

## APPLICATION TO OCCUPY COUNCIL ROAD Section 221 and 222, Local Government Act, 1999

Applications **MUST** be submitted **TWO (2) weeks** prior to commencement date.

Please note: The application *cannot* be processed unless all details are completed and documents are provided.

### GENERAL INFORMATION

The Act provides that a road extends from property boundary to property boundary and includes the carriageway, footpaths and verges.

### GENERAL CONDITIONS

- The applicant **must** provide a copy of the required current Public Liability Policy with **each** application.
- Placement of equipment is to occur only in an area approved and agreed by City of Unley.
- A traffic management plan or a detailed map of the area **must** accompany this application.
- The fee is calculated by Council in accordance with the current Fees and Charges Schedule. **Fees are paid prior to approval; any accounts will need to be approved through finance.**
- Clear measurements of the area must be shown on the plan, including remaining area/space available to the public.
- A minimum footpath width of 1.2m must be provided for pedestrian traffic in accordance with AS1742.3 (Australian Standard Manual of Uniform Traffic Control Devices, Part 3: Traffic Control Devices for Works on Roads).
- The hoarding/equipment/goods must be removed from the site each night and the site made safe for pedestrians and road users. In the event that the hoarding/equipment/goods is to be left on site overnight, reflective warning devices and effective lights must be attached (in accordance with AS1742.3) to warn road users and pedestrians of the structure/equipment.
- The applicant accepts responsibility for any damage caused to the road or footpath surface or any other damage on public land as the result of the erection/placement or removal of any hoarding/equipment/goods.
- The permit holder must produce a copy of the permit for inspection by an authorised Council Officer upon request.
- A permit may be revoked by Council for breach of relevant conditions.
- **Arterial roads MUST have approval from the Department for Planning, Transport and Infrastructure (DPTI).** These roads are, Greenhill Road, Glen Osmond Road, Cross Road, South Road, Anzac Highway, Goodwood Road, Unley Road and Fullarton Road.

### APPLICATION FORM RETURN

To: Permits Officer  
The City of Unley  
PO Box 1 UNLEY SA 5061

Phone: 8372 5111 Fax: 8271 4886  
Website: [www.unley.sa.gov.au](http://www.unley.sa.gov.au)  
Email: [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

**THE LOCATION** – Provide the street address details as per the rates notice or the street location.

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_

**CONTACT/APPLICANT**–The person applying for the permit and who Council will communicate with

Name: \_\_\_\_\_ Organisation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTOR DETAILS/SKIP COMPANY** – person or organization who will undertake the works

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

Organisation: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPROVAL REQUIRED** – Briefly explain your requirements and equipment to be used

Description: \_\_\_\_\_

Including skip/ \_\_\_\_\_

Container size \_\_\_\_\_

Occupation of:  Footpath  Nature Strip  Roadway –skips/containers only permitted on road

- Hoarding \$65.00 Application Fee and \$6.50 per square meter per week**
- Bin/Shipping Container \$40.00 per approval, per 7 days**
- Busking/ Canvassing \$7.50 per day**
- Traffic Management (Applications fee + applicants cost)**
- Temporary Parking Controls (as per council's current fees and charges)**
- Temporary Road Closure (applicants cost)**

Proposed date & time \_\_\_\_\_ to \_\_\_\_\_  
(s): \_\_\_\_\_  
Street trader/busking dates  
to be submitted monthly

**Office Use Only:**  
Receipt No: ..... Amount Received: \$..... Date of Application: .....  
Inspecting Officer: ..... Date Inspected: .....  
Approving Officer: ..... Date Approved: .....

**\*Temporary Road Closures for events must complete an Event Tool Kit application**

**You must provide and agree to the following as part of your application (please tick):**

- A Current Public Liability Insurance Certificate attached to application
- All Traffic Controls and Traffic/Pedestrian Management Plan shall be prepared and installed by accredited personnel (*Hoarding, Traffic Management, Temporary Road closure*)
- Understand and accept council accepts no liability for injury, damage or loss resulting from anything done under this authorisation.
- Have notified and obtained approval from occupants of any impacted properties
- Agree to indemnify and keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit
- Understand and accept no responsibility will be taken by Council for the placement of "materials" in the "skip/container" by unauthorised persons.

**Breach of these conditions will result in further action by the City of Unley, including and not restricted to the issue of expiations.**

***I acknowledge and have read and understand the conditions and agree to abide by and be bound by the said conditions.***

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Area for your detailed diagram that includes measurements relating to the Hoarding, Skip or Container. Examples are provided over page.**

***If additional space is required, please attach these documents to your application***

## VARIOUS WORK ZONE EXAMPLES

A clear legible plan of the work area must be provided and include the following:

- Street name(s),
- address of affected property,
- work-zone/skip size and dimensions
- total footpath width (including nature strip),
- length and width of area of footpath unavailable to pedestrians,
- width of remaining footpath available to pedestrians.

### Skips/containers must not:

- obstruct pedestrian or vehicle traffic,
- be placed within 10 meters of an intersection,
- be placed in restricted parking areas (other than areas to which timed parking limits apply),
- be placed across a driveway.

**All of the above must be supplied in accordance with the examples shown**

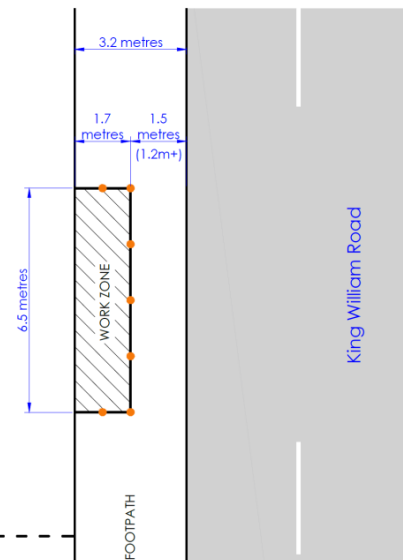
Please note:

- These examples do not show traffic management signs and a separate traffic management plan in accordance with 1742.3 must be provided, if required,
- where the remaining footpath is less than 1.2 metres, 'Use other footpath' + 'Pedestrians (arrow)' signs must be used, as shown below.

### Example 1 Work area encompassing footpath but providing 1.2 metres or greater clear footpath space

19 King William Road  
Unley  
(ADDRESS)

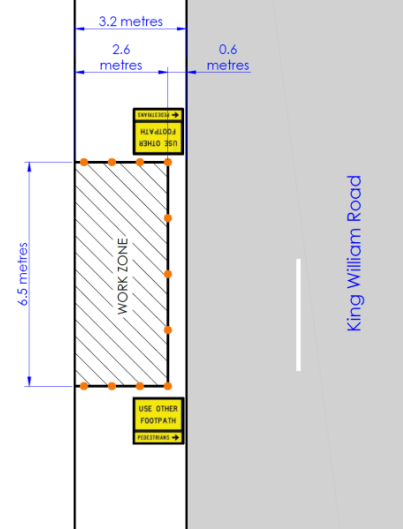
PROPERTY BOUNDARY



### Example 2 Work area encompassing footpath but providing less than 1.2 metres of clear footpath space

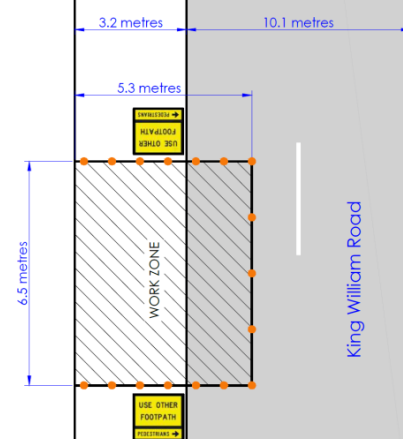
21 King William Road  
Unley  
(ADDRESS)

PROPERTY BOUNDARY



### Example 3 Work area encompassing footpath and a portion of the road

23 King William Road  
Unley  
(ADDRESS)



### Example 4 Skip on road

