



KENTISH COUNCIL POLICY

NEW INFRASTRUCTURE BY DEVELOPERS IN ROAD RESERVE

Policy Number 06:06:2007

POLICY NUMBER	06:06:2007
POLICY	Adopted 18/09/2007 Minute 7.2.1 Reviewed 17/11/2015 Minute 11.4.5
REVIEW	The effectiveness of this policy will be reviewed every two years.

1. OBJECTIVES:

The Council will generally permit the design and construction of new public highways, property access and infrastructure works (including for example electrical, telecommunications water, sewerage and stormwater) and other assets that are to benefit of the wider community within its area of jurisdiction. Such works are to be undertaken at the proponents cost, to the required standard and by qualified and competent persons with appropriate insurance and traffic control measures put in place.

Unless exempted through legislation then prior to commencing or authorising works within a road reservation the proponent must:

- a) When appropriate first obtain a Planning Permit and/or Building Permit when the works relate to the development of a site;
- b) Complete and 'Application for Works Within Kentish Council Road Reservations for Permit Required by the Local Government (Highways) Act 1982' and provide supporting evidence;
- c) Obtain a 'Permit for Structures and Other Works Within Council Road Reservation' prior to commencing. Council must provide a reason for rejection if a permit is not to be provided;
- d) Complete an 'Acceptance of Conditions and Intention to Commence Work'; prior to commencing;
- e) Undertake the works in compliance with the permit conditions and all relevant by-laws, standards and specifications; and
- f) Lodge an 'Advice of Completion of Works' form at completion.



2. ANNEXURES:

- a) 'Application for Works Within Kentish Council Road Reservations for Permit Required by the Local Government (Highways) Act 1982';
- b) A typical 'Permit for Structures and Other Works Within Council Road Reservation';
- c) 'Acceptance of Conditions and Intention to Commence Work'; and
- d) 'Advice of Completion of Works'.

3. APPLICATION:

The policy relates closely to Council's 'Driveway Entrance Policy'.

The Engineering Manager shall determine what is a reasonable requirement should it not be specifically addressed within the policy.



ANNEXURES:

APPLICATION FOR WORKS WITHIN KENTISH COUNCIL ROAD RESERVATIONS FOR PERMIT REQUIRED BY THE LOCAL GOVERNMENT (HIGHWAYS) ACT 1982

Name

.....

Address

.....

Town..... Postcode.....

Telephone Fax

Road where service required:

.....

Location.....

.....

WORKS REQUIRED: Please circle below

- | | |
|-------------------------------|--------------------------------|
| (1) Removal of vegetation | (6) Installation of vegetation |
| (2) Installation of fencing | (7) Removal of fencing |
| (3) Alterations to drains | (8) Removal of a structure |
| (4) Erecting of a structure | (9) Other: (Please specify) |
| (5) Construction of crossover | |

FOR STRUCTURES AND FENCES:

Specify details (including Council Approvals if required)

Offset from current road - centre line	Height of structure - or fence	Length of structure or - fence
Council Building - approval given	Date of Council - approval	Purpose of structure, - or fence



SKETCH OR DRAWING OF APPROXIMATE LOCATION:

Please attach and return with this application

Applicant's signature

Date.....

Applicant's Business Name

.....



Date

Permit No.

PERMIT FOR STRUCTURES AND OTHER WORKS WITHIN COUNCIL ROAD RESERVATION

THIS PERMIT PROVIDES THE REQUIRED CONSENT OR THEIR AGENT TO CARRY OUT WORKS WITHIN THE COUNCIL ROAD RESERVATIONS, AS SET OUT BELOW, SUBJECT TO THE REQUIREMENTS OF *SECTION 10 LOCAL GOVERNMENT (HIGHWAYS) ACT 1982* AND OTHER CONDITIONS SPECIFIED ON THIS PERMIT.

PERMIT HOLDER'S CONTACT DETAILS:

ACCESS REQUIREMENTS

ROAD:

ROAD NO:

LOCATION:

WORKS:

Please note: Should the works identified in this permit proceed all conditions are deemed to be accepted by the permit holder.

CONDITIONS OF PERMIT

- a) Please note that the consent given by the issue of this permit is for construction purposes only and does not include support or otherwise for the intended use of the access or that the proposed access will meet the current national sight distance guidelines in every respect.
- b) Please note that Kentish Council requires seven (7) days notice prior to any commencement of works within the Council road reservation.
- c) Construction to be to a minimum standard in accordance with the Municipal Standard drawings (copy enclosed).
- d) For safety reasons, as a minimum the access will be required to be sealed full width from the edge of the sealed road pavement to the boundary of the Council road reservation to primarily provide improved traction for exiting vehicles.
- e) All backfilling within the reservation is to be carried out using approved materials, compacted in layers not exceeding 150mm loose thickness, to the satisfaction of the Works Manager and all surface restoration is to be in accordance with his directions.
- f) A copy of the "Standard Specifications for Roadworks" can be obtained from Council. Contact should initially be made to the Works Manager, Kentish Council on 6491 0200.
- g) Maintenance of the road reserve, from the edge of the Council road pavement to the property boundary is the responsibility of the permit holder/property owner.



- h) The works within the reservation are to be carried out such that at least one clear lane is open to traffic at all times. Traffic management shall be in accordance with Section G2.6 of the DOSG “Standard Specification for Roadworks” available on the DOSG website at <http://www.transport.tas.gov.au/road/contractor/specifications/roadworks> which also refers to the DOSG “Traffic Control at Work Sites”. The latter document is available on the web site at http://www.transport.tas.gov.au/__data/assets/pdf_file/0003/71868/Traffic_Control_for_Works_on_Roads.pdf. Typical examples are shown in the relevant Australian Standard field guide. All traffic control must be performed and certified by accredited traffic control personnel. All works within the road reservation must also comply with all relevant Occupational Health and Safety Regulations.
- i) The consent given by this permit must be acted on within six (6) months from the date of issue. A further permit is required if no works are commenced within the period specified or if additional works beyond the scope of this permit are intended.
- j) Using the attached “Advice of Completion of Works” form the permit holder will notify the Council when all works have been completed.
- k) The permit holder will be responsible for locating all services prior to any works within the road reservation and will be responsible for any costs, claims proceedings and demands, should any services be damaged as a result of this work.
- l) The permit holder will be responsible for obtaining all required approvals from other relevant authorities, including any environmental permit or clearances that may be required under applicable legislation, as well as any State Policies that may have relevance.
- m) The permit holder will save and keep indemnified the Kentish Council and the Minister administering the *Local Government (Highways) Act 1982*, against all or any costs, claims, proceedings and demands whatsoever and by whomsoever, arising out of or in respect of the approved proposal.

Please carefully read the conditions of this permit, then sign and return the attached access permit acceptance with an indicated date of commencement of the proposed works. This permit shall be valid only upon receipt of the acceptance by Council, and any queries regarding the conditions of the permit should be referred to the Manager of Assets and Infrastructure.

Robert Taylor
ASSETS & INFRASTRUCTURE MANAGER



ACCEPTANCE OF CONDITIONS AND INTENTION TO COMMENCE WORK

PERMIT NO:

ROAD NAME:

PERMIT HOLDER:

1. Please return original copy to the Assets and Infrastructure Manager, Kentish Council, PO Box 63, Sheffield Tas 7306
-

THIS SECTION TO BE COMPLETED BY:

This is to notify receipt of Permit No:dated

It is my/our intention to commence work on the/...../..... and to conclude on/...../.....

I/We acknowledge acceptance of all of the terms and conditions of this permit and agree to undertake the work in accordance with the said terms and conditions without exception.

I/We agree to save and keep indemnified the Kentish Council and the Minister administering the *Local Government (Highways) Act 1982*, against all or any costs, claims, proceedings and demands whatsoever and by whomsoever, arising out of in respect of the approved proposal.

I/We acknowledge that I/We will be responsible for the maintenance of the road reservation and verges from the date of commencement of any works as consented to under this permit.

I/We also acknowledge that visibility to and from the proposed access will meet current sight distance guidelines in every respect.

The contact person for this work will be:

-(working hours) –
Phone
-(after hours) -
Phone

.....
(Signature)

.....
(Date)



ADVICE OF COMPLETION OF WORK

PERMIT NO:

ROAD NAME:

PERMIT HOLDER:

-
1. Please return original copy to our Assets and Infrastructure Manager, Kentish Council, PO Box 63, Sheffield, Tas 7306
-

THIS SECTION TO BE COMPLETED BY:

This is to notify that works associated with Permit No:datedwere completed on the following date:

.....

.....
(Signature)

.....
(Date)

OFFICIAL USE ONLY

Verified by

Date