



Crane - Heavy Plant - Road Occupancy 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.

Important Information to understand before filling out the application

- Application fee and urgency fee are non-refundable
- Urgency fee will apply to all permits lodged 72 hours (3 business days) before the commencement of the works.
- Change of date fee will apply to all permits for any change of date request.
- Permits lodged within 24 hours (1 business day) before the commencement of the works will be rejected.



- The minimum processing time for the crane or heavy plant or road occupancy permit application is two weeks, however, in some circumstances, the assessment and determination process may require longer timeframes.
- If a temporary full road closure is being requested, the minimum processing time is four weeks.
- All supporting documents as listed in the form must be submitted. Failure to provide the required information may result in the application not considered for assessment and not approved.

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

DA or CDC Number

Amendment to an existing permit (supply existing permit number)



Reason for Permit - provide a summary of proposed work*

Date from*

Date to*

Total Days*

Time from*

Time to*

Width in metres*

Length in metres*

How many lanes?*

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 EngineeringSubmissions requirements before lodging. A sketch or site plan with full dimensions must be provided.

- Council's fees and charges are based on the number of days and the occupation of the road (number of lanes and length (in 6 metre intervals)).

Supporting Documents



- Traffic Guidance Scheme (TGS) prepared in accordance with the TfNSW Traffic Control at Work Sites Technical Manual (TCAWS) and other relevant Australian Standards - The plan is to demonstrate the allocated travel paths for road users and/or pedestrians around, past or through a work site. Plan should include all vehicles associated with the works.
- Approval from TfNSW Transport Management Centre - For works within 100-metres from the traffic signals, or on State or Regional Roads
- Traffic Management Plan (TMP) prepared in accordance with the TfNSW Traffic Control at Work Sites Technical Manual (TCAWS) and other relevant Australian Standards - For full road closure
- Approval from relevant bus company (s)- For works impacting bus stops and/or routes
- Approval from NSW Police - For full road closure

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 adequate 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 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 pay all necessary fees that are required at lodgement 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 Crane/ Heavy Plant/ Road Occupancy Permit Application within two weeks, however, in some circumstances, the assessment and determination process may take longer time frames. In addition, I/we acknowledge that Crane/ Heavy Plant/ Road Occupancy Permit Applications requesting a full road closure will require up to four weeks.
- Unless otherwise approved by Council, works shall only be permitted between the hours of 7 am to 5 pm Mondays to Fridays and 7 am to 12 noon on Saturdays. No work is permitted on Sundays or Public Holidays. Works associated with a development application will required out of hours work permit to operate outside of these hours.
- I/We agree to pay an additional urgency fee as per Council's Fees and Charges as well as the Permit fee if a Crane or Heavy Plant or Road Occupancy Permit Application is received and less than 72 hours (3 business days) notice is given to

process the permit application. Permits lodged within 48 hours (2 business days) of the start time will be rejected.

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.