



If you need help lodging your form, contact us		Office use only	
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	4053
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	2021/270514
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b> July 2021
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b> Transport and Civil Infrastructure
		<b>Application No.</b>	<input type="text"/>
		<b>Receipt No.</b>	<input type="text"/>

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

**When is an Implement Traffic Control Application required?**

This application form is to be submitted when applying to undertake traffic control on a public road (roadway and/or footway) for construction work, event, filming and/or photography, for example:

- Construction Traffic Management Plan (CTMP) as a condition of development consent.
- Traffic Guidance Scheme (TGS) or Traffic Management Plan (TMP) for a road closure, event and/or filming and photography.

**Note:** For events or filming and photography on Council land, a Filming and Photography, Major Events or Small Events Application may be required for submission.

**About this Application Form:**

1. The application will not be considered for assessment until the required fees have been paid.
2. All documentation as listed in Part 6: Declaration must be submitted. Failure to provide the required information may result in the application not being accepted.
3. The processing time for the application is a minimum of 5 working days (excluding weekends and public holidays).
4. For applications involving Construction Traffic Management Plan allow up to a minimum of 10 working days for the approval process.
5. For applications involving road closure or for a major event, a Traffic Management Plan (TMP) is required for submission to the Northern Beaches Local Traffic Committee and Council. Allow up to a minimum of 8 weeks for the approval process.
6. Traffic control may only commence following receipt of the approval letter from Council. The approval letter must be kept on-site at all times during the period of works.

## Part 1: Fees

Required Fee	Fee Amount (please tick)
Application for Traffic Control Plan	\$281
Application for Traffic Management Plan (for major events or development applications)	\$486
Total fees due	\$

## Part 2: Applicant Details

Applicant Name			
Business Name			
Business Address			
Suburb		Postcode	
Phone number			
Mobile			
Email			
<b>Address of Property</b> Please note this address must be where the permit will apply			
Address			
Suburb		Postcode	
Nearest cross road/street			
Stand on (street name)			

## Part 3: Permit Details

Traffic Control Information	
Type of traffic control	<b>Construction</b> <b>Filming/Photography</b> <b>Event</b> <b>Other</b>
If other, please specify	
DA Number If applicable	
Lot & DP/SP Number	
Has Council previously approved this activity? Please provide reference and year of previous approval	
Will the works be carried out on any State or Regional Road or within 100m of traffic lights?	
If yes – for applications located on State or Regional Road or within 100m of traffic lights, a separate Transport for NSW Road Occupancy Licence (ROL) approval is required for submission. Allow up to a minimum of ten (10) working days notice for a Road Occupancy Licence. (Refer to Part 7: Conditions 15 Road Occupancy Licence)	
Will the road need to be fully closed?	
If yes – for applications involving road closures, a Traffic Management Plan (TMP) is required for submission to the Northern Beaches Local Traffic Committee and Council. Allow up to 8 weeks for the approval process prior to the proposed placement.	
Duration of the permit	
Start Date	End Date
Total day(s) required	Day(s)
During the hours	From To
Council standard hours are 7:00am – 5:00pm Monday to Friday and 8:00am to 1:00pm Saturday. (Refer to Part 7 Conditions 11 Out-Of-Hours Permit)	

Description of construction work, event, filming and/or photography

## Part 4: Indemnity

<b>Indemnity Condition</b> This indemnity must be completed and signed before a permit can be issued. Please fill in applicant's name.			
<b>Name of Applicant</b>			
		(referred to hereafter as the Permit Holder) holds Northern Beaches Council (referred to here after as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.	
<b>Applicant Signature</b>		<b>Date</b>	

## Part 5: Insurance

<b>Insurance Information</b> Please fill in applicant's name			
<p>Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance</p> <p>A Certificate of Currency must be provided to Council by the insurance company before a permit is issued</p> <p>I _____ hereby declare that I as permit holder and Northern Beaches Council are insured for legal liability to the public in respect of personal injury or property damage for a limit of indemnity of not less than \$10 million</p>			
<b>Name of insurance company</b>			
<b>Public liability policy no.</b>			
<b>Period of insurance from:</b>		<b>to:</b>	
<b>Limit of indemnity</b>			
<p><b>I understand that this insurance shall not be cancelled or lapsed without the agreement of Northern Beaches Council and the policy document shall be endorsed to this effect.</b></p> <p><b>This insurance includes the cross liability clause.</b></p>			
<b>Applicant Signature</b>		<b>Date</b>	

## Part 6: Declaration

<b>Mandatory Attachments to Application</b> Please ensure the following attachments are submitted with this application
A copy of a valid certificate of currency for Public Liability Insurance cover of a minimum of \$10 million with Council's name adjoined to the policy must be submitted with this application
A Construction Traffic Management Plan (CTMP) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites (in accordance to development consent)
A Traffic Management Plan (TMP) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites (involving road closure or for a major event)
A Traffic Guidance Scheme (TGS) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites
All external approvals, acknowledgements or permits, subject to location i.e. Transport for NSW, Road Occupancy Licence, Sydney Buses, Forest Coach Lines and/or emergency services.

I certify that the above information is true and correct in every detail. I have read and agree to the conditions listed above. I understand that if the information declared in this form is not true and correct. Northern Beaches Council may refuse my request.

<b>Signature</b>	
<b>Date</b>	

## Part 7: Conditions

<p><b>1. TERM</b> This permit gives the applicant permission to implement the approved TCP or TMP only for the days approved and only on the street section(s) nominated on the application form or in the TCP/TMP.</p> <p><b>2. ERECTION OF WARNING SIGNS AND BARRICADES</b> The applicant must erect traffic control signs and manage traffic in accordance with the approved TCP and/or TMP at all times and using RMS certified Traffic Controllers or Police to manage traffic at critical locations.</p> <p><b>3. TRAFFIC REGULATIONS</b> Permit holders should note that normal traffic regulations apply to all permits issued. This includes enforcement of clearways during signposted times. Where Traffic is to be stopped at any time an RMS accredited traffic controller or Police must be available to control pedestrian and motor vehicle traffic, in accordance with Australian Standard AS 1742.3 for traffic control.</p> <p><b>4. INDEMNITY AND PUBLIC LIABILITY INSURANCE</b> A copy of the applicant's current public liability insurance providing coverage for a minimum sum of \$10M (or more, if Council determines this is necessary) must be supplied to Council before the permit will be issued. A copy of the public liability insurance is to be provided with the application.</p> <p><b>5. PUBLIC SAFETY/ACCESS</b> All management of pedestrians and vehicles shall comply with the Work Health and Safety Act. Materials and rubbish must not be left on the footpath, roadway or in any way that inconveniences public use of the area .</p> <p><b>6. TRAFFIC CONTROL PLAN AND/OR PEDESTRIAN CONTROL PLAN</b> Traffic Control Plan(s) submitted with this application must be prepared and signed off by a suitably qualified and certified person and prepared to the current Australian standards. Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is affected, a minimum of 48 hours written notice must be given to residents and a copy of the notification letter provided to Council. Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of the installation of traffic control measures until removal of the traffic control measures.</p> <p><b>7. CANCELLATION</b> This permit is subject to cancellation at any time if any of the above conditions are not complied with.</p> <p><b>8. COUNCIL MAY ASK FOR ADDITIONAL INFORMATION</b> It is not uncommon for Council to ask for the following: Notification letter – courtesy letter advising nearby residents of the dates, times of the proposed activity work and how they may be affected etc. A sample of this letter must be forwarded to Council before the permit may be issued. A letter of approval – This may be required (subject to location) from Sydney Buses, Forest Coachlines if their services are impacted and/or local services eg. Fire and Rescue, the Ambulance Service etc. State Transit, Sydney Buses (Brookvale) Phone 9941 5816 or Forest Coachlines Phone 9450 2277.</p> <p><b>9. RMS STATE / REGIONAL ROADS</b> If the event/filming/construction is on or partly on RMS State or Regional Roads (eg Pittwater Rd, Barrenjoey Rd, Mona Vale Rd, Wakehurst Parkway Rd, Sydney Road), the organisation must contact the RMS Film &amp; Location Coordinator on phone 02 8396 1517 or email <a href="mailto:tmc_filming@rms.nsw.gov.au">tmc_filming@rms.nsw.gov.au</a> at least 4 months prior to a major event and forward TMP to Council at least 8 weeks prior to its next Traffic Committee meeting. Obtain TMP on <a href="http://www.rms.nsw.gov.au">www.rms.nsw.gov.au</a> – traffic management. State and regional roads are as stated below:</p>
--

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

THIS PAGE IS 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: Payment card surcharge of 0.5% applies

Office Use Only														
Application No.														

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