



## Works Permit

01/2024

1. Please complete this application form and sign the declaration on the bottom of the application form.
2. Include all attachments so Council can process your application in a timely manner.
3. Once processed, Council will issue you with an approval to undertake works within the road reserve. Works are not permitted to commence until a permit has been received.

### Applicant's Details

Full Name:	Contact No.
Company/ Organisation:	ABN:
Postal Address:	
Email:	
Billing Details (person responsible for fees or as above) :	Contact No.

### Authorisation

Works being undertaken on behalf of:	
Contact Name:	Contact No.

### Site Address

Lot/ Section Number	Hundred of
Property Address	
	Road Category:

Refer to Road Categorisation for TTM on Litchfield Council Website

### Type of Works

- |   |  |
|---|--|
| <input type="checkbox"/> Works for Development Permit: DP / .   | <input type="checkbox"/> Service Installation/ Repairs |
| <input type="checkbox"/> Driveway Installation - Approval No. . | <input type="checkbox"/> Traffic Control               |
| <input type="checkbox"/> Trench in, on, across or under a road  | <input type="checkbox"/> Tree Removal                  |
| <input type="checkbox"/> Other                                  |  |

### Details of Works

Works From:	Works To:
Detailed Description of Works (inclusive of alterations to any roadside furniture):	

### Documents Required for Submission

- |  |  |
|--|--|
| ➤ Traffic Management Plan   Traffic Control Guidance Plan                      | ➤ Site Supervisors White Card            |
| ➤ Site Plan and For Construction Drawings Standard Drawings (Council Approved) | ➤ Public Liability Insurance Certificate |

Council may require additional information or public consultation dependent on the type of works.

## Works Permit cont.

### Application Requirements

- It is the responsibility of the Applicant to provide a minimum notice to Council of 5 working days to enable appropriate assessment of the Works within a Road Reserve Permit application. The Applicant shall be the party responsible for the overall control of the works being undertaken and will become the Permit Holder upon permit approval.
- The application must clearly state the scope of works to be undertaken and must illustrate those works on dimensioned plans that detail the location of the works, depths, and offsets in respect to the roads, drains, and property lines, including culvert size, if applicable. The application must include the approved for-construction drawings for the works proposed to be undertaken under the permit (including, but not limited to: site plan, bulk earthworks plan, demolition and vegetation removal plan), regardless of previous approval by Council.
- Traffic Management Plans and/or Traffic Control Guidance Plans shall be submitted with the application for all requested works. These plans shall comply with AS1742.3 and shall be issued by a person with WZ1 Traffic Management Accreditation or Traffic Management Designer 1-3 as per Ausroads Guidelines. These plans shall clearly document any changing nature or location of the works throughout the permit period.
- Liability insurance in the name of the Applicant, for an amount not less than \$10,000,000, shall be provided with the application.
- Crossover construction requires additional hold point inspections. This information will be included with your approved permit. It is up to the applicant to ensure these inspections are completed otherwise the asset may not be accepted by Council.
- Council's Fees and Charges set the fees for this permit and any required inspections. Payment for this application is required at submission and is non-refundable and non-transferrable. Payment for required inspections will be taken prior to Council clearance.

### Permit Conditions

- The issue of the permit is subject to these standard permit conditions, and any other special conditions placed on the permit and associated with the works, deemed necessary by Council.
- The Permit Holder assumes all responsibility for knowledge of and adherence to NTG Development and Subdivision Standards and all other Council requirements.
- The Permit Holder accepts complete responsibility for determining the location of all services, structures, and equipment under the responsibility of other service authorities in the vicinity of the works described and to take all steps necessary to protect any services, structures, and equipment (Dial Before You Dig 1100).
- Should the Permit Holder seek to install or relocate services, Council will require the For-Construction Drawings to be approved by the relevant authority (e.g. Power and Water Corporation) prior to the commencement of any works. The approval must contain the stamp, name, signature, and contact number of the person providing the approval.
- The Permit Holder and all contractors must observe all necessary safety precautions and requirements relating to the use of signs, barriers, hoardings, and warning devices for works in progress as currently specified by the Standards Association of Australia, NT Worksafe, and as directed by Council.
- All individuals setting up and operating traffic control shall be Traffic Management accredited under the Ausroads National framework. The approved Traffic Management Plans and/or Traffic Control Guidance Plans shall be in place at all times throughout the duration of the works. The Permit Holder shall maintain all works in a condition suitable for the safe and comfortable passage of vehicles and pedestrians at all times until the works are fully reinstated.
- The Permit Holder is responsible for all damages within the road reserve incurred as part of undertaking the works, whether to Council infrastructure or that of other service agencies/authorities. Required reinstatement works shall be determined by Council prior to approval of completed works and undertaken by the Permit Holder, at no cost to Council. Council shall at all times be indemnified against claims of all types as a result of actions by the Permit Holder.
- Unless detailed in the approved For-Construction Drawings, no trees or vegetation are to be permanently removed without the express permission of Council. No other trees or shrubs in the road reserve or on adjacent private land outside of the site of works are to be damaged in any way.
- The approved period of works for the permit may be amended by the Permit Holder (no greater than 90 days from the original date of the permit), with Council approval, upon submission of appropriate extenuating circumstances (i.e. weather-related delays). Should the permit expire prior to completion of works, a new application and permit, including payment, will be required. (no more than 3 amendments will be permitted without incurring further administrative fees).
- The permit may be suspended or revoked by Council, with a requirement for immediate cessation of works, if:
  - a. weather conditions do not permit trafficable vehicular or pedestrian use within any given area;
  - b. the applicant fails to adhere to any conditions of the permit; and/or
  - c. Council provides instructions to cease works for any reason.

I..... (Name of Applicant) have read and agree to undertake and abide by the Permit Conditions and any special conditions placed on the permit.

Date Received:	Permit Reviewed By:	Council Use Only	
Payment Type:	Receipt #		Approved Signature:
Special Conditions:	Permit Number:		

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