Drawings.
- » Drainage calculations shall be made using a method that complies with current Australian Hydrologic Engineering Practice.

## 9. Surfacing

- » Residential vehicle driveways: Prime and seal – 10 mm aggregate
- » Industrial Access as per Council Standard Drawing

## 10. Reticulated Services

- » Should the Developer / Contractor seek to install / relocate services, Council will require the “for Construction Drawings” being approved by the relevant authority prior the commencement of any works (e.g. PowerWater). The Approval must contain the stamp, Name, Signature, and a Contact number of the person conceding the approval.
- » Open excavations are not permitted across the road. Thrust boring is a preferred method. Director of Works reserves the right to provide exceptional permission under specific site conditions.
- » Storm water connection to Council’s system (under the verge):
  - To be reinforced concrete Pipe Class 2 or equivalent 225mm minimum.
  - Sealed joints are to be used for all drainage lines – external bands or rubber ring joints.
  - PVC / PVC-U not permitted.
- » Line is to be extended at least 1 metre each side of the pavement.
- » Water rain marker tape will be required when the service is laid in an open excavation.



- » For thrust boring within Council road reserves, appropriate safety measures are required around the trench at the side of the road, to Worksafe NT Standard. Please refer to AS1742 for Signs and Safety Fences
- » Contractor/Applicant is to notify Litchfield Council's Works Department 08 8983 0600 prior to commencement and on completion of works.

<b>Issued by: HJB</b>	<b>Review: 3 August 2018</b>	<b>Date: 3 August 2017</b>	<b>Revision: 2</b>
-----------------------	------------------------------	----------------------------	--------------------