

Document Name	Document Version Number	Review Date
Road Opening Policy	1.0.1	July 2023
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25 September 2019	5394	Revised

### Purpose

This policy aims to outline:

- The role of Council and other organisations in managing road openings;
- Council's relevant regulatory powers;
- Council's approach to dealing with requests for road opening permits;
- The responsibilities of the permit holder with regard to undertaking works and restoring the road and road environment at the conclusion of works.

### Scope

This policy applies to all of the Local Government Area within Greater Hume Council's jurisdiction. The policy and related procedure provides information for Council staff, the local community and wider public.

### Definitions

**Application** means the Application for Permit completed by the Applicant to secure permission to install a driveway cross-over/several driveway cross-overs or to undertake any works within Council road verges, or Council controlled road reserves

**Council** means the Greater Hume Council.

**Application Fee** means the fee quoted to the Applicant for the issuing of a permit to install a driveway cross-over/several driveway cross-overs or to undertake any works within Council road verges, Council or Council controlled road reserves and for the inspections associated with that permit.

### Policy Content

All road openings undertaken on nature strips, footpaths, kerb and channel, roads and other paved areas for service and drainage connections etc. and on nature strips for vehicle crossings are subject to Council approval.

An application must be made on Council's standard application form and a Council Permit obtained at least 48 hours prior to work commencing, except in emergency situations.

The work shall be done by a licensed plumber or other skilled contractor and the person actually completing the work shall carry the Permit at all times and shall produce it on demand for inspection by any officer or employee of the Council or by anyone authorised by Council.

There are fees associated with the permit which are subject to change.

Exemption: Council acknowledges that other statutory service authorities such as Telstra, gas and electricity providers are exempt under legislation to apply for road opening permits from Local Government authorities.

Upon completion of works, the permit holder is required to undertake the reinstatement of the road opening at their own cost.

All reinstatement works shall be completed to the Council's satisfaction. Should the permit holder fail to meet Council's satisfaction, Council will undertake the following rectification actions:

- If any of the work does not comply with the requirements of the permit conditions, a written notice will be served upon the permit holder requiring them within seven (7) days to pull down, take up and reconstruct any part of the works which in the opinion of the Council are unsatisfactory.
- For works found to be unsafe on inspection by the Council, a written notice will be served upon the permit holder requiring them to immediately undertake works to rectify the problem and make the site safe. The rectifications shall be completed within 24 hours of the notice being served.
- Should the above not be complied with, the Council will undertake works to rectify the problem. The person named on the permit will be responsible for all rectification costs incurred.

A minimum of 24 hours' notice is to be given to Council when inspections are required for all excavation works prior to backfill and after completion of works.

Council will specify whether the road opening for a service or drainage connection is to be bored or open cut, the alignment of the connection, the depth at which the connection is to be placed and the method of reinstatement, including material to be used.

Road crossings on sealed roads shall be thrust bored. (Permission by the Council's Director Engineering to open trench may be given in exceptional circumstances.) The boring shall be beneath the existing pavement and shoulders, with a minimum cover of 900mm unless otherwise specified on the permit. This cover shall be maintained for the full width of the road reserve. Boring by water jetting is not permitted.

No trench in a road pavement shall be left open at night without the permission of the Director Engineering. Works not completed within one (1) day must be protected with adequate barriers and appropriate lights.

All works affecting road formation, kerb and channel and pavements are to be carried out between the hours of 8.00am and 5.00pm.

After completion of the work, the area shall be cleared of all surplus material, reinstated to its former condition and left in a neat and tidy condition.

Footpaths shall be reinstated to Council's standards.

Vehicle crossings shall be constructed to Council's standards.

Kerb and channel shall be reinstated to Council's standards.

The applicant's work shall be completed within 6 months of the issue of the Permit after which the Permit shall lapse.

Before proceeding with a road opening, the appropriate service authorities shall be consulted by the permit holder regarding the location of their services. Covering, interfering with or damaging their services will require reinstatement at the cost of the application.

In the case of any breach of these conditions, any works required to be done to make good such breach may be executed by the Council and the expense incurred charged to the person committing such breach.

For any excavation within canopy of a tree, the permit holder shall contact the Council and comply with all precautions and requirements stipulated for protection of each tree. Work should be carried out so that minimum possible damage is caused to plant and tree growth.

Any trees damaged must be replaced at the permit holder's expense. Debris and rubbish from clearing of vegetation must be removed promptly from the road reserve. Roots of 50mm diameter or greater are not to be cut.

The applicant shall make adequate provision for the safety of all traffic using the road or pedestrians using the footway as set out below:

- a) All openings to be satisfactorily barricaded, signed, lit and made safe to the public by the permit holder at his expense and to the satisfaction of the Director Engineering until such time as the opening is satisfactorily repaired. The permit holder is responsible for maintaining any backfilled opening or pavement prior to the permanent reinstatement.
- b) Not more than one-half the usable road pavement width shall be closed to traffic at any one time. In all cases where traffic is diverted onto the carriageway normally used by opposition traffic, the permit holder shall supply adequate advance warning signs and sufficient traffic control signs or barriers to allow safe movement of traffic.
- c) All signs and barricades are to be installed in accordance with Australian Standards 1742.3 2009 Section 4 Procedures for the Installation and Operation of Traffic Control Devices and the Roads & Maritime Services NSW Traffic Control at Worksites Manual.
- d) The applicant shall accept the liability in connection with works covered by the permit and will indemnify the Council against all actions, claims and demands made by any person for injuries or damages suffered by them by reason of the works.
- e) Prior to the issue of the approval permit, the applicant shall provide Council with evidence of their current public liability policy for a minimum amount of \$20,000,000 with an approved insurance company.
- f) Works "as executed" drawings showing the actual location and level of the installed conduit or pipe shall be submitted to Council by the permit holder within seven (7) days of the completion date of works.

### Links to Policy

Asset Management Policy  
Risk Management Policy  
Work Health Safety Policy

### Links to Procedure

Road Opening Permit Procedure

### Links to Forms

Road Opening Permit Application  
Road Opening Inspection Form  
Road Opening Permit

### References

Nil

### Responsibility

Manager Traffic & Infrastructure

### Document Author

Manager Traffic & Infrastructure

### Relevant Legislation

Nil

### Associated Records

Nil