

# Road Occupancy Application



Use this form to apply to City of Newcastle (CN) to occupy space on a CN road reserve (including roadway, footpath or nature strip) for construction purposes or to operate a crane or similar device on CN roads/land in accordance with the Roads Act 1993.

Applications for a full road closure, works involving a complex traffic management plan or works involving a crane, boom lift or similar equipment\*, must be submitted at least 10 business days in advance. Other applications, such as a partial road or footpath closure, must be submitted at least 5 business days in advance. Email this form and supporting documentation to [traffic@ncc.nsw.gov.au](mailto:traffic@ncc.nsw.gov.au)

## CONTACT DETAILS

CONTACT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_

PHONE/MOBILE \_\_\_\_\_ EMAIL \_\_\_\_\_

## SITE DETAILS (tick all that apply)

- FOOTPATH CLOSURE
- PARTIAL ROAD CLOSURE
- FULL ROAD CLOSURE
- CRANE / BOOMLIFT or similar equipment (including mobile concrete boom pumps)

PROPOSED DATE/S \_\_\_\_\_

DAY/S and TIME/S (if applicable) \_\_\_\_\_

STREET \_\_\_\_\_ SUBURB \_\_\_\_\_

BETWEEN SIDE STREETS \_\_\_\_\_ AND \_\_\_\_\_

WILL YOU BE REMOVING / OCCUPYING ANY ON-STREET PARKING SPACES? YES  NO

HOW MANY PARKING SPACES (if known?) \_\_\_\_\_

## PURPOSE OF WORK/ REASON FOR CLOSURE:

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In addition to the application form please provide the following:

- a site-specific plan for the management of traffic in accordance with the 'TfNSW Traffic control at work sites Technical Manual' or a revised traffic control plan (TCP).
- a certificate of currency for \$10,000,000 (minimum) public liability insurance of the crane/construction company as well as the traffic control operators is to be supplied to CN with CITY OF NEWCASTLE NOTED AS AN INTERESTED PARTY on the Policy.
- a copy of the notification letter / leaflet that will be used to inform nearby residents / businesses of the works AND a map showing the area/addresses to which the applicant will distribute the notification letters.
- If a crane or similar equipment\* is to be used in the works, a lift study must also be supplied. At a minimum the lift study must include applied outrigger loading forces, outrigger pad size/s (or alternatively, outrigger pad pressure/s), and the location of the lift, including imagery of the crane or similar equipment overlaid on an aerial map showing proposed location of outriggers / outrigger pads.

\*'Similar equipment' includes mobile concrete boom bumps, elevated work platforms with deployable outriggers, or equipment which does not load pavement via conventional pneumatic tyres to 'typical' axle loads. If in doubt, include available information in your application for clarification.

I declare that the information I have provided is true and correct. I acknowledge that if the information provided is found to be false, my permit could be cancelled.

Name / Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email this completed form and supporting documentation to [traffic@ncc.nsw.gov.au](mailto:traffic@ncc.nsw.gov.au)

<b>Fees and charges</b>	<b>Year 22/23 Fee</b>	<b>Unit</b>	<b>GST</b>
Road Occupancy Permit (ROP) – Partial Road closure (including footpath closure)	\$140.00	per application	N
Road Occupancy Permit (ROP) – Full Road Closure (including complex construction traffic management plans and works requiring a crane, boom lift or similar equipment)	\$265.00	per application	N
Parking Occupancy Permit - Unrestricted parking (CBD and Local Centre only areas)	\$11.00	per parking space per day	N
Parking Occupancy Permit – Time Restricted Parking	\$22.00	per parking space per day	N
Parking Occupancy Permit – Metered Parking	\$50.00	per parking space per day	N
Parking Occupancy Permit – Metered Parking	\$300.00	per parking space per week	N
<b>Late application fee</b> Charged on all applications where requested date is inside the required notification period.	\$50.00	per application	N

Full details of CN's Fees and Charges can be found on our website here:

<https://newcastle.nsw.gov.au/about-us/our-responsibilities/integrated-planning-and-reporting/fees-and-charges>