



**ROAD OCCUPANCY AND STANDING PLANT APPLICATION**

**Privacy Statement**

The information requested by Council on this form may constitute personal information under the *Privacy and Personal Information Protection Act 1998*. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Privacy Officer, Campbelltown City Council, cnr Queen and Broughton Streets, Campbelltown.

A (non-refundable) application fee is payable. Please refer to Council's website for Council's current Schedule of [Fees and Charges](#). Additional fees for road occupancy/standing plant may be applicable which will be assessed and advised by Council Officers within 5 business days and which must be paid for before the approval is granted by Council.

Approval of this application may take between 5 days to 6 weeks pending assessment of the application and any requirements to report the matter to Council's Traffic Committee. Approval will be forwarded in the form of Council's correspondence, which may include special conditions.

**Section A - Applicant's Details**

Name

Organisation

Postal Address

Phone

Email

**Section B - Road Occupancy/Standing Plant Details**

Street

Suburb

Section from

Section to

Specific location

Plant type, dimensions and weight

Other specific descriptions

Purpose for occupancy/standing plant

Date/s permit requested from

to

Daily hours of operation from

to

**Section C - Traffic Management Details**

1. Is the road occupancy/standing plant associated with

i. Special Events (non-road works or non-development)

Yes

No

ii. Activity affecting traffic on a classified or regional road

Yes

No

iii. Activity being within 100m of a traffic control facility

Yes

No

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If yes, a detailed Traffic Management Plan (TMP) may also be required to be submitted to RMS in accordance with their Guidelines (refer to the RMS website for further details including applications for road occupancy). Where applicable, Council would require a copy of any permit issued by RMS.

2. What type of area is to be occupied?

|  |                          |
|--|--------------------------|
| i. Footpath/shared pathway   | <input type="checkbox"/> |
| ii. Parking lane only (i.e. no impact on traffic flows)                                    | <input type="checkbox"/> |
| iii. Partial road closure (i.e. maintain minimum of 3 metres lane width for traffic flows) | <input type="checkbox"/> |
| iv. Full road closure (i.e. no vehicular traffic flows)                                    | <input type="checkbox"/> |

3. Will the road occupancy/standing plant/event interfere with the following?

|                               |                              |                             |
|-------------------------------|------------------------------|-----------------------------|
| • Pedestrians                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Cyclists                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Vehicular flows             | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Property accesses           | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Business operations         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Bus access                  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Access to public transport  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| • Development site operations | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

4. Will detours be in place for road users around the site? Yes  No

5. Will unencumbered passage be available for emergency vehicles? Yes  No

6. Will traffic signal operations need to be modified for the road closures / event? Yes  No

7. How will the affected businesses, residents and the general public be notified?

8. A Traffic Control Plan must be submitted and attached with this application. The Plan should indicate site area, position of obstacles, traffic lane widths, barricade type and positions, sign type and positions, alternative arrangements for road users e.g. pedestrians, emergency vehicles and position of traffic controllers.

9. Public Liability Insurance  
The applicant shall submit and attach proof of appropriate public liability insurance for all contractors involved with their activity associated with the application by means of a certificate of insurance to the amount of \$20m. The insurance cover shall be in association with the activity that is undertaken in the public road related area. Depending on the certificate, we may request extension of the cover to indemnify Council.

**Section D - Declaration**

I certify that our Traffic Control Plan complies with WorkCover requirements and will ensure that the safety at the site will be maintained at all times.

|           |      |
|-----------|------|
| Signature | Date |
|-----------|------|

## Important Notes

1. In case of standing plant exceeding weight limit over 20 tonne, applicant must furnish a bond of \$10,000. On completion of works the site will be assessed by Council's Officers for any damages before the bond is released.
2. Approvals may also be required from other authorities. The applicant should contact relevant authorities as required.
3. Closure to directional traffic movements for other than road work/or utility service activities (requiring detours) will also require TMP concurrence from RMS.
4. If the event is postponed due to unforeseen circumstances, the applicant needs to advise Council in writing of the revised date.
5. If approved, this Application and the submitted Traffic Management Plan and Pedestrian Management Plan will form a part of the approval and must be implemented.
6. The applicant will need to provide and erect barricades and signs in accordance with Australian Standards AS 1742.3: Traffic Control Devices for Works on Roads. Barricades and signs are not available from Council.
7. All affected businesses (incl. Buses), residents and other occupants must be notified of the road closures, activities and changes to public transport arrangements at least two weeks prior to commencement of the event. Any concerns or requirements raised by business proprietors, residents, or other occupants must be resolved or accommodated.
8. Any damage or changes made to Council's assets must be made good in either by works or cost subject as per Council's Engineering Design for Development and satisfaction to Council's Engineers.
9. The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council or else the applicant will be required to reimburse Council for extraordinary cleaning costs.
10. The use of any equipment or activities to be conducted in conjunction with the road closures must not result in any offensive noise as defined by the *Protection of the Environment Operations Act 1997*.

## Section E - Application Lodgement

The fee associated with this application has three components:

- Application Fee
- Occupancy Fee
- Standing of Plant Fee

Refer to Council's current Schedule of [Fees and Charges](#) available at [www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)  
The application can be lodged by email to [council@campbelltown.nsw.gov.au](mailto:council@campbelltown.nsw.gov.au)

The Application Fee can be paid by any of the following methods:

### In Person

Civic Centre  
Corner Queen and Broughton Streets,  
CAMPBELLTOWN NSW 2560

### Post (no cash)

Campbelltown City Council  
PO Box 57  
CAMPBELLTOWN NSW 2560

### Credit Card

Download the Credit Card Authorisation Form  
from Council's website:  
[www.campbelltown.nsw.gov.au](http://www.campbelltown.nsw.gov.au)

| OFFICE USE ONLY    |  |
|--------------------|--|
| Fees               |  |
| Date               |  |
| Receipt No         |  |
| Cashier Code RDOCC |  |

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