

Application to occupy and/or carry out works on a highway



City of HOBART

When to use this form

Use this form if you need to occupy a road or road reserve, including doing excavation works (a minimum of 14 days notice is required for excavation works), with any of the following:

- cranes
- concrete pumps
- scaffolding
- traffic control
- industrial waste containers (skip bins)
- special vehicles (including scissor lifts, cherry pickers, travel towers, boom lifts)
- temporary fencing (hoarding)
- excavation work (utility owners) - minimum of 14 days notice required
- excavation work (private contractor) - minimum of 14 days notice required

Does your application involve excavation works?

If excavation works are proposed it is important to note the application form must be submitted at least 14 days before the works are proposed to start. Applications within this timeframe may not be accepted.

If the proposed excavation works involve the removal of parking sensors you will need to complete the In-ground sensor removal application which can be found on our website <https://www.hobartcity.com.au/City-services/Parking/Integrated-Parking-System/Dial-Before-You-Dig-Parking-Sensors?BestBetMatch=parking%20sensors|d13b95b2-5146-4b00-9e3e-a80c73739a64|4f05f368-ecaa-4a93-b749-7ad6c4867c1f|en-AU>. Please be aware that fees will apply for the removal of any sensors (in addition to any fees associated with this application).

For your application to be considered please provide the supporting documents listed below (excluding skip bin or containers):

- Traffic Management Plan (or explanation for an exemption)
- Safe Work Method Statement (prepared as required by the Work Health and Safety Act 2013)
- Certificate of Currency for public liability insurance in the name of the individual or company making this application.

Issued under Part 2 Division 5 Clause 27, Part 2 Division 2 Clause 16 of the Infrastructure by-law 2018 and *Local Government (Highways) Act 1982*.

Applicant details

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

Are you applying as an individual or a company? (please choose only one) (Select 1 option)

Required

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

First name

Last name

Company name

Contact details

First name (if different to applicant)

Last name (if different to applicant)

Email address Required

Telephone number Required

Street address Required

Postal address (if different to above)

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Fee payment

Contact name of person who will be paying fees (if different to applicant)

Telephone number

Application details

What are you applying for? (Select 1 or more options)

- crane
- concrete pump
- scaffolding
- traffic control
- industrial waste containers (skip bins)
- special vehicles (including scissor lift, cherry picker, travel tower, boom lift)
- temporary fencing (hoarding)
- excavation work (utility owners) - a minimum of 14 days notice is required
- excavation work (private contractor) - a minimum of 14 days notice is required
- other

If other is selected, please provide details

Are you undertaking this work for the City of Hobart? (Select 1 option) Required

- yes
- no

If yes, who is your contact person at the City of Hobart?

Detail of works/occupancy

Please provide a description of what you would like to do Required

Are there any street trees, street furniture or other similar City of Hobart items of infrastructure within the proposed area of the works? (Select 1 option) Required

- yes
- no

If yes please provide details of the items in the works area

Start date Required

D	D	M	M	Y	Y	Y	Y
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End date Required

D	D	M	M	Y	Y	Y	Y
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Time(s) required Required

Location

Street number (or other location e.g. Princes Park) Required

Street name Required

Suburb Required

Supporting documentation

Do you have a Traffic Management Plan or an exemption? (Select 1 option) Required


- yes
 no

If no, please explain why


If yes please provide the qualified operator's certificate number

As part of your application please make sure you have attached your supporting documentation as required below. **Please note that these documents are not required if you are applying to occupy a highway with a skip bin or container.**


Traffic Management Plan/exemption

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


Safe Work Method Statement (prepared as required by the Work Health and Safety Act 2013)

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

Certificate of Currency (for public liability insurance)

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

Attach any other documents, plans or images that may support your application

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

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 (excludes applications for skip bins or containers): (Select 1 or more options)

- Traffic Management Plan (or explanation for an exemption)
- Safe Work Method Statement (prepared as required by the Work Health and Safety Act 2013)
- Certificate of Currency

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

- I am aware the work to be done will most likely be high risk work for the purposes of the Work Health and Safety Act 2013. Required
- I declare that 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
- As required by the Department of State Growth instruction 'Traffic Control for Works on Roads - Tasmanian Guide 2014' the Traffic Management Plan that I have attached has been prepared/certified by a suitably qualified person with current training in 'Prepare Work Zone Traffic Management Plan' and 'Apply Risk Management Processes' (for complex proposals).
- 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

D	D	M	M	Y	Y	Y	Y
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End of form

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