

Application to occupy and/or carry out works on a highway



City of HOBART

When to use this form

Use this form if you need to occupy a road or road reserve, including doing excavation works (a minimum of 14 days notice is required for excavation works), with any of the following:

- cranes
- concrete pumps
- scaffolding
- traffic control
- industrial waste containers (skip bins)
- industrial waste containers (shipping containers)
- special vehicles (including scissor lifts, cherry pickers, travel towers, boom lifts)
- temporary fencing (hoarding)
- excavation work (utility owners) - minimum of 14 days notice required
- excavation work (private contractor) - minimum of 14 days notice required

Fees may apply to this permit, please refer to our current [fees and charges](#). Where fees apply, payment will be required before a permit will be issued. The City will contact you to advise the required fees and how payment can be made.

Does your application involve excavation works?

If excavation works are proposed it is important to note the application form must be submitted at least 14 days before the works are proposed to start. Applications within this timeframe may not be accepted.

Fees for excavation works will apply. These fees are charged on a weekly basis and will be invoiced after the works have been completed to the satisfaction of the City of Hobart (highway opening fee).

For more information on these fees please refer to our current [fees and charges](#).

If the proposed excavation works involve the removal of parking sensors you will need to complete the In-ground sensor removal application which can be found on our [website](#). Please be aware that fees will apply for the removal of any sensors (in addition to any fees associated with this application).

For your application to be considered please provide the supporting documents listed below (excluding skip bin or containers):

- Traffic Management Plan (or explanation for an exemption)
- Safe Work Method Statement (prepared as required by the *Work Health and Safety Act 2013*)
- Certificate of Currency for public liability insurance in the name of the individual or company making this application.

Issued under Part 2 Division 5 Clause 27, Part 2 Division 2 Clause 16 of the Infrastructure by-law 2018 and *Local Government (Highways) Act 1982*.

Applicant details

Are you applying as an individual or a company? (Select 1 option) Required

- individual
- company

Answer this question if you selected 'individual ' in *Applicant details* > *Are you applying as an individual or a company?*

First name Required

Answer this question if you selected 'individual ' in *Applicant details* > *Are you applying as an individual or a company?*

Last name Required

Answer this question if you selected 'company ' in *Applicant details* > *Are you applying as an individual or a company?*

Company name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

yes

no

Answer this question if you selected 'no' in *Applicant details > Is this your postal address?*

Postal address Required

Answer this question if you selected 'individual' in *Applicant details > Are you applying as an individual or a company?*

Are you the contact person? (Select 1 option) Required

- yes
- no

Who is paying the fees? (Select 1 option) Required

- contact person
- applicant
- other

Answer this question if you selected 'yes' in *Applicant details > Are you the contact person?*

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Complete this section if you:

- selected 'company' in *Applicant details > Are you applying as an individual or a company?*

Or if you:

- selected 'no' in *Applicant details > Are you the contact person?*

Contact person details

First name Required

Last name Required

Email address Required

Telephone number Required

Street address Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Contact person details* > *Is this your postal address?*

Postal address Required

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Fee payment

Answer this question if you selected 'other' in *Applicant details > Who is paying the fees?*

Contact name of person who will be paying fees Required

Answer this question if you selected 'other' in *Applicant details > Who is paying the fees?*

Email address Required

Answer this question if you selected 'other' in *Applicant details > Who is paying the fees?*

Telephone number Required

Answer this question if you selected 'other' in *Applicant details > Who is paying the fees?*

Street address Required

Answer this question if you selected 'other' in *Applicant details > Who is paying the fees?*

Is this your postal address? (Select 1 option) Required

yes

no

Answer this question if you:

- selected 'no' in *Fee payment > Is this your postal address?*

Or if you:

- selected 'other' in *Applicant details > Who is paying the fees?*

Postal address Required

Your purchase order number (for inclusion on invoice - leave blank if you do not have a purchase order)

Application details

What are you applying for? (Select 1 or more options) Required

- crane
- concrete pump
- scaffolding
- traffic control
- industrial waste containers (skip bins)
- industrial waste containers (shipping containers)
- special vehicles (including scissor lift, cherry picker, travel tower, boom lift)
- temporary fencing (hoarding)
- excavation work (utility owners) - a minimum of 14 days notice is required
- excavation work (private contractor) - a minimum of 14 days notice is required
- other

This information applies if you:

- made a selection that includes 'excavation work (utility owners) - a minimum of 14 days notice is required' in *Application details > What are you applying for?*

Or if you:

- made a selection that includes 'excavation work (private contractor) - a minimum of 14 days notice is required' in *Application details > What are you applying for?*

Please be aware there will be fees associated with any excavation works. Fees will be charged on a weekly basis and will be invoiced at the the completion of the excavation works. Refer to our [fees and charges](#) for current fees.

Answer this question if you made a selection that includes 'other' in *Application details > What are you applying for?*

Please provide details Required

Are you undertaking this work for the City of Hobart? (Select 1 option) Required

- yes
 no

Answer this question if you selected 'yes' in *Application details > Are you undertaking this work for the City of Hobart?*

Who is your contact person at the City of Hobart? Required

Detail of works/occupancy

Please provide a description of what you would like to do Required

Are there any street trees, street furniture or other similar City of Hobart items of infrastructure within the proposed area of the works? (Select 1 option) Required

- yes
 no

Answer this question if you selected 'yes' in *Application details > Are there any street trees, street furniture or other similar City of Hobart items of infrastructure within the proposed area of the works?*

Please provide details of the items in the works area Required

Start date Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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End date Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Time(s) required Required

Location

Street number (or other location e.g. Princes Park) Required

Street name Required

Suburb Required

Skip this section if you:

- made a selection that includes 'industrial waste containers (shipping containers)' in *Application details > What are you applying for?*

Or if you:

- made a selection that includes 'industrial waste containers (skip bins)' in *Application details > What are you applying for?*

Supporting documentation

Do you have a Traffic Management Plan or an exemption? (Select 1 option) Required

- yes
- no

Answer this question if you selected 'no' in *Supporting documentation > Do you have a Traffic Management Plan or an exemption?*

Please explain why Required

Answer this question if you selected 'yes' in *Supporting documentation > Do you have a Traffic Management Plan or an exemption?*

Please provide the qualified operator's certificate number Required

As part of your application please make sure you have attached your supporting documentation as required below.

Traffic Management Plan/exemption Required



Please attach all files to the end of this form before submitting it.

Safe Work Method Statement (prepared as required by the Work Health and Safety Act 2013) Required



Please attach all files to the end of this form before submitting it.

Certificate of Currency (for public liability insurance) Required



Please attach all files to the end of this form before submitting it.

Attach any other documents, plans or images that may support your application



Please attach all files to the end of this form before submitting it.

Indemnity and declaration

Indemnity statement

a. If a permit is issued by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:

- (i) any breach or failure to comply with the conditions of the permit by the applicant and/or the applicant's employees, agents, contractors or invitees;
- (ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;
- (iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the permit or otherwise.

b. By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a permit is granted.

c. This agreement to indemnify does not merge on the expiry or cancellation of the permit, and the applicant will remain bound by the indemnity after the permit has expired or has been cancelled.

Declaration

Skip this question if you:

- made a selection that includes 'industrial waste containers (shipping containers)' in *Application details > What are you applying for?*

Or if you:

- made a selection that includes 'industrial waste containers (skip bins)' in *Application details > What are you applying for?*

I have attached the following documents as part of my application: (Select 1 or more options)

- Traffic Management Plan (or explanation for an exemption) Required
- Safe Work Method Statement (prepared as required by the Work Health and Safety Act 2013) Required
- Certificate of Currency Required

Answer this question if you:

- made a selection that includes 'industrial waste containers (shipping containers)' in *Application details > What are you applying for?*

Or if you:

- made a selection that includes 'industrial waste containers (skip bins)' in *Application details > What are you applying for?*

In making this application: (Select 1 or more options)

- I am aware the work to be done will most likely be high risk work for the purposes of the Work Health and Safety Act 2013. Required
- I declare that the information I have provided is true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- I am duly authorised to sign on behalf of the organisation or business named as the applicant (if applicable).
- I agree that by typing my name below I have signed this application. Required

Skip this question if you:

- made a selection that includes 'industrial waste containers (shipping containers)' in *Application details > What are you applying for?*

Or if you:

- made a selection that includes 'industrial waste containers (skip bins) ' in *Application details > What are you applying for?*

In making this application: (Select 1 or more options)

- I am aware the work to be done will most likely be high risk work for the purposes of the Work Health and Safety Act 2013. Required
- I declare that the information and attachments I have provided are true and correct and I agree to comply with all clauses of the indemnity statement outlined above. Required
- As required by the Department of State Growth instruction 'Traffic Control for Works on Roads - Tasmanian Guide 2014' the Traffic Management Plan that I have attached has been prepared/certified by a suitably qualified person with current training in 'Prepare Work Zone Traffic Management Plan' and 'Apply Risk Management Processes' (for complex proposals). Required
- I am duly authorised to sign on behalf of the organisation or business named as the applicant (if applicable).
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required (submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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For information on how the City of Hobart manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

End of form

Don't forget to attach all files before submitting this form