

Implement Traffic Control Application 23/24

| If you need help lodging your form, contact us | | |
|------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------|
| Email | council@northernbeaches.nsw.gov.au | |
| Phone | 1300 434 434 | |
| Customer Service Centres | Manly Town Hall, 1 Belgrave Street Manly NSW 2095 | Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099 |
| | Mona Vale 1 Park Street Mona Vale NSW 2103 | Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107 |

| Office use only | |
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| Form ID | 4053 |
| TRIM Ref. | C002099 |
| Last updated | June 2023 |
| Business unit | Transport and Civil Infrastructure |
| Application no. | |

| Privacy Protection Notice | |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Purpose of collection | For Council to provide services to the community |
| Intended recipients | Northern Beaches Council staff |
| Supply | If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek |
| Access/Correction | Please contact Customer Service on 1300 434 434 to access or correct your personal information |

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| <p>When is an Implement Traffic Control Application required?</p> <p>This application form is to be submitted when undertaking traffic control on a public land (roadway and/or footway), for example:</p> <ul style="list-style-type: none"> • Approval for a Construction Traffic Management Plan (CTMP) • Approval for a Traffic Management Plan (TMP) e.g. road closures and major events • Approval for a Traffic Guidance Scheme e.g. access/exit to and from construction site, filming and/or photography (including barricading or parking plan) <p>About this Application Form:</p> <ol style="list-style-type: none"> 1. The application will not be considered for assessment until the required fees have been paid. 2. Application fee is non-refundable if the application is not approved. 3. All documentation as listed in Part 7: Declaration must be submitted. Failure to provide the required information may result in the application not considered for assessment and not approved. 4. Depending on the activity, the processing time for the application is a minimum of 2 working days (48 hours) excluding weekends and public holidays. 5. For applications involving construction works, a road closure or a minor or major event, the processing time for the application is a minimum of 10 working days excluding weekends and public holidays and may require a further approval by the Northern Beaches Local Traffic Committee. 6. This application does not constitute an approval to proceed with any works. Traffic control may only commence following receipt of the Approval Letter from Council. The Approval Letter must be kept on-site at all times during the period of placement. 7. Implement Traffic Control approval does not exempt the applicant from their obligations to obtain separate approvals for Works Zone, Stand Plants, Building Waste Containers and Storage of Building Materials on Footpath and Road Reserve, when applicable |
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Part 1: Fees

| Required Fees | Fee Amount (select one) |
|------------------------------------------------------------------------------------------------------------------|-------------------------|
| Application for Traffic Guidance Scheme | \$306 |
| Application for Traffic Management Plan (for major events or approval of a Construction Traffic Management plan) | \$528 |
| Total fees due | \$ |

Part 2: Applicant Details

| | | | |
|----------------------------------------------------------------------------------|--|----------|--|
| Applicant name | | | |
| Business name | | | |
| Business address | | | |
| Suburb | | Postcode | |
| Phone number | | | |
| Mobile | | | |
| Email | | | |
| Address of Property Please note this address must be where the permit will apply | | | |
| Address | | | |
| Suburb | | Postcode | |
| Nearest cross road/street | | | |
| Stand on street name | | | |

Part 3: Permit Details

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----------|------|
| Building Waste Container Information | | | |
| Type of traffic control | Construction Filming/Photography Event Other | | |
| If other, please specify | | | |
| Description of construction work, event, filming and /or photography | | | |
| | | | |
| Will the road need to be fully closed? | | | |
| If yes – for applications involving a road closure, a Traffic Management Plan (TMP) is required for submission to Council. The processing time for the applications involving a road closure is a minimum of 10 working days excluding weekends and public holidays. (Refer to Part 7) | | | |
| Will the works be carried out on any State or Regional Road or within 100m of traffic lights? | | | |
| If yes, for applications located on State or Regional roads or within 100m of traffic lights, a separate Transport for NSW Road Occupancy Licence (ROL) approval is required for submission. Allow up to a minimum of ten (10) working days notice for a Road Occupancy Licence (Refer to Part 7) | | | |
| Duration of Permit | | | |
| Start Date | | End Date | |
| Total Day(s) required | | | Days |
| During the hours | From | To | |
| Council standard hours are 7:00am – 5:00pm Monday to Friday and 8:00am to 1:00pm Saturday. For works associated with a Development Application, an Out Of Hours Application is required for submission to operate outside of these hours. This permit requires approval from Council's Environmental Compliance staff before a Stand Plant permit can be issued. Allow up to a minimum of 2 working days (48 hours) notice for an Out Of Hours permit. (Refer to Part 7) | | | |

Part 5: Indemnity

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|---------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Indemnity Condition Please fill in applicant's name | | | |
| This indemnity must be completed and signed before a permit can be issued | | | |
| Name of applicant | | | |
| | | (referred to hereafter as the Permit Holder) holds Northern Beaches Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto. | |
| Applicant Signature | | Date | |

Part 6: Insurance

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| Insurance Information Please fill in applicant's name | | | |
| <p>Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance</p> <p>A Certificate of Currency must be provided to Council by the insurance company before a permit is issued</p> <p>I _____ hereby declare that I as permit holder and Northern Beaches Council are insured for legal liability to the public in respect of personal injury or property damage for a limit of indemnity of not less than \$10 million</p> | | | |
| Name of insurance company | | | |
| Public liability policy no. | | | |
| Period of insurance from: | | to: | |
| Limit of indemnity | | | |
| <p>I understand that this insurance shall not be cancelled or lapsed without the agreement of Northern Beaches Council and the policy document shall be endorsed to this effect.</p> <p>This insurance includes the cross liability clause.</p> | | | |
| Applicant Signature | | Date | |

Part 7: Declaration

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| Mandatory Attachments to Application Please ensure the following attachments are submitted with this application | |
| <p>A copy of a valid certificate of currency for Public Liability Insurance cover of a minimum of \$10 million with Council's name adjoined to the policy must be submitted with this application</p> <p>A Construction Traffic Management Plan (CTMP) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites (in accordance to development consent)A site plan and a photograph of the location</p> <p>A Traffic Management Plan (TMP) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites (involving road closure or for a major event)</p> <p>A Traffic Guidance Scheme (TGS) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites</p> <p>All external approvals, acknowledgements or permits, subject to location i.e. Transport for NSW, Road Occupancy Licence, Sydney Buses, Forest Coach Lines and/or emergency services.</p> | |
| I certify that the above information is true and correct in every detail. I have read and agree to the conditions listed above. I understand that if the information declared in this form is not true and correct. Northern Beaches Council may refuse my request. | |
| Signature | |
| Date | |

Part 8: Conditions

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| <p>1. Permit specifications</p> <p>The permit gives the applicant consent to conduct the activity only for the days approved and only at the area(s) nominated on the application form. Unless otherwise specifically approved in writing by Council, all works, processes, storage of materials, loading and unloading associated with the development are to occur entirely on the property. The applicant must apply for specific permits available from Council.</p> <p>Traffic Guidance Schemes, Traffic Management Plans and/or Construction Traffic Management Plans submitted with the application and prepared by a Transport for NSW accredited Traffic Controller, in accordance with Australian Standard 1742.3 – Traffic Control Devices for Works on Roads and associated handbooks or Transport for NSW - Traffic Control at Work Sites Technical Manual.</p> <p>The applicant must erect suitable warning signs and barricades in the area where the unit is being operated and/or when the unit is installed and removed. The roadway must be properly marked with an adequate number of traffic lane markers to control the flow of traffic.</p> <p>Where any part of the activity intrudes into the traffic lanes of the roadway i.e. further than 2.5 metres from the face of kerb), a Transport for NSW accredited Traffic Controller must be available to control pedestrians and vehicles in accordance with Australian Standard AS 1742.3.</p> <p>Goods and materials should be located within the construction site boundaries. A separate permit must be obtained in advance from Council for the Storage of Building Materials on Footpath and Road reserve. Additional fees apply.</p> <p>All building waste containers should be located within the construction site boundaries and shall not be placed upon a public land (roadway and/or footway). For works associated with the above, a separate Building Waste Container Application is required for submission locate a building waste container. Additional fees apply.</p> <p>Cranes, hoists, concrete pumps and other plants should be located within the construction site boundaries and shall not be placed upon a public land (roadway and/or footway). For works associated with the above, a separate Stand Plant Application is required for submission. For placement of cranes, hoists, concrete pumps and other plants. Additional fees apply.</p> <p>Council does not enforce or guarantee the reservation of kerbside/parking spaces All barricades and necessary signposting shall be provided by the applicant and maintained during the period of the event by a Transport for NSW accredited Traffic Controller. Signage is to be erected advising the public of changes/restrictions to parking. The barricades and necessary signposting remains the responsibility of the applicant from the commencement of the installation of traffic control measures until removal of the traffic control measures.</p> <p>The approval of works on public land (roadway and/or footway) is regulated through the Local Government Act 1993 and associated Regulations. Any approval granted for this activity does not endorse or approve the design or structural adequacy of the works, system or operation for the purposes of satisfying a person's responsibilities under the Work Health and Safety Act 2011 and Regulations.</p> <p>2. Development consent</p> <p>If applicable, permits will only be issued where appropriate Development Consent, Development Application or Construction Certificate exists for the subject address.</p> |
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3. Public and site safety or access

Responsibility for pedestrian and road users' safety rests with the applicant from the commencement of work until completion.

The work and management of pedestrians and vehicles shall comply with the Work Health and Safety Act, Traffic Guidance Schemes and/or Traffic Management Plans, where required, submitted with the application and is to be prepared by a Transport for NSW accredited Traffic Controller, in accordance with Australian Standard 1742.3 – Traffic Control Devices for Works on Roads and associated handbooks or Transport for NSW - Traffic Control at Work Sites Technical Manual. All Australian Road Rules in relation to traffic and sign-posted parking restrictions must be complied with.

Wherever possible, pedestrian and vehicle access to private properties shall be maintained. Where property access is affected, a minimum of 2 working days (48 hours) written notice must be given to affected residents.

4. Indemnity and public liability insurance

The event applicant shall indemnify Northern Beaches Council against all claims for damage or injury that may result from the activity or occupation of part of the public way during the activity. A copy of the applicant's current public liability insurance providing coverage for a minimum sum of \$10 million must be supplied to Council before the permit will be issued.

It is the applicant's responsibility to ensure Council has a copy of the current policy.

5. Environment protection

The applicant is responsible for any environmental pollution resulting from the activity. Should pollution occur, the applicant is responsible, at their own costs, for returning the affected area to its condition prior to the pollution.

If the applicant does not comply, Council may undertake the necessary work and the applicant will be required to reimburse Council for the cost of this work. On-the-spot fines can apply to corporations or individuals who fail to prevent pollution of public land - not less than \$4,000 per individual or \$8,000 per corporation as per the Protection of Environmental Operations Act 1997.

6. Permit to transfer and/or extend

Permits may be transferred and/or extend to another date and activity may only commence following receipt of the approval letter from Council. Applicants wishing to transfer and/or extend must notify Council in writing no less than 2 weeks in advance in advance of the permit expiry date.

It is the applicant's responsibility to ensure the associated documentation is valid and affected residents, Transport for NSW, State Transit Authority, Forest Coachlines and/or Emergency Services are notified if permit is transferred to another date.

Permits cannot be transferred retrospectively.

7. Out of works hours

The permit hours are 7:00am to 5:00pm, Monday to Friday and 8:00am to 1:00pm on Saturday. For works associated with a Development Application, a separate Out Of Work Hours approval is required approval to operate outside of these hours.

Council's Environmental Compliance staff require a minimum of 2 working days (48 hours), for processing from the date of receipt. If the permit is required in less than 2 working days (48 hours), an additional urgency fee will apply.

8. Cancellation

Council reserves the right to cancel the permit at any time if the activity fails to comply with conditions of approval or any activity contravening the Roads Act 1993, Local Government Act 1993 or any other relevantly applicable legislation. This may include the issue of a Penalty Infringement Notice or institution of legal action.

THE PERMIT SHALL BE RETAINED AT THE SITE AND PRODUCED FOR INSPECTION BY AN AUTHORISED COUNCIL OFFICER AT ANY TIME DURING THE PERIOD OF THE PERMIT.

9. Notification

When applicable, Council requires the following:

Notification letter – A minimum of 48 hours of written notice must be hand-delivered to residents and/or businesses. The notification letter must also include a contact phone number of the site officer for residents' enquiries. A copy of the notification letter is to be provided to Council.

A letter of approval – This may be required from affected residents, businesses, Transport for NSW, Sydney Buses, Forest Coachlines and/or Emergency Services.

10. Road occupancy licence

A separate Transport Management Centre - Road Occupancy Licence approval must be obtained prior to submitting this application when any activity stands within 100m of traffic signals and/or stand on any State or Regional Road as listed below.

Any conditions specified in the Road Occupancy Licence that may impact their road network including approved hours of work will reflect Council's approval.

Transport Management Centre requires a minimum of 10 working days for processing from the date of receipt. The applicant must contact the Transport Management Centre to apply for a Road Occupancy Licence: Road Occupancy Unit (ROU), 25 Garden Street, Eveleigh NSW 2015 or PO Box 1625, Strawberry Hills NSW 2012, Phone: 8396 1513, Email: tmc_piu@tmc.transport.nsw.gov.au.

11. Privacy protection notice

Northern Beaches Council collects personal information to enhance our ability to provide services to our community. Your personal information is intended for use by Council staff only and will not be released to anyone other than you, unless your written authorisation has been obtained.

If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek. You have the opportunity to access and correct your personal information by submitting this form. If you require any additional information, please read Council's Privacy Statement on the website.

| List of State Regional Roads | | |
|-------------------------------------|---------------------|---------------------|
| Street | From | To |
| Abbott Road | Pitt Road | Harbord Road |
| Adams Street | Bennett Street | Griffin Road |
| Allambie Road | Kentwell Road | Warringah Road |
| Balgowlah Road | Kenneth Road | Pittwater Road |
| Barrenjoey Road | Pittwater Road | Beach Road |
| Beach Road | Barrenjoey Road | Ocean Road |
| Beacon Hill Road | Old Pittwater Road | Warringah Road |
| Belgrave Street | Raglan Street | East Esplanade |
| Bennett Street | Oliver Street | Adams Street |
| Bridge Road | Manly Lagoon | Greycliffe Street |
| Burnt Bridge Creek Deviation | Sydney Road | Condamine Street |
| Campbell Avenue | Fisher Road | South Creek Road |
| Carawa Road | Willandra Road | Fisher Road North |
| Cavill Street | Dalley Street | Lawrence Street |
| Clontarf Street | Wakehurst Parkway | Frenchs Forest Road |
| Commonwealth Parade | West Esplanade | The Crescent |
| Condamine Street | Sydney Road | Pittwater Road |
| Dalley Street | Queenscliff Road | Cavill Street |
| Darley Street | Barrenjoey Road | Pittwater Road |
| Dee Why Parade | The Strand | Pittwater Road |
| Fisher Road North | Willandra Road | Lynwood Avenue |
| Forest Way | Warringah Road | Mona Vale Road |
| Frenchs Forest Road | Clontarf Street | Sydney Road |
| Garden Street | Pittwater Road | Powderworks Road |
| Greycliffe Street | North Steyne | Queenscliff Road |
| Griffin Road | Adams Street | The Strand |
| Harbord Road | Lawrence Street | Pittwater Road |
| Hill Street | Rosedale Avenue | Sydney Road |
| Kenneth Road | Condamine Street | Balgowlah Road |
| Kentwell Road | Pittwater Road | Allambie Road |
| Lauderdale Avenue | Rosedale Avenue | The Crescent |
| Lawrence Street | Cavill Street | Harbord Road |
| Liberator General San Martin Drive | Full length | |
| Lynwood Avenue | Fisher Road North | Fisher Road |
| Manly Road | Spit Bridge | Sydney Road |
| McCarrs Creek Road | Mona Vale Road | Pittwater Road |
| McIntosh Road | Willandra Road | Fisher Road |
| Mona Vale Road | K. M. Boundary | Pittwater Road |
| North Steyne | Manly Lagoon | Raglan Street |
| Ocean Road | Beach Road | Palm Beach Road |
| Old Pittwater Road | Pittwater Road | Beacon Hill Road |
| Oliver Street | Pittwater Road | Bennett Street |
| Pitt Road | Griffin Road | Abbott Road |
| Pittwater Road | Raglan Street | McCarrs Creek Road |
| Powderworks Road | Garden Street | Mona Vale Road |
| Queenscliff Road | Greycliffe Street | Dalley Street |
| Raglan Street | North Steyne | Belgrave Street |
| Rosedale Avenue | Lauderdale Avenue | Hill Street |
| South Creek Road | Campbell Avenue | Pittwater Road |
| Sydney Road | Frenchs Forest Road | Belgrave Street |
| The Crescent | Lauderdale Avenue | Commonwealth Parade |

| | | |
|-------------------|---------------------|-----------------|
| The Strand | Griffin Road | Dee Why Parade |
| Wakehurst Parkway | Clontarf Street | Pittwater Road |
| Warringah Road | Roseville Bridge | Pittwater Road |
| West Esplanade | Commonwealth Parade | Belgrave Street |
| West Head Road | Full length | |
| Winbourne Road | Harbord Road | Pittwater Road |
| Willandra Road | Warringah Road | Carawa Road |

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**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

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| Credit Card Details | | | |
| Please charge my | <input type="radio"/> Mastercard | <input type="radio"/> Visa | <input type="radio"/> American Express |
| Amount | \$ | | |

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| Date | | | | | | | | | | | | | | | |

Please note: All credit card payments are subject to a 0.5% service fee

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| Office Use Only | | | | | | | | | | | | | | | |
| Application No. | | | | | | | | | | | | | | | |

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