



## WORKS IN ROAD RESERVATION PERMIT

This permit is required for any works carried out by a third party in road reserves within the Brighton municipality unless otherwise covered by an appropriate planning permit. Ensure that the permit selected is appropriate to your works. Permit will be issued after fees have been received.

### PERMIT B – WORKS AFFECTING DRIVEWAY OR FOOTPATH

This permit may be used to apply to do works within Brighton Council Road Reservation that affect driveways or footpaths but do not affect kerb and channel or roads. This permit may be used for the construction of driveways only when the existing kerb or crossover is unaffected. Works must not begin until approval is gained from Brighton Council.

**PERMIT FEE: \$70.00**

**PERMIT NO.**

**00001B**

#### Applicant Contact Details

<i>Organisation Name:</i>			
<i>Individuals Name:</i>			
<i>Postal Address:</i>			
<i>Phone:</i>		<i>Email:</i>	

#### Contractor Details

<i>Organisation Name:</i>			
<i>Postal Address:</i>			
<i>Phone:</i>		<i>Email:</i>	

#### Proposed Works Details

<i>Description of Works:</i>		<i>Plan attached: Y/N</i>	
<i>Location of Works:</i>			
<i>Start Date:</i>		<i>Finish Date:</i>	

## Declaration

I/we hereby apply for Councils approval to carry out the works described in this application and the accompanying documents and declare that: -

- The information in this application is true and correct
- I/we have read all of the conditions attached to this permit and will ensure that all conditions set out in this permit are complied with.

Name:

This form must be submitted on line or presented to the Council Offices and an approved form returned to the applicant prior to start of works.

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## Council Approval

This section must be completed by a Council Officer prior to commencing any works on site.

**Council approves the above application subject to the standard conditons being adhered to.**

**Council approves the above application with the addition of further conditions. See below.**

**Council does not approve the application, please contact a Council officer for details**

**Signature of Approved Council Officer:**

**Date:**

Please notify Council upon completion of works, Council will arrange an inspection of works if required free of charge. If the following conditions have not been met and works are completed to an unsatisfactory standard Council will advise of outstanding works and a revised completion date. Council will then reinspect works after completion. If this is required Council will charge a fee of **\$200** for this inspection. This condition applies to individuals and corporations.

**Further Conditions:**



## **PERMIT B- WORKS AFFECTING DRIVEWAY – PERMIT CONDITIONS.**

1. This permit may be used for any works within a road reservation that affect driveways and footpaths that do not affect kerb and channel or roads.
2. A dial before you dig must be undertaken before any works are undertaken [www.1100.com.au](http://www.1100.com.au) or call 1100.
3. Council will not be found liable for any damages that occur as a result of approved works.
4. Construction debris including sediment must be prevented from entering stormwater drains and private property. A SWMP may be requested where deemed necessary by Council Engineers.
5. Damage to Council assets must be reported to a Council Officer detailed on the permit immediately.
6. Damage to assets or private property will be assumed to be the permit holder's responsibility unless photographic evidence is provided to Council by applicant prior to works being undertaken proving any pre-existing damage.
7. If stormwater infrastructure needs to be located on site Council will provide someone at an hourly rate.
8. The permit holder must pay the cost of alterations or reinstatement to existing services, Council infrastructure or private property incurred as a result of the works. Work required must be specified or undertaken by the authority concerned.
9. The permit holder is liable for any defects for 12 months after completion of works.
10. All disturbed surfaces, except those set aside for roadways, footways and driveways, must be covered with top soil and, where appropriate, re-vegetated and stabilised to the satisfaction of the Council's Municipal Engineer.
11. Footpath must be reinstated in whole sections according to municipal standards. Steel reinforcement must be inspected by a Council officer prior to pouring of concrete.
12. The location of driveways must be approved by Council, by inspection if necessary. Contact Council to determine if this is required.
13. Council permits one driveway access for each property unless an exemption is granted by the Municipal Engineer

14. Existing driveways that become redundant are to be removed and footpath and kerb and channel are to be reinstated. If kerb and channel must be reinstated a “works affecting pavement” permit will be required.
15. Council must inspect works prior to concrete being poured. Permit holder must give Council 48 hours notice of pour to allow for an inspection to be arranged.
16. Permit holders must provide on request a traffic management plan compliant with Tasmanian Governments “Code of Practice for Traffic Control at Worksites”. All relevant signage must be in place prior to works commencing.  
<http://www.transport.tas.gov.au/safety> **AS 1742.3 Part 3**.
17. Driveway and footpath works must be constructed in accordance with the standard drawings prepared by the IPWE Aust. (Tasmania Division) and to the requirements of Council’s Municipal Engineer.
18. Footpaths must be reinstated within 7 days unless otherwise agreed by an Authorised Officer.
19. Permit holders are responsible for ensuring the security of works and ensuring concrete is not damaged prior to the concrete setting hard.

**20. Guidelines For Work Near Council Trees**

- No mechanical excavation may take place within the drip line or within a 1.5m radius of a Council tree.
- Installation of pipes shall be using boring techniques at a minimum depth of 600mm unless otherwise approved by Council
- Tree roots with diameters greater than 60mm will not be cut without permission from Council
- No tree to be removed or pruned without permission from Council
- Stockpiling of materials, debris and soil within a trees drip line or within a 1.5m radius of a Council tree is not permitted.
- Any damage must be reported to Council.

If required the applicant must:

21. Provide to Council evidence of public liability insurance.
22. Provide a Soil Water Management Plan (SWMP). This may be requested when deemed necessary by Council Engineers.

**Council Contact Officers:**

Anna Coventry	(W) 6268 7051
Simon Pulford	(W) 6268 7045 or (M) 0448 339 715
Scott Percy	(W) 6268 7030 or (M) 0438 092 490
Heath Macpherson	(W) 6268 7018 or (M) 0408 566 232