

Application Number

Date Received

Receipt #



# Application for a Road Occupancy Licence

A road occupancy licence (ROL) is required for the use of a specified 'road space' when undertaking works on or within Council's road and/or road reserve or carrying out activities that affect normal vehicle and/or pedestrian movements. The ROL applies to the occupation of the road space only and does not imply permission or approval for the actual (physical) works being undertaken. Where occupation of the road is required for works approved under a Roads Act Works Approval, this application form does not apply and instead a 'Notice of Intention to Commence' application form is to be submitted to Council. **The completion of this application form and its submission to Council is required fifteen (15) working days prior to works being undertaken.**

## 1. APPLICANT DETAILS

Full Name

Company Name

Position Title

Address Details

Telephone  
(Mobile)

Business

Private

Postal Address  
*(if different from  
above)*

Email Address

## 2. ROAD OCCUPANCY DETAILS

Does this application relate to the placement of a skip bin/container within Council's road/road reserve?  Yes  No

Provide a description of the works to be undertaken:

Detail the location of the works:

Street	<input type="text"/>	Suburb	<input type="text"/>
From (cross street)	<input type="text"/>	To (cross street)	<input type="text"/>

Detail the intended road occupancy duration and times:

Start date:	<input type="text"/>	Finish date:	<input type="text"/>	Times:	<input type="text"/>
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### 3. ONSITE DETAILS

Onsite Company/Organisation	<input type="text"/>		
Onsite Contact Name	<input type="text"/>	Onsite Telephone	<input type="text"/>
Onsite Email	<input type="text"/>		

### 4. ATTACHMENTS – Please confirm the below

Please tick the boxes below to confirm:

- For the placement of skip bins/containers only – a sketch/drawing detailing the location, the dimensions of the skip bin/container occupancy within Council's road/road reserve and any associated traffic control measures for the occupancy as well as a copy of the Contractor's Certificate of Currency for Public Liability Insurance which provides a minimum coverage of not less than \$20,000,000 has been provided with this application.
- A traffic control and/or management plan that has been prepared and approved by a suitably qualified Transport for NSW (TfNSW) accredited certifier has been provided with this application.
- A copy of the Contractor's Certificate of Currency for Public Liability Insurance which provides a minimum coverage of not less than \$20,000,000 has been provided with this application.
- Local residents, business owners, emergency service providers and/or bus companies (Red Bus, Busways and Coastal Liner) that are impacted by the works proposed have been appropriately consulted and evidence of this consultation has been provided with this application.

### 5. TERMS AND CONDITIONS

Central Coast Council is the Road Authority for all local and regional roads within the Central Coast local government area. This application is required for approval by the Road Authority and by signing this application form, the applicant agrees that:

1. The approval issued by Council in a form of a ROL is subject to changes and/or cancellation with short notice at the discretion of TfNSW, a NSW Police Officer or an authorised Council Officer. By lodging an application for and accepting a ROL, the applicant is accepting the risk of changes with short notice.
2. The appropriate TfNSW certificates are held in relation to the requested ROL and the traffic control plan proposed will be implemented by those holding the necessary certification.
3. It is the applicant's responsibility to ensure the security and safety of the occupied road space including outside of working hours. Council will not be responsible for any injuries or damages caused by the proposed occupancy and its associated traffic controls.
4. The applicant may be liable for any additional costs incurred by Council for the reinstatement of and/or improvement to traffic control measures to make a site safe in the case that the Contractor fails to do so.

## 6. PRIVACY & PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

## 7. APPLICANT'S DECLARATION

I, the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct.

Signature

Date

*The completed application form and supporting documentation can be submitted to Council by visiting one of Council's Customer Service centres, via the post or preferably by emailing [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au).*