

Application Form Description

1. This application;
 - a. is not an approval document.
 - b. only relates to the use of a public road associated with exempt developments within public property.
 (Exempt development in NSW is development that is exempt from Council control and does not require the submission of a Development Application (DA) or of an application for a Complying Development Certificate)
 - i. Work Sites - affecting pedestrian and or vehicular traffic, Hoardings, Painting, Skip Bins.
 - ii. Use of CBD/Industrial Parking Spaces for Work Sites
 - iii. Special events requiring temporary road closures or affecting pedestrian and or vehicular traffic.
 - iv. Installation of Rural Cattle Gates/Grids
 - v. Removal of roadside vegetation.
2. For information on Government Acts and standard conditions for this type of application please refer to Council's web site or D2015/211582 - INFORMATION FOR - APPLICATIONS RELATING TO USE OF PUBLIC ROAD
3. If you require assistance in completing this form please contact the following Council representative;
 - a. Transport and Stormwater Network, Attention: Transport Engineer on Ph 02 6581 8111, council@pmhc.nsw.gov.au

Part A - Application Type

Please tick the application type below that is as close as possible to the works or event you are organising.

- | | |
|---|----|
| 1. Road Opening requiring Restoration (installation or maintenance of utilities) | .. |
| 2. Works within Public Road (road reserve/footpath) | .. |
| 3. Use of parking space. | .. |
| 4. Placement of a Skip Bin on Public Road reserve. | .. |
| 5. Removal of vegetation on a public road. | .. |
| 6. Special Event effecting pedestrian or vehicular traffic (i.e. fun run) | .. |
| 7. Special Event within Glasshouse Forecourt (Hay Street) | .. |
| 8. Will this Special Event use a Council Park or Reserve
(If yes please also submit the Parks, Reserves, Beaches Application to stage an event) | .. |
| 9. Application for Cattle to graze on a Public Road (Use Application for Public Gate Permit form D2015/046818) | .. |
| 10. Other - requiring a Development Application (Please refer to PMHC form DE001) | .. |



Part B - Contact Details**Part B.1 - Applicant Details**

Applicant(s) Surname/Company

Given Name

Postal Address

Suburb/Town

State

Postcode

Telephone Number

Mobile Number

Email Address

Part B.2 - Event Co-ordinator (if applicable)Tick if same as above

Co-ordinators Surname/Company

Given Name

Postal Address

Suburb/Town

State

Postcode

Telephone Number

Mobile Number

Email Address

Part C - Works Event Details

Part C.1 - Work/Event Dates

Work Description/Event Name

Work/Event Date

From

To

Work/Event Times

From

 AM/PM

To

 AM/PM

Event Bump In/Out Times

Bump In

 AM/PM

Bump Out

 AM/PM

Part C.2 - Location Address

House #

Street Name

Suburb/Town

State

Postcode

Office Use Only

Lot #

DP :

Pin:

House #

Street Name

Suburb/Town

State

Postcode

Office Use Only

Lot #

DP :

Pin:



Part C.3 - Location - Glasshouse Forecourt Hay Street Port Macquarie

1. The Glasshouse Forecourt is located on Hay Street between the Glasshouse Port Central, Garrison Building and Clarence Street, Port Macquarie.
2. This section of Hay Street is still gazetted as a dedicated road and therefore any approvals for its use has to be made under NSW State Government Roads Act 1993.

Are you requesting to use the Glasshouse Forecourt for this Event?

NO If No Go to Part C.3	YES If YES continue with the following
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*This section of Hay Street is used by Glasshouse staff for the delivery and removal of event equipment and or supplies. If you have answered **YES** above, it is a requirement of this application, to contact Glasshouse Staff and confirm that your event date does not interfere with the use of Hay Street by the Glasshouse or a private event booking. (Please attach a copy of the Glasshouse response to this application)*

Glasshouse can be contacted on;	Corner of Clarence and Hay Streets, Port Macquarie NSW 2444 Ph: 02 6581 8888, Fax: 02 6581 8107 Email: info@glasshouse.org.au
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Contact Date	Event Date confirmed by Glasshouse Staff (name)	Confirmed Event Date	Email copy Attached

Part C.4 - Notifying NSW Police

For Special Events, the Event organiser is to notify NSW Police.

1. Notify NSW Police by completing the following application NSW Police Form 1 and submitting it to Port Macquarie Station NSW Police.
 - a. Form 1 can be obtained from <https://www.police.nsw.gov.au/> or using the following link, [Form 1 Notice of Intention to Hold a Public Assembly.](#)
2. A copy of the completed Form 1 is to be submitted with this application, or prior to any fees being paid.
3. Council will forward to NSW Police a copy of the applicant’s APPLICATION FOR USE OF PUBLIC ROAD as submitted to Council.



Part C.5 - Location Site Plan

The applicant must provide a site plan showing the location of the construction or event site, adjacent street, existing kerbside parking restriction sign posting, driveways and the preferred location of the Work Zone/Event Location, including impact on pedestrians (including provisions for people with disabilities), cyclists and public transport.

(Please attach the site plan to this application if this space is insufficient)



Part D - Traffic Impact

For all traffic including bicycles & pedestrians		YES	NO
Will the Works/Event use one of the following			
1)	a) Use of the Public Road for Fun Run (Yes or No)
	b) Restricted vehicle parking space/s (marked or unmarked) (Yes or No)
	c) If Yes to 1.b) above how many parking spaces or the length of parking lane to be utilised (No./m)		
Will one of the following major traffic control devices be in use during the Works/Event; (including but not limited to)			
2)	a) Speed restriction signs (Permanent or otherwise) (Yes or No)
	b) Stop or give way signs (Yes or No)
	c) Traffic control signals & Stop/Go bats (Yes or No)
	d) Stop here on red signal sign (Yes or No)
Will the works:			
3)	a) Require deviation of vehicular traffic into on-coming traffic lane? (Yes or No)
	b) Be conducted on, partly on or affect a bridge or other structure? (Yes or No)
	c) Require removal of vegetation within a Public Road (Yes or No)
Will closure of the road or part of the road to vehicular traffic be required for:			
4)	a) A period of less than 12 hours? (Yes or No)
	b) A continuous period of more than 12 hours? (Yes or No)
	c) More than 24 hours in a 7 day period? (Yes or No)
If "Yes" to either 4.a, 4.b or 4.c, then what is:			
5)	a) The number of traffic lanes to be closed?		
	b) The length of traffic lane to be closed (1st lane)? (m/km)		
	c) The length of traffic lane to be closed (2nd lane)? (m/km)		



Part E - Traffic Management

Part E.1 - Traffic Management - Road Closure

If You answered **Yes** either item in **Part D section 3** Road Closures, then you are required to seek approval from Council no later than 12 weeks prior to your event so a report can be prepared and submitted to Local Traffic Committee and or Council.

Roads requested to be closed.

Road Name	Suburb/Town	Location		Time		Road to be Closed - Y/N
		Start	Finish	Start	Finish	

Part E.2 - Traffic Management - Work Health and Public Safety

Refer Part M Site specific Risk Assessment Form

If your work/event will impact on vehicle or pedestrian movement in a public open space, please outline measures to reduce traffic/parking impacts affected by the works/event including WHS issues.



Part F - Public Liability Policy Details

Any activity within a Public Road/Road Reserve requires the applicant to hold a current Public Liability Insurance to the value of \$20 million.

As a condition of this application, Council require the applicant to arrange endorsement on the Policy indemnifying Port Macquarie-Hastings Council (as an interested Party) in the event of any injury to any person or property consequential to the carrying out of the activity on the public road.

Certificate of Currency supplied by;

Dated

Insurer

Insurance Number

Expiry Date

Amount

A current copy of the certificate of currency of the contractor's public liability insurance policy must be attached to this application (minimum \$20 mill).

Part G - Signature

I declare that I carry all the relevant credentials required to carry out the specified activity and all parts thereof and accept the role of principal contractor in the effect of the activity.

Signature

Date

Part H - Application Process

- 1) Once the application has been received by Council's Transport and Stormwater Network section, it will be reviewed by a Transport Engineer.
 - a) Council's Transport Engineer;
 - i) may need to contact the applicant, to clarify application details
 - ii) and or organise a site meeting to review and determine location specific safety concerns
 - iii) will determine what fees and charges are required to issue a determination
 - iv) will issue the applicant a quote for fees and charges and may also request additional documentation required to make a determination.
 - v) A copy of the APPLICATION FOR USE OF PUBLIC ROAD as submitted to Council will be forwarded to NSW Police.
- 2) A Determination/Condition document will be created only when Council have received;
 - a) all additional documentation requested by the Transport Engineer (
 - b) A copy of the NSW Police Form 1 - Notice of Intention to Hold a Public Assembly (Summary Offences Act 19BS) as submitted to NSW Police. This is a requirement for Event applications refer Part C.4 - Notifying NSW Police).
 - c) review the application with other sections of Council to determine if this type of event is appropriate on Council property
 - d) All fees and charges have been paid (if applicable)
 - e) all requested documentation has been reviewed by the Transport Engineer.
- 3) Transport and Stormwater Network Administration
 - a) Create the Determination/Condition document as established by the Transport Engineer
 - b) Determination/Conditions document will be issued to the Group Manager for Transport and Stormwater Network for signing.
- 4) The signed approved Determination/Condition document will be issued to the applicant;
 - a) by Email unless otherwise requested.
 - b) original signed copy will be sent to the applicant by post.
 - c) NSW Police and/or the RMS will be issued a copy of the approved determination for their reference.
(This process does not remove the applicant's requirements to notify the above authorities if they are included as part of the conditions relating to this application, or as required by law to notify relevant authorities.)

