



# APPLICATION FOR WORKS IN THOROUGHFARE PERMIT

Private Use of Car Parking Bays	\$24.00 per bay per day	Code T269
Works in Thoroughfare Permit	\$75.00	Code T171
Permit for Excavation/opening of Thoroughfare	\$280.00	Code T154

**WORKS ON BEHALF OF / APPLICANT DETAILS**

NAME:

POSTAL ADDRESS:

SUBURB:  POSTCODE:

**CONTACT DETAILS:**

PHONE - HOME  WORK  MOBILE

FAX  EMAIL

CONTACT PERSON:

**CONTRACTOR DETAILS**

NAME:

PHONE: MOBILE  FAX

AFTER HOURS CONTACTS

**APPLICATION FOR PRIVATE USE OF CAR PARKING BAYS FOR WORK (\$24.00 X BAY PER DAY) Cost code T269**

NUMBER OF BAYS  NUMBER OF DAYS  TOTAL COST

**DETAILS OF WORK TO BE UNDERTAKEN**

START DATE:  FINISH DATE:

LOCATION OF WORKS:

BRIEF DESCRIPTION OF WORKS: *PLEASE ATTACH PLAN FOR PEDESTRIAN MANAGEMENT PAST THE WORK SITE, ANY PROPOSED ROAD CLOSURES OR EXCAVATION WORK.*

APPLICANTS SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**TEMPORARY PART / FULL ROAD CLOSURE DETAILS**

START DATE OF CLOSURE:

FINISH DATE:

HOURS/DAYS

FROM:

TO:

LOCATION:

SECTION BETWEEN:

AND

DATE OF NEWSPAPER ADVERTISING:

WHICH NEWSPAPER:

CONTACT PERSON:

*Newspaper advertising of closure 7 days prior to the works proceeding is required,  
Local residents and emergency services must be notified of road closure.*

**NOTIFICATION OF EXCAVATION WORKS**

METHOD OF EXCAVATION (CIRCLE): HAND DITCHWITCH BACKHOE EXCAVATOR UNDER ROAD BORING

**TRAFFIC MANAGEMENT CONTRACTOR (MUST HAVE AWTM ACCREDITATION)**

COMPANY NAME:

TELEPHONE

MOBILE

FAX

EMAIL:

*Assessment of Traffic Management Plans \$75.00 submitted 14 calendar days in advance  
Fast track Applications – Processed within 3 business days (guaranteed) \$750.00*

**OFFICE USE ONLY**

INSPECTIONS:

DATE WORK COMMENCED:

SUB-GRADE:

KERBING:

SUB-BASE

REINSTATEMENTS:

BASE:

SEAL/ASPHALT:

FINAL INSPECTION:

PAYMENT RECEIVED:

SIGNATURE OF RESPONSIBLE OFFICER:

**Standard Requirements for Work Conditions**

1. Any works within a City of Bunbury thoroughfare (road reserve, PAW, ROW, park etc.) requires either a Verge Crossover, Verge Treatment or a Works in Thoroughfare permit from the City Engineer, prior to any works commencing. If traffic management for work within the road reserve is required, it shall be in accordance with MRWA Traffic Management Code of Practice and Australian Standard 1742.3. All Traffic Management Plans (TMP) shall be prepared by a person with current Main Roads WA accreditation and be submitted for approval 7 working days prior to any works commencing. All TMP's for works associated with Service Authorities are to be approved by the requesting Service Authority (TELSTRA, Alinta Gas, Western Power, Water Corporation & Aqwest), not the City of Bunbury.
2. The applicant shall contact service authorities and Dial Before You Dig 1100 and locate and protect all services within the road reserve.
3. Safe pedestrian access shall be maintained at all times, including provision of physical barriers to hazards, provision of safe temporary access, signage and lighting in accordance with Australian Standard 1742.3.
4. Footpaths shall be reinstated to the satisfaction of the City Engineer. Standard Drawings are available from the City's Engineering Department.
5. Kerb ramps shall be in accordance with AS1428.1.
6. Road reinstatement shall be to the satisfaction of the City Engineer. Reinstatement details are available from the City's Engineering Department.
7. Drainage reinstatement shall be to the satisfaction of the City Engineer. Reinstatement details are available from the City's Engineering Department.
8. Verges are to be reinstated to a similar condition to the existing verge (ie seeding or turf as required). Verges are to be smooth and even in level and grading.
9. All road and kerb joints shall be saw cut and reinstated flush with the existing road and kerb. Kerbing shall match the existing kerb profile.
10. Water jetting pipes under roads is not acceptable. All trenchless crossings shall use an approved boring method.
11. Landscaping treatments shall be to a standard that matches existing landscaping and shall be approved by the Senior Technical Officer Parks and Open Space.
12. Trees on road reserves shall not be removed without prior written permission of the Senior Technical Officer Parks and Open Space.
13. Crossovers shall be reinstated to the satisfaction of the property owner. Where existing crossovers are reconstructed with new concrete, brick paved or asphalt, the work shall be in accordance with City of Bunbury Standard Drawings for crossovers. Standard Drawings are available from the City's Engineering Department.
14. Council services including signage, line marking, drainage, electrical, communication services and street furniture shall be reinstated to the satisfaction of the City Engineer. No alterations to existing services shall be carried out without written approval of the City Engineer.
15. New poles and/or pillars shall not be installed in the road reserve forward of the 6m truncation at intersections unless otherwise approved. The City must approve the placement of poles and pillars to minimise hazard and avoid future relocation costs.
16. Affected residents, property owners and businesses shall be notified in writing 7 days in advance of the works unless works are of an urgent or safety nature.
17. Road closures are by prior arrangement only and the public shall be notified as per "Advertising Requirements for the Temporary Closure of Thoroughfares Managed by the City of Bunbury".
18. For detailed specifications of engineering standards that are acceptable for major reinstatement works, refer to Council's Engineering and Construction Specification.

**ADVERTISING REQUIREMENTS FOR THE TEMPORARY (PART OR FULL) CLOSURE OF THOROUGHFARES MANAGED BY THE CITY OF BUNBURY**

For all approved thoroughfare closure applications for periods of 2 days or less, the following conditions are applicable:

- Public notice in the local newspaper for a minimum of 7 days prior to closure;
- Residents and businesses within 150m notified a minimum of 7 days prior to closure;
- Advise all emergency service providers, bus and taxi services 7 days prior to closure;
- Submission of a Traffic Management Plan, in accordance with Main Roads WA Traffic Management for Works on Roads – Codes of Practice (2004).

For all approved thoroughfare closure applications for periods of greater than 3 days up to 4 weeks, the following conditions are applicable:

- An advisory signboard be placed both/all ends of the approved works for a minimum of 7 days prior to closure. Sign board to include name of contractor, contact number, description of works and is to remain in place for the duration of the works;
- Public notice in the local newspaper for a minimum of 7 days prior to closure;
- Residents and businesses within 150m notified a minimum of 7 days prior to closure;
- Advise all emergency service providers, bus and taxi services 7 days prior to closure;
- Submission of a Traffic Management Plan, in accordance with Main Roads WA Traffic Management for Works on Roads – Codes of Practice (2004).

Additional conditions of approval for all Thoroughfare Closure Applications for local roads for periods greater than 4 weeks – to be assessed by Council on an individual basis as per the requirements of the Local Government Act.