



If you need help lodging your form, contact us	
Email	council@northernbeaches.nsw.gov.au
Phone	1300 434 434
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095
	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
Customer Service Centres	Mona Vale 1 Park Street Mona Vale NSW 2103
	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4050
TRIM Ref	C000979
Last Updated	October 2020
Business Unit	Transport & Civil Infrastructure
Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

When is a Road Opening Application Required?

Before Excavating Council Roads and/or footpaths i.e. for connection of plumbing or other utilities.

About this Application Form

1. This application is to be submitted and payment processed prior to excavation works commencing. Your receipt is your consent to commence works and is valid for 6 months from the date of receipt. If this application is being submitted as part of a requirement, ensure you are submitting in line with the DA Condition of Consent.
2. This application requires a minimum of 2 business days to be processed. Applications received after works have commenced will incur additional fees.
3. A copy of a valid certificate of currency for Public Liability Insurance (cover of a minimum of \$10 million) must be attached to this application form.
4. If a partial/complete road closure is required, you will need to complete and lodge an Implement Traffic Control Application in conjunction with this Road Opening Application.
5. **Applicants must call the Council Restorations Officer once works are complete to arrange a final inspection.**
6. For the Codes and Conditions of Approval for Excavation of Council's Roads and Footpaths, please see Page 4 of this application form.

Note: Whilst Council retains the approval for works undertaken to the kerb/footpath/nature strip/driveway, Council will not issue a permit for any works undertaken on the roadway of any State Roads that are maintained by the RMS. See Page 3. RMS approval is also required for works on Regional Roads or within 100m of traffic lights.

Dial 1100 Before You Dig - You will also need to dial 1100 before commencing digging to locate buried pipes or cables and complete works within 3 months of issue of your permit.

Part 1: Location of Works

Street Address			
Suburb		Postcode	
DA/CDC Number (If applicable)		Public Liability Provided	Yes No
Proposed Start Date			

Part 2: Applicants Details

First name		Last Name	
Street Address			
Suburb		Postcode	
Home Phone		Mobile	
Email			
Contractors Name (if applicable)			
Contractors ABN (if applicable)			

Please indicate location and dimensions of excavations on the Site Plan below:

The site plan diagram shows a rectangular area representing a property. At the top, the word 'PROPERTY' is written, followed by three vertical lines labeled 'NO' that divide the top edge into three sections. Below this, a grid pattern represents a 'FOOTPATH'. A thick solid line below the grid represents a 'KERB'. Below the kerb, a dashed line represents the 'ROAD'. Below the road, another thick solid line represents a 'KERB', followed by another grid pattern representing a 'FOOTPATH'. A vertical line extends from the bottom center of the property area. To the right of the diagram is a 'KEY' box with the following items:

- FOOTPATH:** Represented by a grid pattern.
- KERB:** Represented by a thick solid line.
- PROPERTY BOUNDARIES:** Represented by a thin solid line.
- SHOW EXTENT OF WORK:** Represented by a diagonal hatched pattern.

Please tick appropriate response below:	
I require Council to conduct the restoration (Complete table below)	I will be conducting the restoration work myself (no Restoration Fees Required, only Application Fee applicable)

Part 3: Road Closures

Road Closures are not permitted. If you propose to close a road to traffic the application will need to be assessed by Council's Traffic Engineer.		
Will you be closing the road to traffic?	Yes	No

Part 4: Details of Work

Applicant to Complete				Customer Service to Complete	
	Length (m)	Width* (m)	Area (m ²) (min 1m ²)	Rate (\$ per m or m ²)	Restoration Fee
Footpath					
Cement					
Segmental Paving					
Commercial Pavers					
The Corso/Manly CBD					
Driveway					
Concrete Commercial					
Concrete Residential					
Kerb & Gutter					
Road					
Asphalt					
Unsealed Shoulder					
Other					
Saw Cutting (if applicable)				\$46	
Total Restoration Fee					\$
Application Fee					\$288
Late Fee (if applicable)					\$840
<ul style="list-style-type: none"> All turf areas are to be reinstated by the applicant Minimum trench width for the calculation of fees is 500mm (roads only) Full panel replacement to all concrete footpaths must be calculated For assistance with fee calculations, please use the Ready Reckoner on the Council website northernbeaches.nsw.gov.au/council/forms 				TOTAL:	\$

Part 5: Indemnity and Your Signature

I have read, understood and agree to comply with Council's Codes and Conditions of Approval for Excavation of Council's Roads and Footpaths as outlined in this application. I indemnify Council against any action or claim for damages arising from work being undertaken under this approval. I agree to pay Council for repairs to any damage caused to Council assets as a result of civil works carried out under this permit. I acknowledge that, should the work be unsatisfactory or unsafe, Council may recover any additional costs incurred as a debt from me.

Signature		Date	
------------------	--	-------------	--

Whilst Council retains the approval for works undertaken to the kerb/footpath/nature strip/driveway of the below listed streets, Road Opening Permits will not be issued for works undertaken on the actual roadway of any State Roads that are maintained by the RMS. Please see list below:

Street	From	To
Warringah Road	Roseville Bridge	Pittwater Road
Wakehurst Parkway	Clontarf Street	Pittwater Road
Forest Way	Warringah Road	Mona Vale Road
Mona Vale Road	K. M. Boundary	Pittwater Road
Condamine Street	Sydney Road	Pittwater Road
Pittwater Road	Sydney Road	McCarrs Creek Road
McCarrs Creek Road	Booralie Road	Pittwater Road
West Head Road	Full length	
Liberator General San Martin Drive	Full length	
Barrenjoey Road	Mona Vale Road	Beach Road
Beach Road	Barrenjoey Road	Ocean Road
Ocean Road	Beach Road	Palm Beach Road
Clontarf Street	Wakehurst Parkway	Frenchs Forest Road
Frenchs Forest Road	Clontarf Street	Sydney Road
Sydney Road	Frenchs Forest Road	Belgrave Street
Belgrave Street	Raglan Street	East Esplanade
Burnt Bridge Creek Deviation	Sydney Road	Condamine Street
Manly Road	Spit Bridge	Sydney Road
Bridge Road	Manly Lagoon	Greycliffe Street
Greycliffe Road	Bridge Road	Queenscliff Road
Queenscliff Road	Greycliffe Road	Dalley Street
Dalley Street	Queenscliff Road	Cavill Street
Cavill Street	Dalley Street	Oliver Street
Cavill Street	Oliver Street	Lawrence Street
Lawrence Street	Cavill Street	Harbord Road
Harbord Road	Lawrence Street	Pittwater Road
Oliver Street	Pittwater Road	Bennett Street
Bennett Street	Oliver Street	Adams Street
Adams Street	Bennett Street	Griffin Road
Griffin Road	Adams Street	The Strand
The Strand	Griffin Road	Dee Why Parade
Dee Why Parade	The Strand	Pittwater Road
Pitt Road	Griffin Road	Abbott Road
Abbott Road	Pitt Road	Harbord Road
Winbourne Road	Harbord Road	Pittwater Road
Old Pittwater Road	Pittwater Road	Beacon Hill Road
Beacon Hill Road	Old Pittwater Road	Warringah Road
Kentwell Road	Pittwater Road	Condamine Street
Kentwell Road	Condamine Street	Allambie Road
Allambie Road	Kentwell Road	Warringah Road
North Steyne	Bridge Road	Raglan Street
Raglan Street	North Steyne	Belgrave Street
West Esplanade	Commonwealth Parade	Belgrave Street
Commonwealth Parade	West Esplanade	Rosedale Ave
Rosedale Avenue	Commonwealth Parade	Hill Street
Hill Street	Rosedale Avenue	Sydney Road
Kenneth Road	Condamine Street	Balgowlah Road
Balgowlah Road	Kenneth Road	Pittwater Road
Darley Street	Barrenjoey Road	Pittwater Road
Garden Street	Pittwater Road	Powderworks Road
Powderworks Road	Garden Street	Mona Vale Road

Codes and Conditions of Approval for Excavation of Council's Roads and Footpaths

Part 1: Road Openings

Road openings include any opening of road pavement, road shoulder, footpath, kerb & gutter, nature strip or other Council infrastructure.

Council has a responsibility to maintain its road pavement, road shoulder, footpath, nature strip, kerb & gutter, etc. in the best possible condition. Therefore, strict compliance of conditions and specifications are required to ensure a quality restoration. Fees and charges associated with this application will be used to cover the cost of Council inspections, quality checking and checking of temporary cold mix asphalt wearing course on excavations at the end of the maintenance period of six (6) months. The total charges payable will be based initially on the road area to be affected by trenching works as determined by Council and agreed by the Applicant. Upon completion of the works and certification that all trenches have satisfied the specified backfilling and compaction requirements, an actual measure of the areas to be restored (permanently) will be carried out by Council's Restoration Officer (with the applicant's representative if required), and any adjustment to the original restoration charges will be made on this basis. This may involve additional charge if the restored area is larger than originally estimated. Council recognises the need for these works and through mutual co-operation the work should proceed smoothly for all parties concerned.

Part 2: Applications

A Road Opening Application must be obtained before a road is opened by any plumber, drainer, builder or any other person (such contractors or individuals are referred to hereunder as the Applicant). To obtain Council consent you must complete and submit a 'Road Opening Application – Approval to Excavate Council Roads and Footpaths' form. The receipt must be available at the work site whilst the opening is being carried out. Wherein the opinion of Council's Restorations Officer a bona fide emergency condition existed (e.g. damaged sewer connection or burst water service) 24 hours will be allowed for making application unless such a condition existed during a weekend or a public holiday and in that case an application must be made before the end of the next working day. Council consent will be valid for three (3) months from the date of receipt. No main traffic route road pavement shall be opened without the permission of the Restorations Officer. An application Fee for the current financial year must be paid in addition to the appropriate restoration charges.

The applicant must have a valid Public Liability Insurance Cover to a value of minimum \$10 million at the time of road opening

Part 3: Restoration Charges

Please refer to the Ready Reckoner on our Council website for the calculation of restoration charges. This can be found on the Forms page alongside this application form on northernbeaches.nsw.gov.au. These fees are also outlined in the Fees and Charges document found on our Council website. Alternatively, you can call our Customer Service Team for assistance on 1300 434 434.

Part 4: Late Fee

Where an application is not sought in accordance with (1) above, a late fee in the amount of \$1050.00 may be charged and added to the restoration charges. The late fee shall also apply where an inadequate Road Opening Application has been obtained and the charges are insufficient to cover the restoration costs, as assessed in accordance with the actual field measurements of the opening and /or with (4) hereunder.

Part 5: Area Calculated for Restoration Charges

Minimum width shall be 0.5 m for sewers. Where the width is more than the minimum specified as above, it shall be measured in steps of 0.1 m above the opening size. Special conditions for concrete openings are to be observed as specified in Clause 5 hereunder. In any case the actual area restored will be charged. Where this is greater than that covered by the Permit, the extra charge will be payable by the applicant in addition to the late fee as set out under (3) above.

Part 6: Concrete Openings

Under no circumstances a concrete road shall be opened without the express permission of the Restorations Officer, in writing. Longitudinal footpath openings and concrete road pavement openings shall be saw cut along all edges. The depth of saw cut shall be at least 50 mm for footpath and 75 mm for road pavement and vehicular crossings. Openings in concrete footpaths shall be charged on the basis of all full slabs damaged. Openings in concrete roads closer than 2m to a longitudinal or transverse joint shall include the restoration of the area between the opening and the joint.

Part 7: Nature Strip Opening

No restoration will be charged on grassed nature strips provided the area is restored to its original state. If unsatisfactory reinstatement occurs then the appropriate charge will apply.

Part 8: Conditions to be Observed by Applicant

The applicant shall provide adequate barriers and warning signs, and where excavation is open overnight, adequate lighting with a minimum of three (3) lamps. Except under exceptional circumstances, all openings shall be carried out between 7.00 a.m. and 5.00 p.m. At the close of each day's activity, the work site must be left in a safe condition, having due regard to providing temporary access to private properties and public thoroughfare. Traffic control devices are to be provided for all works within the road reserve in accordance with AS 1742.3-2002. No more than half the width of a road pavement shall be opened at any one time. On main traffic routes Police approval shall be obtained. Any Utility Services damaged during the work are to be immediately reported to the relevant Utility Authority. Should Council receive complaints or be required to rectify an unsafe condition outside normal work hours, the costs involved will be recouped from the applicant. All excavated materials and surplus backfilling materials shall be removed from the site of the work and the site must be left in a clean condition. Upon completion of the opening, temporary restoration shall be carried out by the applicant as set out in the 'Specification for Trench Construction Within Council Roads' below. The applicant must have a valid Public Liability Insurance Cover to a value of minimum \$10 million at the time of road opening. If additional inspections are required, the applicant will incur an addition fee of \$186 per additional inspection required.

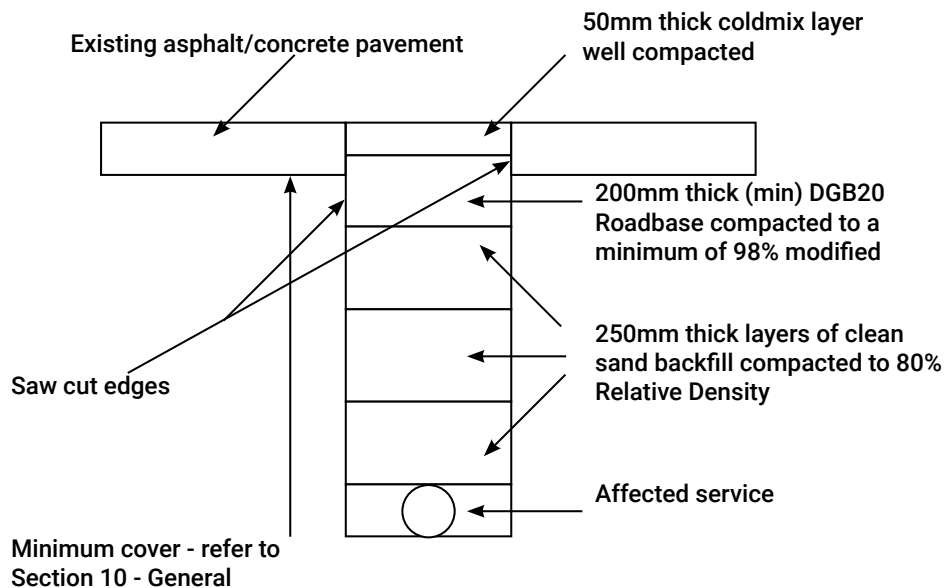
Part 9: General

Backfilling and compaction of road openings and trenches shall be carried out in accordance with Council's 'Specification for Trench Construction Within Council Roads' below. All work shall be carried out to the satisfaction of Council's Restorations Officer and the applicant shall be liable for the cost of any extra restoration work, over that paid for, where it is necessary to satisfy the above conditions or restore adjacent failed sections of road subgrade or pavement. A road opening application is also required for any boring work including the payment of application fee prior to the commencement of boring. Where a road or path has not been constructed to its final levels, consideration may be given to permitting the mains or services being laid at depths measured from the existing surface, provided the owner or Utility Authority agrees to meet all costs of adjustments that may be necessary when the road or path is finally constructed, otherwise mains and services shall have the following minimum cover below design levels: Sewerage services 1.0 m Water 0.6 m Other Services 0.45 m

Part 10: Specification for Trench Construction Within Council Roads

All trenches within the roadway, traversing pathways or driveways are to be backfilled to within 250 mm of the road surface with clean sand (not filling sand) as shown in Figure 1; All sand backfilling shall be thoroughly compacted in layers not exceeding 250 mm thickness either by use of a "Wacker" type rammer or vibratory roller (where the width of the trench permits); Sand backfilling, to depths less than 1.5 metres, shall be compacted to 80% Relative Density which is equivalent to a minimum of 10 blows per each 300 mm penetration of a Scala Penetrometer. Over 1.5 metres, the Scala blows are to be a minimum of 8; The top layer of the trench shall comprise of a minimum of 200 mm thick compacted DGB 20 road base and a well compacted surface seal of 50 mm thickness; Compaction of DGB 20 road base shall be to a minimum of 98% modified compaction ratio; Concrete and asphaltic edges of trenches shall be saw cut after completion of the excavation works on an alignment that includes all edge failures that have occurred during the process; The temporary cold mix wearing course (surface seal), shall be maintained in a safe condition by the applicant until the permanent restoration is carried out by the Council (but which shall not exceed a period of 6 months). Should failure occur within the temporary cold mix surface during the maintenance period, the applicant shall be liable for the repairs; The applicant shall ensure that during the backfilling operation, specified materials have been used, and specified layer thicknesses and densities have been achieved; Council reserves the right to levy an additional charge for its testing and inspection should a trench continually fail and becomes necessary to carry out repeated tests; Where a work may be subject to erosion, appropriate erosion and sedimentation controls shall be implemented in accordance with current standards and EPA requirements; Bulkheads shall be drained in accordance with Council standards and all trenches shall be dewatered at regular intervals into Council's pipe stormwater system without contravening to EPA regulations; Build-up of sub-surface water at manholes should be avoided and where possible to redirect sub-surface drainage paths, including those through private property, should be dewatered into Council's stormwater system.

Trench Backfilling - Cross Section (Figure 1)



THIS PAGE HAS BEEN LEFT BLANK

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

Office Use Only															
Application No.															

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**