



Application for Works Zone

City of Parramatta Council is responsible for the approval of Works Zones in the Parramatta Local Government area.

This application form includes 4 sections

- Applicant details
- Traffic Control Plan
- Indemnity
- Insurance Details

To apply for a Permit, please complete all relevant sections and return with payment of Application Fee by e-mailing to traffic@cityofparramatta.nsw.gov.au. If you require additional information, please contact Councils Traffic & Transport section on Phone: 9806 5955.

Approval for a Works Zone generally takes up to 8 weeks. Council will write to you after the approval process advising of outcome of the application. If successful, Council will also request final payment of the other fees.

Fees for 2024/2025

Application fee (non-refundable):

For processing time - generally 6-8 weeks	\$1,825.00
Urgency fee for processing time within 3 weeks (in addition to application fee)	\$911.00

Plus Weekly charge per metre length of 'Works Zone', and/or temporary 'No Parking' and 'No Stopping' restrictions associated with construction on narrow road:

a) CBD	\$84.00
b) North Parramatta, South Parramatta & Epping	\$54.00
c) All other areas	\$17.40

Works Zone **Amendment Fee** for Time extension and/or changes to Length:

a) Amendment fee	\$1,825.00
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A plan of these areas is attached.

Please note that fees are reviewed annually. All fees are GST exempt.

The Standard conditions of approval for Works Zones are also attached to this document.

Section 1 – Applicant’s Details

Applicant’s name:

Business name & address:

.....

Phone: Fax:

Mobile: E-mail:

Proposed Activities: (unload materials, demolition, construction vehicle parking, etc)

.....

Proposed Works Zone Location:

Length of Works Zone:

Duration of work (no of weeks):

Start Date:

Completion Date:

I have read and understood the conditions for this permit and agree to comply with these conditions for the duration of the operation of the approved works zone. I understand that failure to comply with these conditions may result in the immediate cancellation of the permit and removal of the Works Zone.

Signature

Date

Payment Method	Method	Amount
	Cash	\$
	Cheque	\$
	Credit Card	\$

Payments by credit card (the following information must be completed)

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card No:	
	CCV No. (last 3 digits at the back of the card):	
	Expiry Date:	Card Holders Signature:
	Card Holders Name:	

OFFICE USE ONLY

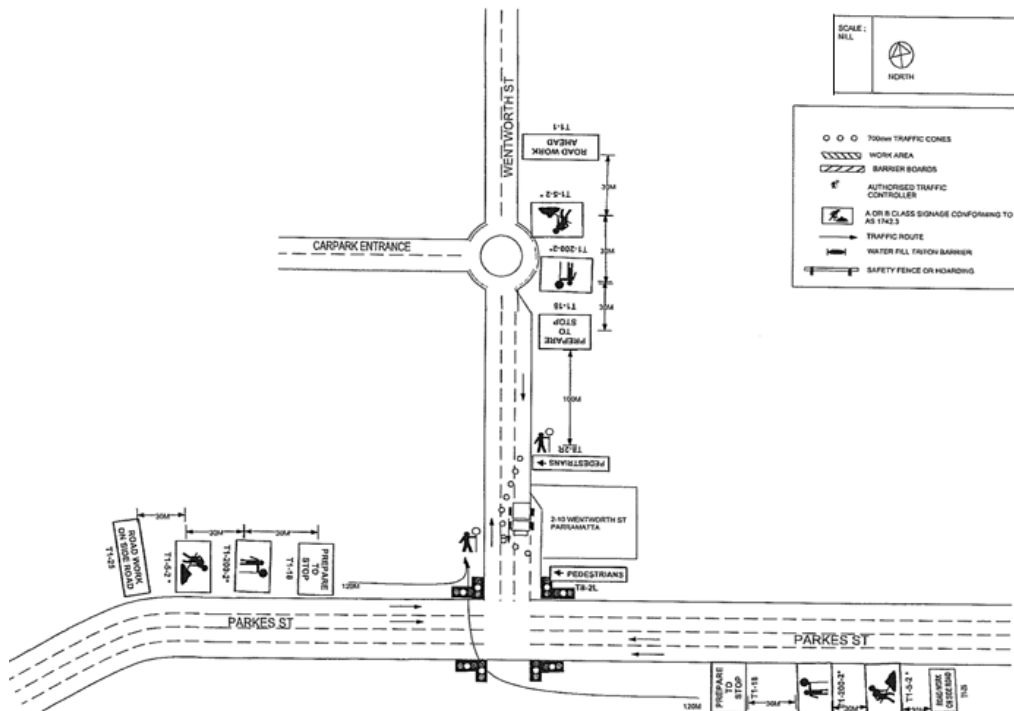
Date:	Amount:	Receipt No:
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Section 2 – Traffic Control Plan

A **Traffic Control Plan (TCP)** – see below) for normal construction activity related to use of the Works Zone is to be submitted with this application. The TCP should also include the length of the proposed works zone and distance from a fixed point (nearest intersection or from the property boundary).

SAMPLE TRAFFIC CONTROL PLAN (TCP)



The TCP is to be designed and signed by a qualified person in possession of a current “Select / Modify Traffic Plans” or “Design & Audit Control Plan” Certificate. The person’s name and Certificate number must be shown on the plan.

Any future construction related activity on the road that occurs outside the Works Zone or varies from the submitted TCP will require a separate Road Occupancy application to Council.

Section 3 – Indemnity

This indemnity form **must be completed** and signed before a permit can be issued

Name of applicant: _____

(referred to hereafter as Permit Holder) holds City of Parramatta Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keep released and indemnified, from and against all actions, suits, claims, demand, costs, charges and expenses for which Council, its servants or employee may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to persons in connection with the use of this

public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agent or employees either solely or in contribution thereto.

Signed: _____

Date: ____/____/____

Section 4 – Insurance Details

Public Liability (for the sum of \$20 million minimum) and Workers Compensation Insurance Certificates must be attached with the application. **City of Parramatta Council’s name MUST BE included in the Public Liability Insurance policy as an interested party or a Principal.**

Insurance Information

I hereby declare that I (name of applicant): _____ as permit holder am insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity not less than \$20 million. The Public Liability Insurance cover also includes City of Parramatta Council as an interested party.

(1) Public Liability Policy No: _____

Name of Insurance Company: _____

Period of Insurance: from: _____ to: _____

Limit of Indemnity: \$_____

(2) Workers Compensation Policy No: _____

Name of Insurance Company: _____

Period of Insurance: from: _____ to: _____

I understand that this insurance shall not be cancelled or lapse without the agreement of City of Parramatta Council and policy document shall be endorsed to this effect.

Signed: _____

Dated: _____

Section 5 – Permit Conditions

1. Fees

The application fee must be paid in full before a permit is considered. An invoice detailing the total amount will be faxed or posted to the applicant with the approval for the Works Zone. Payments must be made to Council prior to the due date which is 1 month from the invoice letter date. Failure to pay fees by the due date may result in the Works Zone being removed.

2. Hours of Operation

The Works Zone area must be sign posted 'Works Zone'. Operating hours are in accordance with your approved Development Application.

3. Appropriate traffic control is to be maintained during operation of Works Zones in accordance with RMS Traffic Control at Work sites / AS17423.

4. Vehicle Access

In this case, the following Australian Road Rules apply:

A driver must not stop in a Works Zone unless the driver is driving a vehicle that is:

- a) *Engaged in construction work in or near the Zone;*
- b) *Permitted to stop in the Works Zone under another law.*

5. Storage

Goods and materials are not permitted to be stored in a Works Zone.

6. Skips in Works Zones

All skips should be located within the construction site boundary and not in the Works Zone area.

Permission to locate a skip in the Works Zone area will only be granted in exceptional circumstances where no storage space is available within the site. A separate application will be required for a skip. Application forms to Locate a Waste Container on a Public Street can be obtained from Parramatta Council's Webpage (www.cityofparramatta.nsw.gov.au) or by phoning 9806 5955.

7. Indemnity and Public Liability Insurance

Evidence of Public Liability Insurance, i.e. Certificate of Currency from your insurance company, must be included in your application.

8. Cancellation and Variation

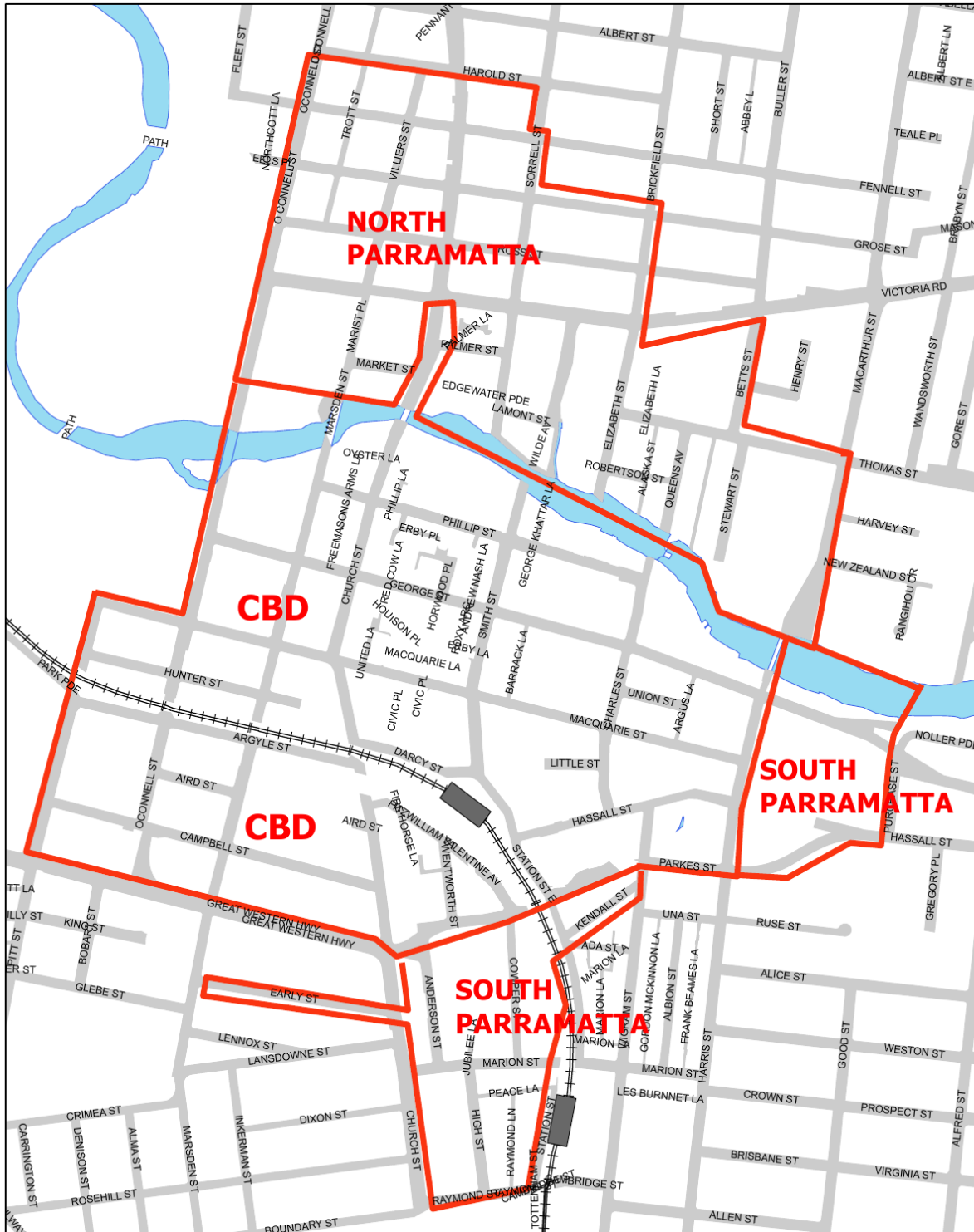
Works Zones within Parramatta are randomly inspected on a regular basis. Council reserves the right to revoke any Works Zone permit at any time without refund or compensation if any of the conditions contained within this document are breached.

9. Roles and Responsibilities for the Approval of Traffic Control

In acting on this approval the applicant assumes responsibility for safety at the site (including areas of the road reserve); compliance with Australian

Standards, Austroads and RMS guidelines; compliance with any planning requirements (such as the need for a Review of Environmental Factors); ensuring that pedestrian and disabled access is maintained; and compliance with Workcover requirements.

Council's role in granting this approval is to ensure that appropriate public notification is undertaken; ensure that the impact on traffic flow is minimal; maintain records of activity on road reserve in case future legal issues arise; ensure compliance with Sections 115 and 138 of the Roads Act; advise if RMS and/or Police approval is also required; advise Council's Rangers of the activity; ensure that there is no conflict in scheduling between different organisations working in the same area; ensure work occurs at the appropriate time of day balancing amenity, safety and congestion issues; minimise use of the road reserve when alternatives are available; approve the temporary variation of traffic restrictions; and ensure that the applicant has adequate public liability insurance.



**AREA MAP SHOWING THE BOUNDARY OF
PARRAMATTA CBD, NORTH & SOUTH**

1:9,650



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While every effort has been made to ensure the correctness of the information on this map at the time of its Production, Parramatta City Council does not warrant the information or plans do not contain errors and the Council shall be in no way liable for any loss, damage or injury as a result of any such errors.

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