

# WORK IN A ROAD RESERVE PERMIT APPLICATION FORM



KATHERINE  
TOWN COUNCIL

Applications must be lodged with a copy of the Traffic Management Plan, Traffic Guidance Scheme (TGS) and Public Liability Insurance for an amount not less than \$10,000,000. Applications must be submitted to Council at least 5 working days prior to preferred start-of-works date. Please note that application fees apply (see Katherine Town Council's Fees & Charges)

## APPLICANT DETAILS

|                 |        |         |
|-----------------|--------|---------|
| APPLICANT NAME: |        |         |
| ORGANISATION:   |        |         |
| POSTAL ADDRESS: |        |         |
| CONTACT NUMBER: | PHONE: | MOBILE: |
| EMAIL:          |        |         |

## DETAILS OF WORKS

|                       |  |        |
|-----------------------|--|--------|
| WORK LOCATION:        |  |        |
| DURATION OF WORKS:    | START  | FINISH |
| TYPE OF WORKS:        | <input type="checkbox"/> Temporary road closure <input type="checkbox"/> Works to power pole/line <input type="checkbox"/> Crane operations<br><input type="checkbox"/> Road excavation <input type="checkbox"/> Boring under road <input type="checkbox"/> Driveway/Crossover Installation<br><input type="checkbox"/> Works conducted in public spaces <input type="checkbox"/> Stormwater works <input type="checkbox"/> Tree Works |        |
| DESCRIPTION OF WORKS: |  |        |

If works/traffic management are being undertaken on behalf of a separate agent, please provide their details below:

|                 |        |         |
|-----------------|--------|---------|
| NAME:           |        |         |
| ORGANISATION:   |        |         |
| CONTACT NUMBER: | PHONE: | MOBILE: |

## DECLARATION

PERMIT ATTACHMENTS:     Public Liability Insurance     TGS/TMP     Site Plan

I (Name)  in signing this application agree to:

- Be bound by Council's specifications in relation to backfilling of the opening of trenches.
- Carry out all reinstatement works to Council's satisfaction and standards, as per the relevant NT Subdivision Development Guidelines' specifications, with all costs borne by the Applicant, Developer or Contractor.
- Repair and restore any damage to footpaths, roads, or other public areas by reinstating all affected concrete and addressing any defects caused by the road opening.
- Supply and maintain all relevant Traffic Control devices in accordance with AS1742-3, Occupational Health and Safety requirements and all other applicable Australian Standards.
- Work within the Katherine Town Council 'Work in a Road Reserve' Conditions of Permit.

|            |                      |       |                      |
|------------|----------------------|-------|----------------------|
| SIGNATURE: | <input type="text"/> | DATE: | <input type="text"/> |
|------------|----------------------|-------|----------------------|

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## CONDITIONS OF PERMIT

### 1. Application and proposed plans

Application for a permit is required. Permit Fee is GST exempt and is as stipulated in the current Katherine Town Council Fees & Charges. Plans shall be submitted to Council for approval prior to issue of permit.

### 2. Hours of works

The permit will be applicable for work between the hours of 7:00am to 6:00pm Monday to Saturday. No work is allowed on Sunday and Public Holidays unless approved otherwise by Council. Restricted hours apply to works being undertaken on roads that may disrupt peak hour traffic and bus routes. Works will only be permitted between 8:30am and 4:00pm. Works in school zones is only permitted between 8:30am and 2:00pm.

### 3. Permits

Upon approval, a Work in a Road Reserve Application Permit must be obtained from the Katherine Town Council - Civic Centre, Stuart Highway, Katherine, prior to commencing any works, at no additional cost. The applicant must adhere to all applicable ordinances, legislation, Council by-laws, permit conditions, and any directions issued by the Council in relation to the proposed works.

### 4. Concrete or Bitumen reinstatements

Boring under concrete driveways is the preferred method. If this is not feasible, the entire slab must be replaced or reinstated to Council standards. All bitumen works must also be reinstated to Council standards. Standard drawings are available upon request. Footpath and road reinstatements must meet the following requirements:

- Footpaths and roads must be reinstated with a minimum width of 1 meter. For roads, a 3mm bridge on each side of the trench using 5mm asphalt is required.
- Concrete reinstatement for footpaths and driveways must be at least 1.5 meters wide unless prior approval for an exception is obtained.

### 5. Provision for Traffic

Before commencing any works on Council-owned or controlled property, road reserves, lane ways, or thoroughfares, the contractor or developer must submit a Traffic and Pedestrian Management Plan, along with accompanying diagrams, to the Council. These documents must be prepared by a person holding Level 1 WorkZone Traffic Management Accreditation and submitted with the Works Permit Application for all projects. All personnel involved in setting up and managing traffic control must hold Level 2 or Level 3 Work Zone Traffic Management Accreditation. The required documentation must be submitted to the Council at least **five (5) working days** before the proposed start of the works. Road signs, lights, and barriers must comply with Australian Standards and Occupational Health and Safety requirements. Vehicular and pedestrian access on any road or footpath must be maintained at all times. Full closure of any road or footpath is not permitted without prior Council approval.

### 6. Site Preparation

Prior to excavation through any road surface, kerbing, guttering, footpath, driveway or elsewhere as directed, the extremities of the excavation are to be precut with a masonry saw for the full depth of the structure. Cuts are to be in straight parallel lines. No trees or vegetation on the verge/nature-strip/road reserve are to be damaged in any way, and no trees or vegetation are to be removed without the express permission of Council Officers, and this is to be confirmed in writing on the Permit.

### 7. Installation Standards

Services to be installed shall comply with all relevant standards and/or codes. Ducts under roadways shall extend 5mm behind kerbs.

### 8. Surplus Material

- a. Under road surfaces, kerbing, guttering, footpaths, driveways or as otherwise specified, all excavated material shall be removed from the site.
- b. Under road verges, parks and landscaped areas excavated material may be used for backfilling with the approval of council officers.

### 9. Responsibilities

It is the contractor or developer's responsibility as part of the scope of works, to locate and protect any assets in the road reserve, at the contractor or developer's cost. The contractor or developer must before any excavation works commence, contact Dial Before You Dig or any other relevant authority that may have assets in the area to determine their depth and location.

### 10. Compaction

All material shall be compacted at a moisture content which will permit the specified relative compaction to be obtained. Unless approved otherwise by Council, flooding shall be not used as a method of compaction.

- a. The base course material shall be compacted to 100% of its modified maximum density.
- b. Selected fill shall be compacted to 95% of its modified maximum density.

### 11. Site Restoration

On completion of works, all surplus material shall be removed and the site left in a tidy condition to the satisfaction of the inspecting Council Officer.

### 12. Indemnities

The Contractor shall indemnify and hold the Council harmless against any legal liability, loss, claim, or proceeding arising from personal injury or death of any person, or damage to property, resulting from the carrying out and/or execution of the works, except where such loss or damage is caused by the negligent act, omission, or default of the Council, its employees, or agents.

Furthermore, the Contractor shall indemnify the Council at all times against any compensation paid or any action, claim, demand or expense arising from or incurred by reason of the existence of any patent, design, trademark or copyright or other protected right in respect of any machine, plant, work material or thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the Contractor in connection with the carrying out of the works.

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## PRIVACY STATEMENT

The information requested in this form is being collected for the purpose relating to this form and its conditions. If you do not provide the information Council may not be able to process your form. Katherine Town Council may disclose the information provided by you on this form to other government bodies, as required or authorised by the Katherine Town Council By-Laws, of the Local Government Act or in accordance with our Privacy Policy, which is available on our website [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au) or on request from the Council office. You may obtain access to your personal information held by Council by submitting an application form that is available by contacting Council on (08) 8972 5500.



KATHERINE  
TOWN COUNCIL

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Civic Centre  
24 Stuart Highway  
Katherine NT 0850

**Postal** PO BOX 107, Katherine, NT, 0851  
**Phone** (08) 8972 5500  
**Fax** (08) 8971 0305  
**Email** [contactus@ktc.nt.gov.au](mailto:contactus@ktc.nt.gov.au)  
**Website** [www.katherine.nt.gov.au](http://www.katherine.nt.gov.au)

**KATHERINE TOWN COUNCIL  
PROCEDURE AND SPECIFICATION FOR ROAD OPENINGS**

**1. Application and proposed plans**

Application for a Permit is required, Permit Fee is GST Exempt and is as stipulated in the current Katherine Town Council Fees & Charges Structure. Plans shall be submitted to Council for approval prior to issue of permit.

**2. Permits**

On approval of Application a Road Opening Permit shall be obtained from the Civic Centre, Stuart Highway, Katherine, prior to commencement of any works at no additional cost.

**3. Concrete or Bitumen reinstatements**

Boring under concrete driveways is preferable, if this method is not able to be achieved, replacement of the whole slab is desirable or reinstatement as per drawing 3.1A. Reinstatement of bitumen pavement shall be as per Council standards.

**4. Provision for Traffic**

Before the commencement of any works on Council owned or controlled property, road reserves, laneways or thoroughfares, the contractor or developer shall provide to Council a fully compliant Traffic Management Plan including associated Traffic Control Diagrams certified by a qualified WZ1 holder. This documentation shall be provided to Council for their consideration **NO LESS** than five (5) working days prior to the scheduled commencement of the proposed works. Road signs, lights and barriers are to be erected and maintained to the Australian Standards and Occupational Health and Safety requirements and specifications. Vehicular and pedestrian access on any road or footpath is to be maintained at all times. Complete closure of any road or footpath shall not be permitted. It is the responsibility of the contractor or developer to supply a work zone Traffic Management Plan compliant with Australian Standard 1742.3, to the Council before the commencement of works.

**5. Site Preparation**

Prior to excavation through any road surface, kerbing, guttering, footpath, driveway or elsewhere as directed, the extremities of the excavation are to be precut with a masonry saw for the full depth of the structure. Cuts are to be in straight parallel lines.

**6. Installation Standards**

Services to be installed shall comply with all relevant standards and/or codes. Ducts under roadways shall extend 500mm behind kerbs.

**7. Bedding and Backfilling**

Bedding

(a) Sand – clean granular material, including stabilised with 6% cement by mass, free from sticks, stones and other deleterious material with a plasticity index less than 6 conforming to the table 'Material Size'. Flow and vibrate stabilised sand backfill in situ using the same methods for vibrating concrete to improve density and to remove air voids to top of trench, or

(b) Concrete Mix – Mix minimum 20MPa 80 slump vibrated and finished to top of pavement, or

(c) Compacted Road Base – Material stabilised with 3% cement by mass compacted to minimum 100% compaction.

Finish the surface levels to reflect the existing surface levels prior to excavation, include sealing with a bitumen/binder aggregate mix and conform to the following tolerances:

Straight Edge Deviation – maximum 5mm in 3 metres and a finished level tolerance of -0mm to +5mm in a traversable state.

Backfilling

No backfilling shall commence without the approval of Council.

(a) Under road surfaces, kerbing, guttering, footpaths, driveways or as otherwise specified. Base course materials to be placed for the full width of the trench in compacted layers not exceeding 200mm thick. The excavation is to be filled to finished surface level.

Base course shall conform with the following specification:

(i) PARTICLE SIZE DISTRIBUTION

| A.S. METRIC SIEVE mm | PERCENTAGE PASSING BY WEIGHT |          |
|----------------------|------------------------------|----------|
|                      | 1                            | OR 2     |
| 37.9                 | 100                          |          |
| 19.0                 | 70 - 100                     | 100      |
| 9.5                  | 50 - 80                      | 70 - 100 |
| 4.75                 | 35 - 65                      | 50 - 80  |
| 2.36                 | 25 - 50                      | 35 - 65  |
| 0.425                | 10 - 30                      | 15 - 35  |
| 0.075                | 4 - 16                       | 6 - 20   |

(ii) MATERIAL PASSING 1.425 SIEVE

|                          |         |
|--------------------------|---------|
| Liquidity Limit          | max 25  |
| Plasticity Index         | 1 - 6   |
| Linear Shrinkage         | 0 - 3   |
| P.I. x % passing 0.425mm | max 180 |

(b) Under road verges, parks and landscaped areas, selected fill, approved by the Council's Works Manager shall be used. The material is to be placed for the full width of the trench in compacted layers not exceeding 200mm thick. The top 150mm shall be topsoil material of good quality.

**8. Surplus Material**

(a) Under road surfaces, kerbing, guttering, footpaths, driveways or as otherwise specified, all excavated material shall be removed from the site.

(b) Under road verges, parks and landscaped areas excavated material may be used for backfilling with the approval of the Works Manager.

**9. Responsibilities**

It is the contractor or developer's responsibility as part of the scope of works, to locate and protect any assets in the road reserve, at the contractor or developer's cost. The contractor or developer must before any excavation works commence, contact *Dial Before You Dig* or any other relevant authority that may have assets in the area to determine their depth and location.

**10. Compaction**

All material shall be compacted at a moisture content which will permit the specified relative compaction to be obtained. Unless approved otherwise by Council, flooding shall be not used as a method of compaction.

(a) The base course material shall be compacted to 100% of its modified maximum density.

(b) Selected fill shall be compacted to 95% of its modified maximum density.

**11. Site Restoration**

On completion of works, all surplus material shall be removed and the site left in a tidy condition to the satisfaction of the Council's Works Manager.

**12. Indemnities**

The Contractor shall keep the Council indemnified against any legal liability, loss, claim or proceeding for personal injury to, or death of any person or for damage to property arising from the carrying out of the works (except loss or damage caused by any negligent act, omission or default caused by the Council, its servants or agents) and shall indemnify the Council at all times against any compensation paid or any action, claim, demand or expense arising from or incurred by reason of the existence of any patent, design, trademark or copyright or other protected right in respect of any machine, plant, work material or thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the Contractor in connection with the carrying out of the works.

*Dial Before You Dig is a national community service that connects users involved in all forms of excavation with the infrastructure owners of underground services in that area using a fast and effective referral system.*

Our unique partnership with Australia's owners of underground infrastructure means that we can offer you a single point of contact to receive information about underground networks at your planned excavation site so you don't have to contact the utility organisations individually. Dial Before You Dig is the essential first step in protecting Australia's vital underground infrastructure.

No matter what your project, you tell us where you plan to dig and we pass on that information to owners of underground infrastructure in that area. They send the information directly to you, generally within two business days.

**Lodging a standard enquiry is free.**

Time frames for receiving information vary depending on how it is sent by the asset owners. Some owners of underground infrastructure may also contact you by phone to discuss your proposed works. If you're waiting on information please contact the asset owners directly rather than Dial Before you Dig.

The Dial Before You Dig service is also designed to protect Australia's excavators. Whether you are a backyard renovator or a professional excavator, the potential for injury, personal liability and even death exists every day. Obtaining accurate information about your work site significantly minimises these risks.



## *The Four P's of Safe Excavation*

There is an easy way to ensure you take all of the right steps in making your excavation project a success. Just follow the 4 P's of Excavation:

### **Plan**

Plan your job. Use the Dial Before You Dig service at least two business days before your job is due to begin to ensure you have the correct information you need to carry out a safe project.

### **Pothole**

Potholing (hand digging) is a method to assist in establishing the exact location of all underground infrastructure.

### **Protect**

Protecting and supporting the exposed infrastructure is the responsibility of the excavator. Always erect safety barriers in areas at risk to protect underground networks.

### **Proceed**

**BUT** only when you have planned, potholed and put the protective measures in place.

**Dial Before You Dig – the Essential First Step of Excavation. Visit us now at [www.1100.com.au](http://www.1100.com.au) and lodge your enquiry online. Enquiries can also be lodged by calling our national call centre on 1100 during business hours.**



*The Essential First Step.*

[www.1100.com.au](http://www.1100.com.au)



*The Essential First Step.*



Australia's National Referral Service for Information  
on Underground Pipes & Cables

## There are three ways to lodge your enquiry with Dial Before You Dig:



### Your Desktop

Visit [www.1100.com.au](http://www.1100.com.au) and log on using your username and password OR register as a new user.



### Your Mobile Device

- Use our mobile website service by visiting [www.1100.com.au](http://www.1100.com.au) on your mobile device and go to Lodge an Enquiry (You must first have valid login credentials - register on our desktop site), or
- Visit [www.1100.com.au](http://www.1100.com.au) and download our iPhone app.



### Call 1100

Call our National Call Centre on 1100 to register and lodge an enquiry from anywhere in Australia. Our Call Centre operates during office hours Monday to Friday (except public holidays) and is staffed by a team of experienced consultants who can talk you through lodging your enquiry.

**Make Dial Before You Dig your first step when thinking of any excavation, big or small.**

## The Dial Before You Dig Online Process:

Visit our website at [www.1100.com.au](http://www.1100.com.au) and go to the Login panel on our home page. Register as a new user if you haven't already. You will then receive an email confirming your user name and password. Keep these details handy and use them each time you lodge an enquiry. The online system allows both the processing of enquiries and the management of your contact details through the customer details screen.

### To lodge your enquiry online, follow these three simple steps:

#### 1 Enquiry Details

Provide us with the details of your job, including start date and expected completion date of work, type of work, and your location. We are also interested if you are working on behalf of a utility or a council. This information will help our members provide the correct information to suit your needs.



#### 2 Map Screen

Use the search tools to find your starting location and then draw your work place on the map using the mapping tools provided. You may also want to describe the job so that utilities can provide an accurate set of plans. At the bottom of the panel on the left is the SUBMIT button.



#### 3 Enquiry Summary

View a list of the asset owners we have notified and their contact details. Each utility class is identified by a symbol for easy identification.



### The Enquiry Confirmation Sheet

Once you have successfully lodged your enquiry, Dial Before You Dig will send you an Enquiry Confirmation Sheet. The Enquiry Confirmation Sheet enables you to verify the details supplied for your planned dig site location. It also provides you with the contact details of the infrastructure owners relating to your enquiry.

### Receiving Information

Plans are the most common form of information you will receive from infrastructure owners detailing the location of their underground networks. Remember, these plans do not come from Dial Before You Dig. It is important NOT to proceed until you hear from all asset owners affected by your project. **Should you require further assistance, use the contact details provided on the Enquiry Confirmation Sheet to contact the relevant infrastructure owner directly.**

**For more information on our service or lodging an enquiry online please go to [www.1100.com.au](http://www.1100.com.au) and download our Online Guide or refer to Frequently Asked Questions.**

### Damages Do Happen

Over the years we've seen a wide variety of disruptions from excavators unwittingly digging up underground infrastructure. These incidents can lead to major service disruptions, large financial penalties, injury and sometimes even death. In order to avoid these incidents it is essential that you recognise your duty of care and;

- Always use Dial Before You Dig
- Wait for all information to arrive before starting work
- Never use plans that are out of date. Resubmit your job if necessary
- Make sure you have the plans onsite
- Pay attention to the clues at the work site - ie marker posts, inspection points
- Never assume pipes and cables run underground in a straight line or at a set depth
- Remember all digging activities can damage underground assets
- Communicate onsite with co-workers

#### PLANS:

Underground location plans provide information about the presence of underground infrastructure only; they do not pinpoint the exact location. You should use the plans as a guide only. For more information about locating and working near particular underground networks, contact the relevant infrastructure owners.

#### EMERGENCIES:

In the event of damage to any underground network, you should contact the affected infrastructure owners immediately. Their emergency contact numbers can be found via our home page. If the situation is at all life threatening, please contact the Emergency Services on 000.

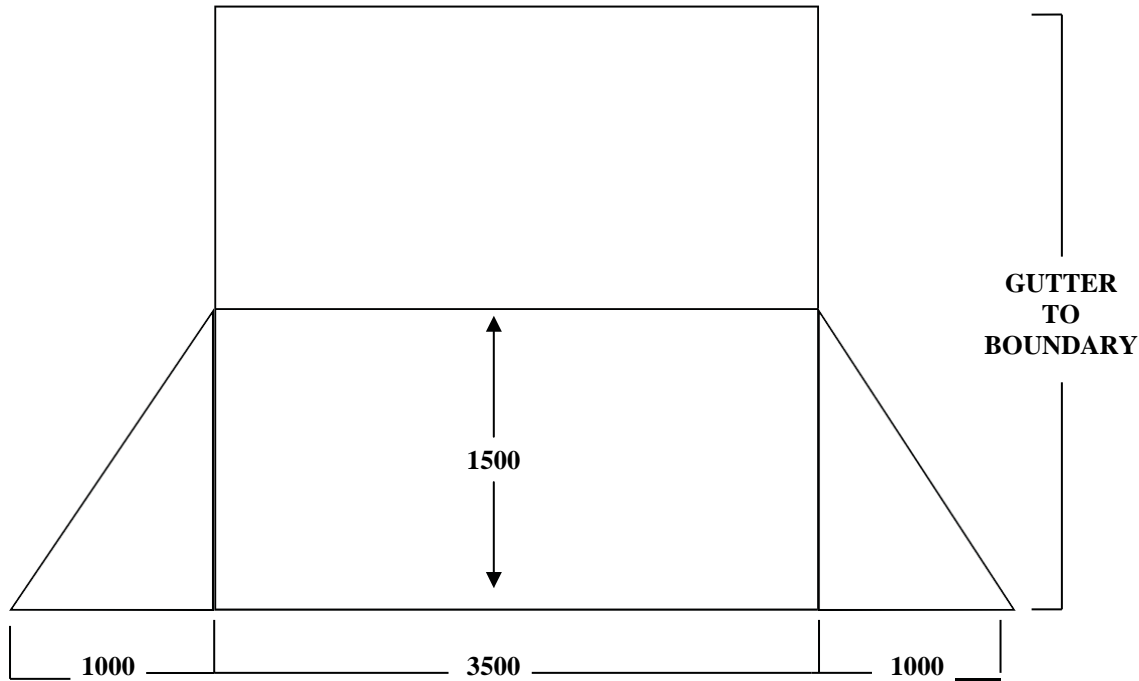
#### INSTALLING NEW PIPES/CABLES:

All owners of underground infrastructure should register their assets with Dial Before You Dig. If you know of an organisation with newly installed underground assets please contact us.

**KATHERINE TOWN COUNCIL**

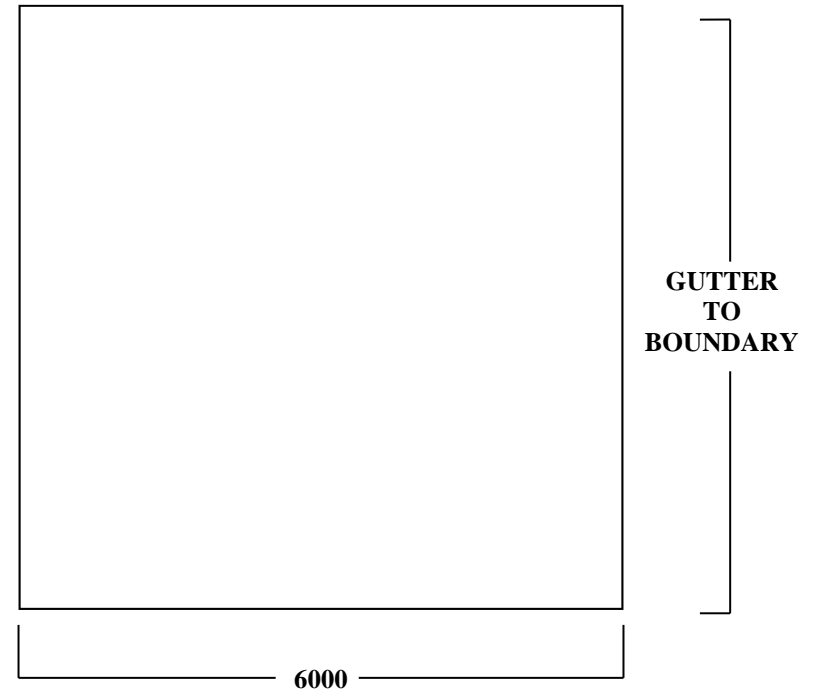
**SPECIFICATIONS FOR STANDARD  
AND INDUSTRIAL DRIVEWAYS**

**N.B. DRIVEWAYS ARE NOT TO BE CONSTRUCTED WITHIN 15 METERS OF AN INTERSECTION**



**STANDARD DRIVEWAY**

To be constructed with N25  
Concrete, 100mm thick, with  
centrally located SL72 mesh.



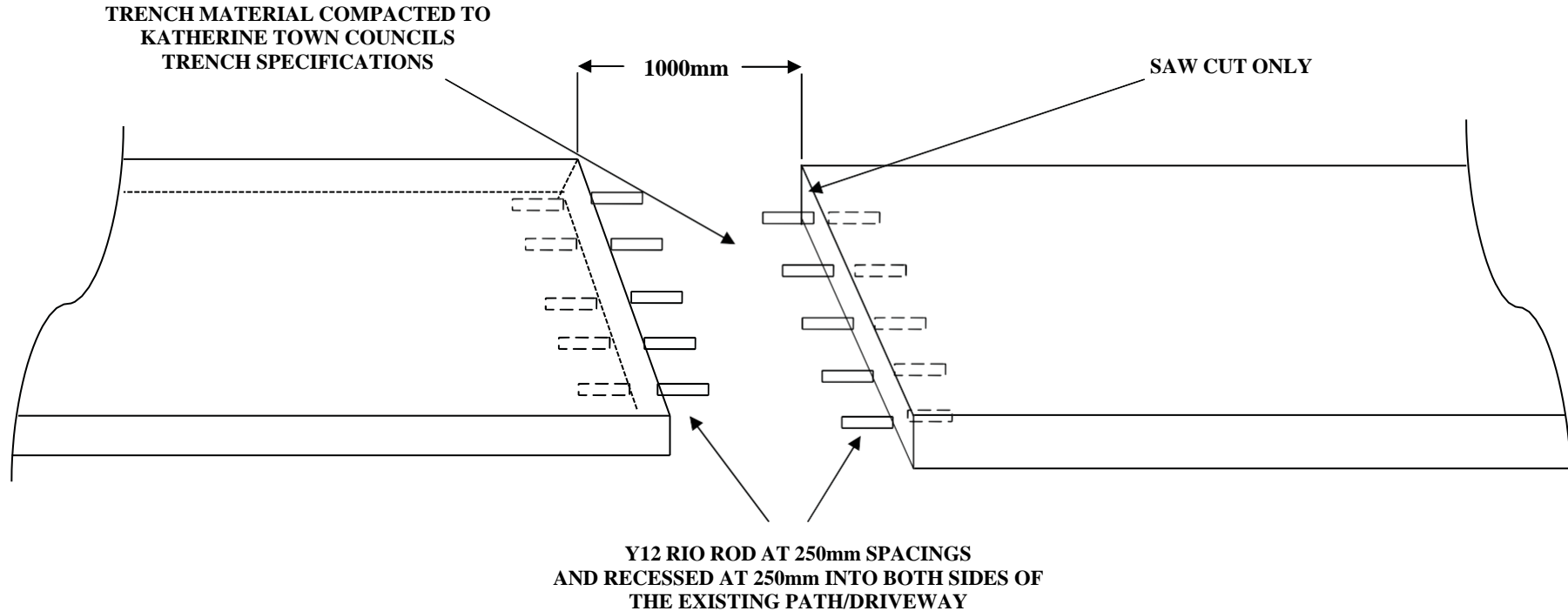
**INDUSTRIAL DRIVEWAY**

To be constructed with N25  
Concrete, 150mm thick, with  
centrally located SL82 mesh.

NOT TO SCALE

**KATHERINE TOWN COUNCIL**

**SPECIFICATIONS FOR THE CUTTING OF EXISTING  
CONCRETE PATHS AND DRIVEWAYS**



Replacement concrete shall have rolled trowled edge

Cutting of existing driveways is only permitted if underground boring is not achievable and written permission is attained from Council

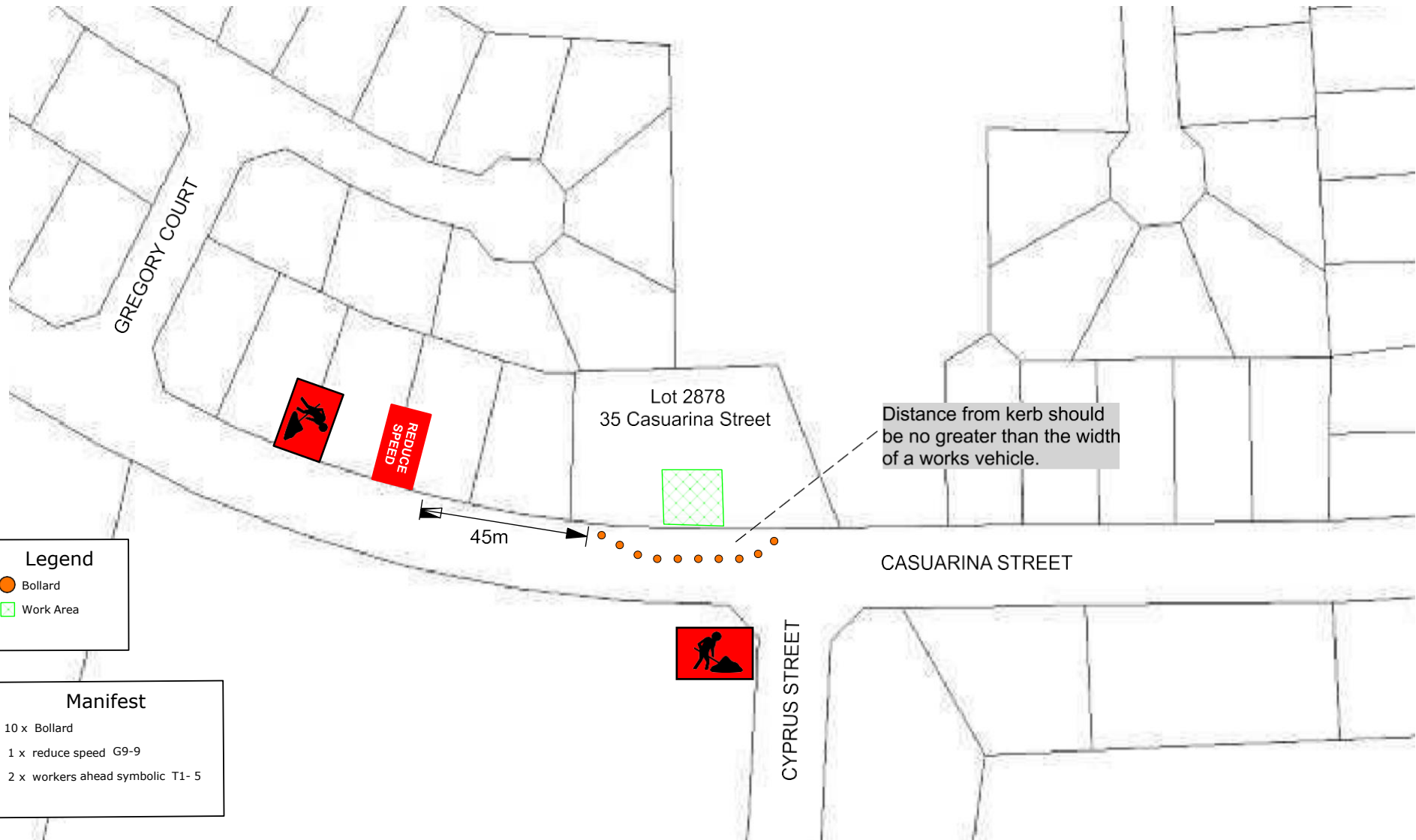
NOT TO SCALE



Date:8/30/2013 Author:Katherine Town Council Project:Generic - Driveway Construction  
WZ1:11906

Comments:

RESPONSIBILITY FOR THE INSTALLATION OF ALL TRAFFIC CONTROL DEVICES RESTS WITH THE CONTRACTOR



**Legend**

- Bollard
- Work Area

**Manifest**

- 10 x Bollard
- 1 x reduce speed G9-9
- 2 x workers ahead symbolic T1- 5