



## When to use this form

Use this form if you are wanting to apply to build new roads or storm water infrastructure that will be handed over to the City of Hobart to become public infrastructure. It is important to note that you must have planning and building approvals from Council prior to submitting this application.

Before a permit is issued payment of a security bond for the protection of Council infrastructure is required. This amount will be calculated based on the proposed works, associated level of risk and the expanse of the City's infrastructure likely to be affected. Prior to a permit being issued we will forward a payment request to you which will advise the amount of the bond to be paid.

**For your application to be considered please provide the supporting documents listed below:**

- Quality Management System to ISO 9001:2000 certification
- Environmental Management System ISO 14001:2004 certification
- Occupational Health and Safety requirements to AS 4801:2001 certification
- Soil and Water Management Plan
- Traffic and Parking Plan
- Copy of Certificate of Currency for the public liability insurance in the name of the individual or company making this application with the City of Hobart noted as the Principal. Cover to be \$10,000,000 for any one occurrence
- Copy of Certificate of Currency insuring against liability for death or injury to persons employed by the Contractor
- Copy of Certificate of Currency (subcontractors) insuring against liability for death or injury of their workers
- Certificate of qualifications and accreditation to perform the works
- Copy of safety induction program complying with Work Health and Safety Act 2012
- Certification of competence in Safe Working in Confined Spaces
- Copy of Third Party agreements (required for work on or over property owned by a third party)
- Copy of specification (if not Municipal standard)
- Copy of Traffic Management Plan

Issued under *Urban Drainage Act 2013*, *Local Government Act (Highways) Act 1982*, *Local Government (Building and Miscellaneous Provisions) Act 1993*, City of Hobart Policy 7.06.08

## Applicant details

Applications can only be made by an individual or a company.

Are you applying as an individual or a company? (Select 1 option) Required

- individual (complete first and last name details below)
- company (complete company name details below)

First name

Last name

Company name

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## Contact details

First name (if different to applicant)

Last name (if different to applicant)

Email address Required

Telephone number Required

Address Required

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

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## Property owner's details

**First name** Required

**Last name** Required

**Address** Required

**Telephone number** Required

**Email address**

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## Location and description

**Property address** Required

**Description of works** Required

**What is the expected completion date for the works?** Required

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Development application number Required

Approved plan numbers (this includes the plans approved by Council and stamped approved for construction roads and/or stormwater)

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## Contacts

### Site supervisor

Full name Required

Mobile telephone number Required

### Professional engineer

Business name Required

Full name Required


Mobile telephone number Required

Email address


## Supporting documentation

As part of your application please make sure you have attached your supporting documentation as required below.


**Quality Management System to ISO 9001:2000 certification** Required

 Please attach all files to the end of this form before submitting it.


**Environmental Management System ISO 14001:2004 certification** Required

 Please attach all files to the end of this form before submitting it.


**Occupational Health and Safety requirements to AS 4801:2001 certification** Required

 Please attach all files to the end of this form before submitting it.


**Soil and Water Management Plan** Required

 Please attach all files to the end of this form before submitting it.


**Traffic and Parking Plan** Required

 Please attach all files to the end of this form before submitting it.

**Copy of Certificate of Currency for the public liability insurance with the City of Hobart noted as the Principal. Cover to be \$10,000,000 for any one occurrence** Required


 Please attach all files to the end of this form before submitting it.

**Copy of Certificate of Currency insuring against liability for death or injury to persons employed by the Contractor** Required

 Please attach all files to the end of this form before submitting it.


**Copy of Certificate of Currency (subcontractors) insuring against liability for death or injury of their workers**

Required

 Please attach all files to the end of this form before submitting it.


**Certificate of qualifications and accreditation to perform the works**

Required

 Please attach all files to the end of this form before submitting it.


**Copy of safety induction program complying with Work Health and Safety Act 2012**

Required

 Please attach all files to the end of this form before submitting it.


**Certification of competence in Safe Working in Confined Spaces**

Required

 Please attach all files to the end of this form before submitting it.


**Copy of Third Party agreements (required for work on or over property owned by a third party)**

Required

 Please attach all files to the end of this form before submitting it.


**Copy of specification (if not Municipal standard)**

Required

 Please attach all files to the end of this form before submitting it.

**Copy of Traffic Management Plan**

Required

 Please attach all files to the end of this form before submitting it.

**Please provide the Traffic Controller's name and qualification who prepared the Traffic Management Plan.**

Required

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## Terms and Conditions

### **In submitting this application I undertake to:**

- record the works by telephoning the City's Engineering Surveyor on (03) 6238 2744 within 48 hours prior to the backfilling.
- install all barricades, lighting, signage and engage staff to comply with the requirements of Australian Standard 1742.3 Traffic Control for Works on Roads, Australian Standard Field Guides and the Department of State Growth's publication Traffic Control at Work Sites.
- pay for all road closure, advertising and parking fees.
- have the various service authorities infrastructure/plant located and to coordinate with service authorities any service alternations necessary in conjunction with the works.
- pay all costs associated with other service authorities.
- comply with statutory emission limits for noise, dust, erosion, and sedimentation and any direction by an authorised agent.
- deliver information sheets supplied by the City to the adjacent property owners.
- exercise all due diligence, care and courtesy in meeting the requirements of the general public.
- notify the City giving 5 days notice of road closures and to pay associated fees.
- work within the standard times of 7am and 6pm weekdays unless approved otherwise.
- not to obstruct drainage systems.
- to advise the City's Project and Development Inspector (telephone number 6238 2967) within 24 hours notice of a required inspection.
- pay all costs associated with the inspection and testing of all works.
- reinstate highway surfaces with 100% compliance within 3 days of commencement of works, unless a longer period is formally requested and approved.
- engage the City's Civil Works Unit to perform all live connections to the City's mains and to pay for all costs associated with such works.

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## **Indemnity and declaration**

### **Indemnity statement**

a. If a permit is issued by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

(i) any breach or failure to comply with the conditions of the permit by the applicant and/or the applicant's employees, agents, contractors or invitees;

(ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;

(iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the permit or otherwise.

b. By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a permit is granted.

c. This agreement to indemnify does not merge on the expiry or cancellation of the permit, and the applicant will remain bound by the indemnity after the permit has expired or has been cancelled.

### **Declaration**

**I have attached the following documents as part of my application: (Select 1 or more options)**

- Quality Management System to ISO 9001:2000 certification. **Required**
- Environmental Management System ISO 14001:2004 certification. **Required**
- Occupational Health and Safety requirements to AS 4801:2001 certification. **Required**
- Soil and Water Management Plan. **Required**
- Traffic and Parking Plan. **Required**
- Copy of Certificate of Currency for the public liability insurance with the City of Hobart noted as the Principal. Cover to be \$10,000,000 for any one occurrence. **Required**
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- Certificate of qualifications and accreditation to perform the works. **Required**
- Copy of safety induction program complying with Work Health and Safety Act 2012. **Required**
- Certification of competence in Safe Working in Confined Spaces. **Required**
- Copy of Third Party agreements (required for work on or over property owned by a third party). **Required**
- Copy of specification (if not Municipal standard). **Required**
- Copy of Traffic Management Plan. **Required**

**In making this application: (Select 1 or more options)**

- I declare the information and attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. **Required**
- I have read and agree to comply with the terms and conditions associated with my permit. **Required**
- I have read and understood the document 'public infrastructure construction by the private sector'. **Required**
- I declare the work will be carried out as shown on Council approved drawings and to maintain municipal standard specification or other approved specifications (copy included with this application). **Required**
- I am duly authorised to sign on behalf of the organisation or business named as the applicant (if applicable).
- I agree that by typing my name below I have signed this application. **Required**

**Name of signatory** **Required**

**Date** **Required**

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For information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement) <https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement>.

*End of form*

*Don't forget to attach all files before submitting this form*