



Road Opening Permit Application

Changes to permit processing time

Permit processing times will be temporarily disrupted between 31 October and 5 November to facilitate the roll out of the MyWilloughby platform.

For approvals required between the 30 October and 5 November, it is imperative that your application is lodged prior to 28 October 2024.

Site Address*

Suburb*

Applicant Full Name*

Email*

Postal Address

Suburb

Contact Name*

Contact Number*

The work is part of a

Development Application

Complying Development Certificate

Utility Works (on behalf of a Utility Company)

DA or CDC Number

Other



If 'Utility Works', please provide a job or contract number AND a point of contact for the named utility company

Reason for Permit*

Date from*

Date to*

Number of Months/Days*

Please note:

- Permit approval is subject to the Council's Engineer's satisfaction with the proposed works outlined in the Submissions Requirements Form.
- Where the road opening is part of a CDC for Stormwater refer to Engineering Submissions Requirements before lodging. A sketch/site plan with full dimensions must be provided.

Supporting document

- | | | |
|--|---|---|
| <input type="checkbox"/> Site Sketch (Mandatory) | <input type="checkbox"/> Traffic Control Plan (s) | <input type="checkbox"/> Approval from NSW Police |
| <input type="checkbox"/> Approval from the TfNSW Transport Management Centre | <input type="checkbox"/> Approval from relevant bus company (s) | <input type="checkbox"/> Custom letter from utility provider making reference to this particular work |
| <input type="checkbox"/> Install plan (Utility Works) | | |

(10 MB size limit)



Specifications

Write next to each surface type the number of m2 required (there could be multiple types), minimum charge per m2 or lineal metre.

Surface Type	sq m

General Agreement and Declaration

Applicant/Owner Full Name*

Date*

• I/We acknowledge that loss of income from any parking meter spaces assessed at 100 per cent of the daily rate will be added to the fees.

• I/We agree to employ traffic control during all stages of the work in accordance with Australian Standard AS1742.3-2002.

• I/We declare that my/our public liability insurance policy indemnifying Council in the event of any member of the public suffering injury to their person or property by reason of the works is current and effective.

• I/We agree to pay additional restoration charges if Council's Restoration Supervisor determines that additional costs to repair are required.



- I/We undertake to comply with all conditions and requirements of WorkCover Authority NSW, Council's permit policies and NSW Dial 1100 Before You Dig service applicable to this application.
- I/We agree to make safe the footpath/roadway after completion of the work/occupation of the area and immediately telephone Council's Restoration Engineer on 9777 7787.
- I/We agree to lodge to Council the damage deposit as per current Council's Fees and Charges schedule for Stormwater, Vehicular Crossing or other applicable Permits and acknowledge the deposit will be refundable subject to the approval of Council's Engineer's at the completion of development works as appropriate.
- I/We acknowledge that for Road Opening Permit (Stormwater Connection) and Footpath Crossing permit, Submission Requirements is required to be lodged together with the Permit Applications.
- I/We agree to pay all necessary fees that are required at lodgment of this application. Note: Fees are applicable to all permits as per Council's Fees and Charges schedule, available at www.willoughby.nsw.gov.au or contact Council's Customer Services on (02) 9777 1000.
- I/We acknowledge that every effort will be made to determine a Road Opening Permit Applications within two weeks, however, in some circumstances, the assessment and determination process may take longer time frames. In addition, I/we acknowledge that Road Opening Permit Applications requesting a full road closure will require up to four weeks.
- I/We agree to pay an additional 20% surcharge (based on the total cost of the permit fee excluding restoration costs calculated by multiplying the total cost times 0.2) as well as the Permit fee if a Road Opening Permit Application is received and less than 72 hours notice is given to process the permit application.



I agree to the above terms*

Privacy

The personal information you provide on this form is necessary to enable Council staff to process the form and contact you in relation to the outcome. The personal information will only be viewed by Council staff who have responsibility for processing this form, however may be viewed by others as required by Law. View Willoughby City Council's Privacy Statement for further information.