



SECTION 221 PERMIT APPLICATION TO UNDERTAKE WORKS ON COUNCIL PROPERTY

Application for PERMIT to undertake works that impact on Council Infrastructure, Council Streets or Roads or Council controlled land under the Local Government Act, 1999

Applicant Details

I, We: _____

Of: _____

Phone Home: _____ Mobile: _____

Email Address: _____

An Application Form must be submitted, and the fee paid, within a minimum of **5 WORKING DAYS** notice prior to the works commencing. The completed form can be returned to the Council office, emailed to admin@portaugusta.sa.gov.au or posted to: PO Box 1704, Port Augusta SA 5700

Location of Works

☐ As stated above; or ☐ As detailed below

Street No: _____ Lot No: _____ Street Name: _____

This application is for undertaking works on Council Land. Any works that is required to be carried out on Councils land requires separate approval before any work can commence. The Port Augusta City Council's Infrastructure Department manages all City Works approvals to ensure that work is carried out in a safe manner and that hazards/risks are minimised.

Careful consideration needs to be taken into account when planning the location of your proposed works. As the applicant it is your responsibility to ensure that there are no public infrastructures such as underground cables, pipes etc. in the vicinity of the works. This can be obtained by calling DBYD (Dial Before You Dig) on 1100 or by making an online enquiry at www.1100.com.au.

Approval needs to be obtained for any work that is on Council property i.e. verge/footpath which may include driveway construction, concrete/paved footpaths, private stormwater outlet to kerb, underground electrical services, landscaping, temporary occupation of Council land, traffic management and other miscellaneous work.

As the applicant/contractor you are required to provide a current Public Risk Insurance Policy (minimum cover \$20,000,000) and understand that you are responsible for any damage caused to Council land and Public Utilities that may occur from your proposed work. Please ensure you read and understand all conditions attached to your permit prior to commencing works.

Upon completion of your work you are required to return the COMPLETION slip to the Port Augusta City Council. Permits will be void after 6 months.

Should you have any questions in regards to your Section 221 application, please call Council's Technical Officers on (08)86419100 or email admin@portaugusta.sa.gov.au

Proposed Works Category

(please indicate which category of works you will be undertaking by ticking the correct box below)

- | | |
|---|---|
| <input type="checkbox"/> A* Construction of concrete INVERT (vehicle crossing at the kerb) | <input type="checkbox"/> G* Crusher dust (<i>request to place on verge only</i>) Council does not supply |
| <input type="checkbox"/> B* Construction of concrete or paved CROSSOVER (kerb to property) | <input type="checkbox"/> H Temporary hoarding, fencing, scaffolding or skip bins etc |
| <input type="checkbox"/> C* Construction of concrete or paved FOOTPATH | <input type="checkbox"/> I Encroachment including Verandah, Awning, Pergola, Sign, Footing, Balcony (ALL REQUIRE DEVELOPMENT APPLICATIONS) ** |
| <input type="checkbox"/> D Installation of UNDERGROUND SERVICES (including electrical) | <input type="checkbox"/> J Other: <i>Please provide details below</i> |
| <input type="checkbox"/> E* Installation of STORMWATER PIPE to kerb (<i>Council will supply Kerb Adaptor at no charge</i>) | |
| <input type="checkbox"/> F* LANDSCAPING Verge (<i>tree planting/ grass/garden beds/other</i>) | <input type="checkbox"/> K TREE REMOVAL on Council Land FEE MUST BE PAID PRIOR TO COUNCIL REMOVING THE TREE |

* indicates application fees have been waived for these Category as long as all conditions are met. Type I and J fees are to be advised on application. Otherwise \$55 processing fee applies (GST exempt). All fees and charges are subject to Councils Fees and Charges Policy and reviewed annually.

** If this request is concerning the use of a public road for business purposes as Section 222 Permit will also be required and fees charged will be in accordance to the Fees and Charges Register. The approval of Section 222 Permits is not considered as part of this Permit.

Details and Specifications for the proposed Works

(General outline of proposed works, materials proposed, equipment used, extent of alteration etc)

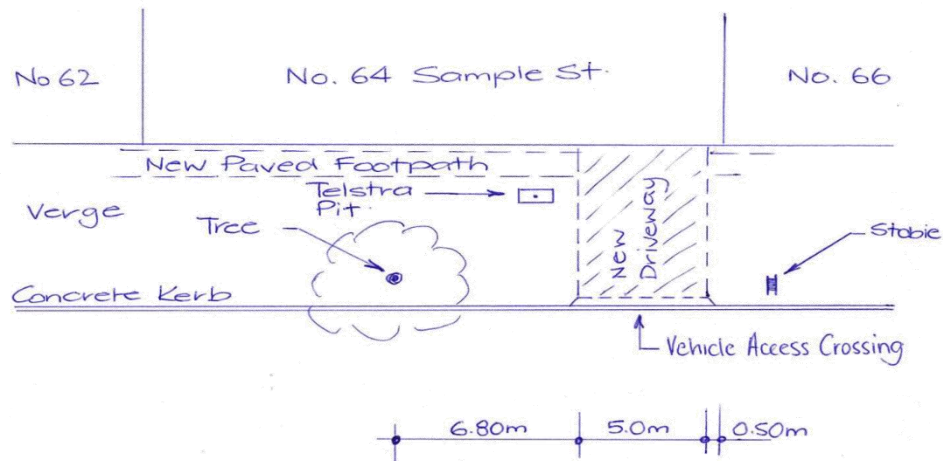
Proposed Works Category

(please indicate which if the works are Permanent or Temporary by ticking the correct box below)

- ☐ Permanent
- ☐ Temporary (*indicate period*) From:/...../20..... To:/...../20.....

Location of Proposed Works

As part of your application you are required to provide plans (to scale) and any other documents which may be of relevance. Please use the space below to draw a detailed plan of your proposed work. (if you need a larger area, please provide a separate location plan and attach it to this application). Please provide measurements and accurate distances and clearly label your drawing – see example below



Plan of proposed works

Scale 1: _____

These works will be undertaken by

(please indicate who will be undertaking the works by ticking the correct box below)

☐

Property Owner

☐

Contractor (please complete the section below)

Contractor Details & Declaration (if applicable)

Name: _____

Address: _____

Phone: _____ Mobile: _____

Email: _____

Licence Number: _____ ABN: _____

I have read the conditions of this Permit and agree to the application being subject thereto:

Contractor Signature: _____ Date: _____

Property Owner Declaration

I, the Property Owner, acknowledge that I have read and understood the Permit conditions and as the Permit Holder agree to abide by the Works on Council Property Permit and General Conditions and any Special Conditions of this Permit and shall ensure that all works will be undertaken in accordance with this Permit.

Property Owners Signature: _____

Date: _____

HAVE YOU INCLUDED



- ☐ Nature and description of works
- ☐ Location of Works
- ☐ Proposed start and completion date of works
- ☐ Site Plan (including proposed works)
- ☐ Proof of Public Liability and Indemnity
- ☐ Your name and contact details
- ☐ Your contractors name and contact details
- ☐ Signed and dated Declarations

OFFICE USE ONLY

Permit Type

(A, B, C, D, E, F, G, H, I, J or KJ)

(T99 – W5890.180.200)

PERMIT
NUMBER

Application
Records No.

Fee Applied (Please circle) D, H \$55 I, J \$ _____ ABCEFG N/A Tree/Veg Removal Approved ☐ Date _____

Tree Removal, K \$ _____ (Min \$450)

Development Approval Required? Y N

Proposed Start Date _____

Section 222 Approval R? Y N

Proposed Completion Date _____

Have all documents been lodged?

Permit Expiry Date _____

- ☐ Nature and description of works
- ☐ Location of Works
- ☐ Proposed start and completion date of works
- ☐ Site Plan (including proposed works)
- ☐ Proof of Public Liability and Indemnity
- ☐ Applicant name and contact details
- ☐ Contractors name and contact details
- ☐ Signed and dated Declarations

PERMIT
APPROVED Y ☐ N ☐

Officer Name _____

Signature _____

Permit
Approval
Date _____

Permit
Records
No. _____

Completion of Works (COW)

Has the Works been Satisfactorily Completed?

Complying ☐

Non
Complying ☐

Inspection Date	Inspected By	Approved Works
		Y / N
		Y / N
		Y / N
		Y / N

Officer Name _____

Signature _____

Permit
COW
Date _____

COW
Records
No. _____

The issuing of this Permit is subject to:

- The Applicant agreeing to the General Conditions, Provisions and Terms as attached to “Fact Sheets”
- The Applicant agreeing to any/all Special Conditions that the Council may determine and attach to the Permit.

The Applicant further agrees:

- Stormwater to be disposed to the street kerb and watertable where appropriate.
- Any vehicle access crossings, driveways, concrete or paving works which become redundant due to the new work are to be reinstated to Council’s satisfaction at the Permit Holders expense, if required by Heavy duty crossovers are required to all properties other than residential driveways.
- A **plan must be submitted** with this application at a scale of 1:500 (Electrical services) or 1:200 (other works). This plan must show:
 - Location of the property in relation to the street alignment
 - Position of SA Power Network pole and precise locations of cables showing measurements
 - Location of driveway, vehicle access crossings, landscaping, drains, electrical, water connections, structures etc with locations of any poles, trees or other infrastructure (please show measurements to these items on your plan)
 - It must also show locations of any relevant parts of buildings on the land.
 - Location of any current or proposed paved or concrete footpaths
- The ongoing maintenance (including general wear and tear) of all items covered by this Permit is the responsibility of the Permit Holder.
- Any clearance of trees and/or vegetation on Council land **MUST NOT** be removed by the applicant to enable proposed works to proceed.
- An Application to have a tree/vegetation removed from within the road reserve is included within this DOCUMENT, and will require **all associated fees to be PAID prior to Council removing the tree/vegetation**. This does not guarantee approval, and each application will be assessed on an individual basis.
- Tree stumps are ground as a precaution against damaging buried services rather than removed with the tree. The stump may need to remain until Councils next “Mass Stump Removal”. Fast tracking stump removal incurs an additional cost].
- Tree Removal will only be considered in one of the following cases:
 - Driveway access or extension is to be installed (a 1.5m clearance must be maintained between tree and driveway access);
 - The arrival of a transportable building.
- The minimum surcharge for a Council tree removal is listed in the Fees and Charges Register.
- The tree removal fee will vary depending on the size of the tree. The minimum tree removal fee is \$450 (GST inc.) per tree. The surcharge may be greater depending on the resources required. A tree removal surcharge can be expected for an average Council tree of height 6 metres with a diameter of 200mm at 1.4 metres above ground level.
- The surcharge covers costs associated with labour, vehicles/machinery, mass stump grinding, reinstatement works of footpath, kerb and other infrastructure, and two replacement tree plantings.
Stump grinding may take up to three months, fast-tracking of the process will incur an additional fee.

- All infrastructure must be reinstated to Council's satisfaction.
- This permit must be approved in writing by Council, prior to any work proceeding. All work is to be approved by Council and notice must be given to the appropriate Council Technical Officer, before the commencement of the approved work.
- An area (nominal width of 1.5 metres from the property boundary) is to serve as a pedestrian refuge and is to be kept clear for general pedestrian access. This area can be levelled grass or lawn, compacted rubble surface, compacted crusherdust, asphalt or bitumen seal, block paved or concrete. Any development of a verge without existing concrete or block paving must allow for the possibility of future construction by Council.
- To ensure the verge development does not cause interference to or cause loss of view to pedestrian movement across the verge area and for motorists entering streets from private property or adjoining streets and intersections.
- To ensure the verge development works within the verge result in an even surface.
- If the condition of the verge development is altered in any other way than the approved development, Council must be notified immediately.
- For a verge development, the property owner must accept full responsibility for the maintenance of the verge. In the event the verge is not maintained to the satisfaction of the Council, the property owner may be required to pay for all costs associated with the verge removal.