

# APPLICATION TO CONDUCT WORKS IN ROAD RESERVATION SERVICE PROVIDERS

*Local Government (Highways) Act Section 46*

**NO PLANNED WORKS ARE TO BE COMPLETED UNTIL THIS DOCUMENT HAS BEEN SIGNED BY  
THE WEST COAST COUNCIL.  
(FOR EMERGENCY WORKS SEE GENERAL REQUIREMENT NO.1)**

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Contractor Email Address: \_\_\_\_\_

## LOCATION AND BRIEF DESCRIPTION OF PROPOSED WORKS (ATTACH SKETCH IF NECESSARY)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Start Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Estimated  
Completion Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED A MINIMUM OF ONE BUSINESS DAYS PRIOR TO THE  
COMMENCEMENT OF THE PROPOSED PLANNED WORKS.**

### RETURN COMPLETED FORMS TO:

Works & Operations  
P: (03) 6471 4700  
E: [coo@westcoast.tas.gov.au](mailto:coo@westcoast.tas.gov.au)  
PO BOX 63 QUEENSTOWN TAS 7467  
11 STICHT STREET QUEENSTOWN TAS 7467



Work Category	Applicant Checklist	If YES, the following requirements will apply in addition to the General Requirement Stated Above
Construction of Vehicular Driveway	Yes / No	To be constructed at property owner's expense to Council standard.
Construction of Driveway	Yes / No	Approval from Council to cross its stormwater mains may be necessary. To be constructed at property owner's expense to Council standard.
Development of Nature Strip	Yes / No	Applicant to maintain weed-free for twelve months
Telstra Land Access and Activity Notice	Yes / No	
Aurora installation of overhead/underground reticulation	Yes / No	
Placement of waste containers/shipping containers on footpath, nature strip, road or public place. Bin size .....X.....	Yes / No	Provide Council with copy of Traffic Management Plan to Australian standards. All relevant signage required on this plan must be in place prior to work commencement. Planning and/or building approvals may be required.
Under-boring road/footpath	Yes / No	Provide Council with a copy of a Traffic and or Pedestrian Management Plan to Australian standards. All relevant signage required on this plan must be in place prior to work commencement.
Trenching across or along sealed road/sealed verges (only when boring is not practical)	Yes / No	
Trenching across or along unsealed road/unsealed verges (only when boring is not practical)	Yes / No	
Works affecting pedestrian traffic	Yes / No	
Works affecting vehicular traffic	Yes / No	
Request to install private equipment on Aurora assets	Yes / No	

\_\_\_\_\_  
**APPLICANT/CONTRACTOR SIGNATURE**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**DATE**

**GENERAL REQUIREMENTS:**

1. Genuine emergency works require a phone call to West Coast Council as soon as possible with location details. This form will still be required for Council records.
2. All contractors/applicants must provide Council with copy of their certificate of currency for public liability insurance (minimum \$10 million) naming West Coast Council as an interested party,
3. All Council, telecommunications, gas and electrical services must be located on site prior to works with a copy of Dial Before You Dig plans supplied to Council (email [wcc@westcoast.tas.gov.au](mailto:wcc@westcoast.tas.gov.au))
4. Council to be supplied with all relevant risk assessments, safe work procedures, environmental requirements and employee qualification records for the activities to be carried out.
5. All works effecting Council assets must comply with Municipal Standard Drawings and Specifications
6. Roadways are to always remain open to traffic during works unless a direction to restrict or Road Closure notice is issued by Council.
7. Any advertising fees associated with a full road closure will be directed back to the applicant.
8. Long-term works which will be left overnight will be appropriately barricaded and signposted and addressed in risk assessments.
9. Final reinstatement to be carried out by applicant to the satisfaction of Council at the applicant's expense. If not carried out to Council's satisfaction or in a timely manner, Council will undertake reinstatement works and invoice the applicant for the relevant costs.
10. Noncompliance with these requirements may result in penalties to the signatory.

**OFFICE USE ONLY** | **This application is approved subject to the following conditions/inspection points if any**

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\_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
**APPROVED BY**                      **SIGNATURE**                      **DATE**

Disclaimer  
By completing and lodging this form, electronically or by hard copy, you agree to the terms set out in West Coast Council's Privacy Policy which is available on our website.

**25/26 FEES**

Application Fee, Inspections(s) and Bond	\$110.00
Inspection Fee	\$130.00 per hour
Bond	\$215.00