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# PERMIT APPLICATION TO UNDERTAKE WORK ON COUNCIL LAND

(Pursuant to Section 221 of the Local Government Act 1999)

RECORD NO: .....  
FILE NO : 14.71.2

Welcome to your Works Permit Application for undertaking work on Council land. Any work that is required to be carried out on Council's land requires separate approval before work can commence. The Council's Infrastructure Department manages all work approvals to ensure that work is carried out in a safe manner and that hazards are minimized.

Careful consideration needs to be taken into account when planning the location of your proposed works. As the applicant it is your responsibility to ensure that there are no public utility infrastructure such as underground cables, pipes etc in the vicinity of the work. This can be obtained by calling DBYD (Dial Before You Dig) on 1100 or by making an online enquiry at [www.1100.com.au](http://www.1100.com.au).

Approval needs to be obtained for any work that is outside your property boundary which may include Driveway Construction, Concrete/Paved Walkway, Private Stormwater Outlet, Underground Electrical Services, Landscaping on Verge, Removal of Vegetation and other miscellaneous work.

As the applicant/contractor you are required to provide a current Public Risk Insurance Policy (min \$10,000,000) and understand that you are responsible for Public Safety and any damage caused to Council land and public utilities that may occur from your proposed work. Please ensure you read and understand all conditions attached to your permit prior to commencing work.

The holder of an authorisation will indemnify and to keep indemnified the Council its employees, servants and agents and each of them from and against all actions, costs, claims, damages, charges, and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing and granting of the authorisation.

Should have any questions in regards to your application please contact the Council's Infrastructure Department on (08) 8828 1200 or email [info@coppercoast.sa.gov.au](mailto:info@coppercoast.sa.gov.au)

## Declaration

**As the applicant/contractor I acknowledge the above information and understand that I am required to obtain all relevant service locations and take responsibility for any damage caused to Council land or public utilities as a result of this proposed work.**

Signature

Name

Date

*Lifestyle location of choice*

## Permit to Undertake Works on Council Land

THIS FORM IS USED FOR:

PERMIT TO ALTER A PUBLIC ROAD (OR FOOTPATH) EG. DRIVEWAY CROSSOVER, PAVERS, CABLES,  
PIPES, STORMWATER, TREE PLANTING OR REMOVAL ETC.

(PURSUANT TO SECTION 221 OF THE LOCAL GOVERNMENT ACT 1999)

### Section 1: Applicant's Details

Name

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Address

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Phone (AH)

(W)

(M)

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Email

Fax

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Address of Proposed Work

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Date of Proposed Work

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**Note 1:** The Act provides that a road extends from property boundary to property boundary. i.e, it includes the carriageway, footpaths and verges.

**Note 2:** Pursuant to the Act, it is an offence to make an alteration to a public road/reserve without an authorisation to do so from the Council. The following are considered road reserve altering activities pursuant to the Act

### Section 2: Proposed Work

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Driveway Construction</b><br>Repair/Reinstate or widen an existing driveway<br>Install new Concrete Crossover & Driveway | <input type="checkbox"/> <b>Landscaping on Verge*</b><br>Tree Planting/Shrubs/Grass<br>*Please refer to Councils Street Tree Policy)                          |
| <input type="checkbox"/> <b>Private Stormwater Outlet</b><br>Repair existing stormwater outlet<br>Install additional stormwater outlet               | <input type="checkbox"/> <b>Various Concrete Construction</b><br>Pave/Concrete Walkway/Footpath<br>Crossover (concrete between footpath & boundary)<br>Invert |
| <input type="checkbox"/> <b>Underground Services</b><br>Installation of electrical services to property  | <input type="checkbox"/> <b>Removal of Vegetation*</b><br>* Please refer to Councils Street Tree Policy   |
| <input type="checkbox"/> <b>Temporary Occupation of Council Land</b><br>Temporary fence on Council land<br>Temporary Scaffolding on Council land     | <input type="checkbox"/> <b>Miscellaneous (Specify below)</b><br>.....  |

*lifestyle location of choice*

**Section 3: Details of Work** (General outline of proposed work, materials/equipment used, etc)

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**Section 4: Location of Proposed Works**

**House No** **Street**

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**Section** **Town/Hundred**

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These works will be undertaken by:  Permit Holder  Contractor (if known)

**Contractors Details:** (if known)

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**Name** **Address**

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**Phone** **Licence number**

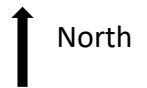
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**Section 5: Drawing / Plans**

(Can be attached on a separate piece of paper if required)

As part of your application you are required to provide plans and other relevant documents which may be of relevance. Please use the space below to draw a detailed plan of your proposed work. Please provide GPS coordinates, measurements and accurate distances and clearly label your drawing

LOCATION .....



*\*Remember to include boundaries of the site, position of building, trees and any existing paving and other major structures*

*lifestyle location of choice*

## **Section 6: General Conditions for Works on Council Land**

(Pursuant to the relevant Sections of the Local Government Act. Sections 212, 213, 218, 221 and 254)

### **Construction**

1. The applicant shall give the Council at least seven (7) days' notice of intention to commence work. Construction should be commenced within 6 weeks of the permit being issued, and should be completed within seven (7) days of commencement.
2. Upon completion, any reinstatement of the surrounding kerb or footpath will be undertaken by the applicant in accordance with Council's specifications, or at the discretion, by the Council at the expense of the applicant.
3. The applicant shall ensure that all necessary barriers, lamps, etc, as may be necessary are supplied, erected and maintained. The applicant must adhere to all conditions to avoid the possibility of damage or mishap to property, persons or vehicles using the area where construction is proceeding. All care shall be taken by the applicant to reduce the risk of mishap, loss, damage or injury to all parties. Should the Council decide that the protection provided is inadequate, the applicant may be required to provide additional protection to be installed at the applicant's cost.
4. The worksite should be left in a safe condition and clean and tidy by the applicant so as not to create a hazard to persons or vehicles using the area.
5. All workmanship shall be executed in a thorough and satisfactory manner throughout the construction period.

### **Unsatisfactory Work**

1. The applicant(s) shall be responsible for any damage that may be caused by themselves, their employees, servants, agents or contractors.
2. This permit does not relieve the applicant from liability for any loss or damage caused by the construction and the Council does not accept any responsibility for any such loss or damage.
3. In the event that the applicant has failed to comply with the conditions of the permit or for any other justifiable circumstance, the Council may revoke the permit, complete the work and recover the costs from the applicant.

### **Damages**

1. No tree or shrub shall be removed without the authority of the Council. The utmost care shall be taken by the applicant to avoid any damage whatsoever to any tree or shrub.
2. Damages to services, (both Council and the Public Utilities), incurred during or as a result of works shall be the responsibility of the applicant.

*Lifestyle location of choice*

## Section 6A - Permit Conditions for Concrete Driveways

### General

1. That the construction is carried out in accordance with the specifications attached hereto.
2. Authority for any variations from the specifications will be recognised only when given in writing by the Council's Engineer or appropriate authorised officer.
3. A concrete driveway is required to be placed with all new concrete inverts.

### Construction

4. The excavation should not be done more than 48 hours prior to placing the driveway.

### Unsatisfactory Work

5. The Council may require the applicant at the applicant's cost to repair or remove a crossing place which does not comply with the specifications.

### Damages

6. If required, separate applications for stormwater disposal shall be submitted by the applicant prior to construction.
7. Where a roadside drainage system exists, the applicant shall maintain at all times a suitable drainage system during and after construction.

### Restoration

8. It is the applicant's responsibility to ensure that the footpath is made safe upon completion of the driveway. Existing concrete or bitumen footpaths must be reinstated to the edge of the crossover. A flat transition is to be maintained between the existing footpath and the new driveway level for pedestrian safety.

## Section 6B - Permit Conditions for Drains Under Footpaths

### General

1. A sketch must be provided either separately or in the area provided showing the location of the services so that it can be readily relocated at any time.
2. The applicant will be responsible to the relevant authority for depths and widths of trenches and the correct placement of all pipes, cables, conduits, etc.

### Pipes

3. The top pipe must be at least 25mm below the level of the footpath.
4. The pipe must not protrude beyond the face of the kerb.

*lifestyle location of choice*

### Box Culverts

5. The bottom and sides of the box must be solidly formed or set in concrete.
6. Cover plates must be recessed flush with the footpath and top of the concrete slab and they must be securely fixed down with suitable non-rusting bolts, screws, etc.
7. The junction of concrete drain with the concrete kerb must be neatly formed.
8. The end of the cover plates must not protrude beyond the face of the kerb.

### Maintenance

9. The owner or occupier of the premises will remain responsible for the maintenance of the services, and shall maintain same in a safe condition at all times.

### Damages

10. No tree or shrub shall be removed without the authority of the Council. The utmost care shall be taken by the applicant to avoid any damage whatsoever to any tree or shrub.
11. Damages to services, (both Council and the Public Utilities), incurred during or as a result of works shall be the responsibility of the applicant.

## **Section 6C - Permit Conditions for Tree Planting**

1. The applicant/contractor shall take into account all relevant information under the Native Vegetation Act and the Copper Coast Street Tree Policy (where applicable).
2. The tree is to be ..... (type of tree)
3. The tree is to be planted ..... from the kerb.
4. The tree is to be planted approximately in the centre of the frontage, depending on items as listed under (6) below.
5. Only one tree is to be planted unless permission is obtained from the Parks and Gardens Supervisor.
6. Trees must not be planted closer than:-
  - a) 2.5 metres from any access driveway
  - b) 2 metres from any stobie pole or other permanent structure
  - c) 1 metre from allotment dividing boundaries
  - d) 10 metres from an intersection when the width from boundary to kerb is less than 4.5 metres
  - e) 11 metres from an intersection when the width from boundary to kerb is between 4.5 and 5.5 metres
  - f) 12 metres from an intersection when the width from boundary to kerb is more than 5.5 metres
  - g) 10 metres (on approach side) from any street sign, parking sign or warning sign
  - h) 1 metre from any water connection
  - i) 2 metres from any sewer connection

*Lifestyle location of choice*

## Section 6D - Conditions for Removal of Vegetation

1. The applicant/contractor shall take into account all relevant information under the Native Vegetation Act and the Copper Coast Street Tree Policy (where applicable).
2. Removal and disturbance of native vegetation and trees is to be avoided wherever possible. However, where there are situations where it is not possible to avoid native vegetation and trees within the road verge the applicant must obtain approval.
3. In certain circumstances the Native Vegetation Branch and Council will be consulted.
4. Reference should be made to the Copper Coast Street Tree Policy which is available from the Infrastructure Services Department or Council's website [www.coppercoast.sa.gov.au](http://www.coppercoast.sa.gov.au)

## Section 6E – Installation of Temporary Scaffolding/Fencing on a Public Footpath

1. Maintain public access and circulation, the structures must be located entirely within the alignments of the authorisation holder's premises and not encroach across the frontage of adjacent properties and allow a minimum of at least 1.8 metres of footpath to be kept clear for pedestrians at all times.
2. Ensure structures will not pose a hazard or obstruction to the users of the footpath. On all side exposed to the public, structure will be free of projections of any kind including shakes and slivers of timber, nails, sharp edges and corners of metal sheets.
3. The footpath adjacent to the structure will be kept clear of paint, equipment, materials, debris and rubbish at all times.
4. Will erect warning signs and install appropriate warning devices as warranted by the structure
5. The holder of an authorisation will take reasonable precautions to avoid damage to the footpath and any Council owned property located within or adjacent to the footpath.
6. The authorisation holder will immediately notify Council of damage that does occur to the footpath and any Council owned property located within or adjacent to the footpath.
7. Where damage is caused to the footpath and reinstatement work is necessary, Council will carry out the reinstatement work at the authorisation holder's expense.
8. Any damage whether unintentionally or negligently resulting from the holding of an authorisation erecting temporary scaffolding or fencing on a footpath will be recovered under provisions of Section 233 of the Local Government Act 1999.

### OFFICE USE ONLY

Permit – Approved / Denied

Council Specification for Alteration to Road attached – YES / NO

Special Conditions attached – YES / NO

Insurance – YES / NO

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Name of Authorised Officer in Council

Position

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Signature

Date

*Lifestyle location of choice*