



City of HOBART

APPLICATION TO OPEN UP AND TEMPORARILY OCCUPY A HIGHWAY

Form 8 – Highways By-law, By-law No. 3 of 2008

By-law made under Section 145 of the *Local Government Act 1993* and Section 46 of the *Local Government (Highways) Act 1982*

APPLICANT'S DETAILS (please complete all fields)

Full Name: _____

Business/Residential Address: _____

Postcode: _____

Postal Address: _____

Postcode: _____

Phone: _____

Email Address: _____

WORK DETAILS (please complete all fields)

Location of Highway to be opened: _____

Purpose for which the Highway is to be opened: _____

Duration of the works: _____

Commencement date: _____

**APPLICATIONS MUST BE RECEIVED 14 DAYS PRIOR TO THE PROPOSED WORK
COMMENCEMENT DATE.**

SUPPORTING INFORMATION REQUIRED

The following information must be provided to the City of Hobart before assessment of the application:

- Proof of Public Liability insurance (\$10,000,000)
- Traffic Management Application
- Road Closure Application (if proposing to close the road)
- A scaled drawing showing the location and extent of the proposed Highway opening and occupation

The fee for the permit is published in the City's Fees and Charges booklet and available from the City's website www.hobartcity.com.au.

WORKS ARE NOT TO COMMENCE UNTIL THE PERMIT HAS BEEN ISSUED.

Applicant's signature: _____ Date: _____



City of **HOBART**

TRAFFIC MANAGEMENT APPLICATION FORM

(Application Order - Highways By-law No. 3 of 2008)

APPLICANT DETAILS

Applicant Name:

Organisation Name:

Postal Address:

Suburb/Postcode

Contact Phone Number:

Contact Email:

EVENT LOCATION / DATE AND TIME

Road on which works/event will occur:

Time traffic management to start: am/pm Date:

Time traffic management to end: am/pm Date:

PURPOSE OF WORKS / EVENT

Why is Traffic Management Required on the public street?

- For the use of a Crane, Scissor Lift, Cherry Picker or similar (PLEASE CIRCLE)
- Erection of Scaffolding or Hoarding (PLEASE CIRCLE)
- For the use of a Concrete Pump
- To construct or maintain infrastructure located within the road reserve
- To safely facilitate a public event
- Other reason (describe below)

SUPPORTING DOCUMENTS

Please attach the following supporting documentation to your application:

1. A Certificate of Currency for Public Liability Insurance (for at least \$10m);
2. A Traffic Management Plan prepared by a qualified operator in accordance with the requirements of Traffic Control for Works on Roads – Tasmanian Guide 2014, and AS1742.3;
3. Evidence that the applicant has planned the works/event and considered the various risks/hazards. This may be in the form of a Risk Assessment or Safe Work Method Statement; and
4. A completed Indemnity and Traffic Management Statement form signed by the applicant and the qualified traffic management provider.

Signed for the Applicant:Date:



INDEMNITY STATEMENT

The, I, We,

(name of organisation/person(s) applying for the permit)

("the indemnifying party") hereby agree with the Hobart City Council ("the Council") to indemnify and keep indemnified the Council against any damage whatsoever and howsoever and to whomsoever caused and for all claims, costs, actions and demands in respect of the death of or injury to any person or loss of or damage to any property resulting as a consequence of any negligent act or omission by the indemnify party arising out of or in connection with the construction works/special event to be conducted on:

(insert dates event/works to be held)

PROVIDED THAT the indemnifying party shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its employees, agents or contractors.

DATED THIS _____ DAY OF _____ 20

SIGNED:

TRAFFIC MANAGEMENT STATEMENT

I, _____ of _____

(name of person and company preparing traffic management plan for the works)

Have prepared the traffic management plan submitted with this application, and to the best of my knowledge, it complies with the requirements of AS1742.3, Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads.

Where I am aware of the traffic management plan not complying with the requirements of AS1742.3, the elements that are not complying have been considered and documented in the Risk Assessment and/or JSA and/or SWMS for the works.

I have current training: "Prepare Work Zone Traffic Management Plan (RIICWD503A)"

Certificate Number: _____ Date of Training: _____

I have current training "Apply Risk Management Processes (RIIRIS301A)"

Certificate Number: _____ Date of Training: _____

DATED THIS _____ DAY OF _____ 20

SIGNED:



ROAD CLOSURE APPLICATION FORM

APPLICANT'S DETAILS

Full name: _____

Organisation name: _____

Postal address: _____

Postcode: _____

Phone: _____

Email: _____

ROAD CLOSURE LOCATION / DATE AND TIME

Road/s to be closed: _____

Time road to be closed: _____ AM/PM _____ Date: _____

Time road to be opened: _____ AM/PM _____ Date: _____

PURPOSE OF ROAD CLOSURE (Description of Event/Construction)

Why is a road closure required/requested?

- To comply with Construction Industry Codes of Practice, it is not practical to keep the road open to traffic during works.
- The event cannot be held without the road being closed
- Other reason (describe below)

Is approval also being sought to excavate part of the road surface or alter a part of the Council's infrastructure? Yes / No

Is approval being sought for consumption of alcohol on the closed road? Yes / No

SUPPORTING DOCUMENTS

The application will not be considered unless the following documentation is attached:

1. A Certificate of Currency for public liability insurance (for at least \$10m);
2. A Traffic Management Plan prepared by a qualified operator in accordance with the requirements of 'Traffic Control for Works on Roads – Tasmanian Guide 2011' and AS1742.3;
3. Evidence that the applicant has planned the works/event and considered the various risks/hazards. This may be in the form of a Risk Assessment, or Safe Work Method Statement
4. A completed Indemnity and Traffic Management Statement form, signed by the applicant and the qualified traffic management provider.

Signed for the Applicant: _____

Date: _____

This form can be returned via email to coh@hobartcity.com.au or mailed to the Manager Traffic Engineering, City of Hobart, GPO Box 503 HOBART 7001.