

# Asset Opening Permit Application

Under Roads Act 1993 Sections 138

Effective 1 July 2019 to 30 June 2020

## ABOUT THIS FORM

Use this form if you are a plumber, builder or a member of public who needs to dig up or under-bore a road, footpath or nature strip. Common reasons for an Asset Opening Permit include:

- Service connections (to water; to electricity; to telephone; to gas; to sewer, etc)
- Standard storm water pipe connections to the kerb
- Conduit and/or pit installations on behalf of public utilities.

To ensure no existing underground services are damaged, the applicant must 'Dial 1100 Before You Dig' and accurately locate and protect any existing services before commencing work.

This form should be read in conjunction with the "Road and footpath excavations" web page on the Randwick City Council website. <http://www.randwick.nsw.gov.au/services/roads/road-and-footpath-excavations>

The applicant must comply with the Asset Opening Permit conditions, Council's specifications and pay the relevant fees.

## APPLICANT DETAILS

Company Name: .....

Contact Name: ..... ABN No: .....

Postal Address: .....

Suburb: ..... Post Code: .....

Email: ..... Fax: .....

Phone No(s): ..... Mobile: .....

Builder's Licence No: ..... Tradesperson's Licence No: .....

## PUBLIC LIABILITY INSURANCE DETAILS

Applicant / Contractor's Public Liability Insurance Details (min \$10,000,000);

Insurance Company: .....

Insurance Company Name ..... Value .....

Policy Number: ..... Expiry Date .....

## GET IN CONTACT

Randwick City Council  
30 Frances Street  
Randwick NSW 2031  
ABN: 77 362 844 121

Phone 1300 722 542  
[council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## SITE DETAILS

Reason for opening road: .....

.....

Address where road will be opened: .....

Suburb: ..... Post Code: .....

Site Contact Person: .....

Email: ..... Fax: .....

Phone No(s): ..... Mobile: .....

Proposed date asset will be opened: .....

A sketch of the location and extent of the work is required in the box below.

## ASSET OPENING PERMIT - CONDITIONS

The Asset Opening Permit allows the applicant to demolish and excavate the public assets within the road reserve. The applicant is responsible for reinstatement of the excavation using suitable materials and proper techniques in accordance with NATSPEC standard 1152.

The applicant must restore the surface using temporary materials and contact Council's Restoration Supervisor on 9093 6724 advising of the completion of the temporary restoration. Council will then plan and undertake the permanent surface restoration using the fees paid.

The following standard conditions apply to all Asset Opening Permits issued by Randwick City Council:

1. In accordance with sections 138 and 139 of the Roads Act 1993, it is an offence for any person or organisation to open a roadway without the Council's approval, in accordance with the conditions of this permit including the payment of the appropriate fees. The asset opening permit (including receipt of payment) must be held on site and produced to any Council officer upon request.
2. Before commencing and during works, barricades and warning signs are to be used for traffic and pedestrian safety in accordance with Australian Standards AS1742.3. All excavations if not properly consolidated before sunset, must be suitably fenced/barricaded with flashing yellow lights as per the Roads and Maritime Service's Traffic Control at Work Sites
3. A NSW Roads and Maritime Services (RMS) Road Occupancy Licence is required :
  - i. on State and classified Regional roads (refer list on this form), or
  - ii. within 100m of traffic facilities, including traffic signals, roundabouts, medians and pedestrian crossings.You can contact RMS on (02) 8396 1513 during office hours (8am to 4pm) or 131 700 after hours.
4. Works are to be undertaken between the hours of 7am and 5pm, Monday to Friday, or between 7am and 1pm on Saturdays. Work is not permitted on Sundays or public holidays.
5. The applicant is to submit a certificate of currency for a \$10 million (minimum) Public Liability insurance policy applicable to the works. The policy is to be in the applicant's name and must be current at the time of the works. The applicant shall be responsible for any injury or loss that the Council or any persons may suffer as a result of this road opening.
6. The applicant must take all measures to protect all existing trees and tree roots. Excavation below trees or where tree roots are visible must be by hand methods only. Roots encountered which are less than 50mm in diameter may be cleanly saw cut by hand. Council's Coordinator Tree Services must be contacted to allow assessment of roots encountered which are greater than 50mm in diameter.
7. Where works impact adjacent properties, a notification letter is to be distributed to surrounding properties advising them of the proposed work, work hours and how they may be impacted.
8. The applicant must provide and maintain sediment control devices around street stormwater pits and below soil stockpiles. All excess material is to be removed from site. The road and gutters are to be swept regularly during the works.
9. The minimum depth to which any service pipeline shall be laid is 450mm below ground level.
10. Trenches shall be properly filled in accordance with NATSPEC standard 1152.
11. The opening site shall be left in a clean, tidy and safe condition for vehicular traffic and pedestrians during and after completion of works.
12. On completion of operations, the applicant shall contact Council's Restorations Supervisor on 02 9093 6724 to register completion and organise a final inspection. Until the restoration works have been inspected and approved by Council's Restorations Supervisor, public liability remains the applicant's responsibility.
13. The actual area to be permanently reinstated at the completion of work will be measured by Council. The applicant of the asset opening permit will pay any additional reinstatement fees and associated costs not covered by the asset opening permit fee paid.

## DECLARATION

I have read, understood and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application on the dates prescribed. I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and
- More information may be requested after the date of lodgement, and
- A processing fee must be paid.

Signature: .....

Name: ..... Date: .....

## ROADS AND MARITIME SERVICES

If your proposal involves works on a State or classified Regional Road, you must obtain a Road Occupancy License from the Roads and Maritime Services.

STATE ROADS	
ROAD	LOCATED BETWEEN
Alison Road	Anzac Parade – Avoca Street
Anzac Parade	Alison Road – Beauchamp Road
Avoca Street	Anzac Parade – Frenchmans Road
Botany Road	Beauchamp Road – Bunnerong Road
Bumborah Point Road	
Bunnerong Road	Botany Road - Gardeners Road
Carrington Road	Frenchmans Road - Darley Road
Dowling Street	
Frenchmans Road	
Gardeners Road	
Rainbow Street	Anzac Parade - Avoca Street
Oxford Street	York Road - Lang Road

CLASSIFIED REGIONAL ROADS	
Anzac Parade	South of Beauchamp Road
Belmore Road	Avoca Street – Coogee Bay Road
Bunnerong Road	Botany Road – Anzac Parade/Canara Avenue
Coogee Bay Road	Belmore Road – Mount Street
Cuthill Street	Coogee Bay Road – Avoca Street

For further information regarding applications for occupancy of State and Regional Roads, please contact the Roads & Maritime Services (Transport Management Centre).

Application fees are in accordance with Council's Fees and Charges Policy.

RC748

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

DESCRIPTION OF ASSET AND MATERIAL TO BE REINSTATED	QUANTITY	UNIT (per m <sup>2</sup> or per m)	RATE	\$ AMOUNT (quantity x rate)
			<b>TOTAL:</b>	

**HOW TO LODGE THIS APPLICATION**

**EMAIL:** [council@randwick.nsw.gov.au](mailto:council@randwick.nsw.gov.au) **OR**

**BY MAIL** with a cheque attached **OR**

**OVER THE COUNTER** at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances Street, Randwick NSW 2031

DX: DX 4121 Maroubra Junction

Courier or Personal Delivery to any of our Customer Service Centre:

*Randwick City Council*

30 Frances Street, Randwick NSW 2031

Open 8:30am – 5:00pm, Mon-Fri

**PRIVACY NOTIFICATION**

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

**OFFICE USE ONLY**

Application/Request received by: .....

Date: .....

Receipt No: .....

Date: .....

Fee: \$ .....