



OFFICE USE ONLY

Application No:	<input type="text"/>	CCO:	<input type="text"/>
Fees paid:	\$ <input type="text"/>	Receipt no:	<input type="text"/>
		Receipt date:	<input type="text"/>

LODGEMENT & PAYMENT OF APPLICATION

Your application will NOT be processed until FULL payment has been received.

Monday-Friday, 8:00am-4:30pm – **Payment by Cash, Cheque or Card**
Council: Auburn Service Centre - 1 Susan Street, Auburn NSW 2144
Merrylands Service Centre - 16 Memorial Avenue, Merrylands NSW 2160
Mail: The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160
Payment by cheque ONLY - payable to Cumberland City Council
Email: council@cumberland.nsw.gov.au once application is lodged, an email will be sent out with invoice for payment

FEES & CHARGES

Please refer to the current schedule on Council's website at www.cumberland.nsw.gov.au/fees-and-charges

1. Applicant Details

Company Name:	<input type="text"/>		
Applicant Name(s):	<input type="text"/>	<input type="text"/>	
Contact Number(s):	<input type="text"/>	<input type="text"/>	
Contact Email:	<input type="text"/>		
Postal Address:	Unit/House No:	<input type="text"/>	Street: <input type="text"/>
	Suburb:	<input type="text"/>	Postcode: <input type="text"/>

2. Site Details:

Location:	<input type="text"/>		
House No & Street Name:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Type of Closure:	<input type="checkbox"/> Footpath Closure	<input type="checkbox"/> Lane Closure	<input type="checkbox"/> Work Zone
Request Dates:	<input type="text"/>	Request Times:	<input type="text"/>
Detour Route*:	<input type="text"/>		

*Approval will be required by Cumberland Traffic Committee. This process may take up to 6 weeks.

3. Onsite Contact Details

Contact Name:	<input type="text"/>		
Phone Number:	<input type="text"/>	Mobile:	<input type="text"/>
Email Address	<input type="text"/>		
'Traffic Control at Worksites' Certificate no.:	<input type="text"/>	Certificate Expiry Date:	<input type="text"/>

4. Agency Contact Details

The applicant must complete this section. (For use if needed during the period of closure)

	Council	Police	RMS
Contact Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Documents Required

- Traffic Management Plan. Attach a copy of a Traffic Control Plan prepared by person holding a current "Traffic Control at Worksites" certificate, include full description of what is proposed in accordance with the requirements detailed in the Guidelines.
- Approval of Authorities. Attach a copy of the RMS and Police approval certificates.
- Consultation. Provide details of what information have been handed out (with dates), the area (including addresses) consultation was carried out and the responses received
- Insurance. Attach copies of insurance policies

6. Applicant's Declaration

I have met all the requirements as detailed in the 'Guidelines for Temporary Roadside (Short Term) Closure Approval'. If a permit is approved, I undertake to fully comply with the proposal I have submitted and with all Council requirements.

Name:	<input type="text"/>		
Signature:	<input type="text"/>	Date:	<input type="text"/>

7. Guidelines for Traffic Management Plan Approval

A temporary road closure is defined as a road closure effected by the placing or maintaining of obstructions or barriers in a public road which prevent or restrict the passage of vehicles along, reduces parking spaces, or the access by a particular route of vehicles to, the public road for **less than 48 hours** to allow for such things as minor road works, heavy machinery operation (such as cranes), painting of buildings and loading & unloading of goods (one off).

Main Requirements by Cumberland City Council:

- The applicant must prepare and submit a comprehensive Traffic Management plan (TMP), in accordance with RMS guidelines that details traffic diversions, timings and the methodology for achieving the activities. The TMP must satisfy the requirements of the Police, Cumberland City Council and the RMS.
- The applicant must obtain the NSW Police approval (clearance certificate) for the short term roadside closure.
 - Granville Police Traffic Services - Phone: (02) 9897 4199
- The applicant must obtain the RMS's Transport Management Centre approval
 - Contact Phone -(02) 8396 1400
- The applicant must carry out a letterbox drop to all business proprietors, residents and other occupants in the vicinity of the event activities. Any concerns or requirements raised must be resolved or accommodated. The proponent should provide details of the extent of the consultation and the results as an attachment to the TMP
- Evidence of Public Liability Insurance must be provided (under which the Council is indemnified)
- Motorists and pedestrians who have legitimate business within the closed section of roadway must be allowed access.
- The use of any equipment or activities to be conducted in conjunction with the road closure must not result in any "offensive noise" as defined by the Noise Control Act, 1975.
- The Council must be reimbursed for the cost of repair of any damage caused to the public way as a result of the activities.
- The applicant shall comply with any reasonable directive of Council's Law Enforcement Officers.
- In the event that any traffic management measures, result in significant adverse effects to residents and businesses in that area, and any other surrounding residential streets, Council reserves the right to cancel this approval.
- Application to the Council be lodged at least one week prior to the event.
- If the proposed works involve digging of footpath, roadway or any part of the carriageway, the applicant must obtain a Road Opening Permit from Cumberland City Council prior to submitting an application for Roadside Closure.
- If the proposed works erection of hoarding next to the footpath, roadway or any part of the carriageway, the applicant must obtain a Hoarding Permit from Cumberland City Council prior to submitting an application for Roadside Closure.
- The applicant must pay an application fees as per Council's latest fees and charges.
- For events such as fairs, carnivals, fun-runs, parade and exhibitions, in addition to the above conditions, the following are required:
 - Application to the Council be lodged at least six weeks prior to the event.
 - Approval from the Cumberland Local Traffic Committee. (Council will submit the TMP to the Committee)

Cumberland City Council

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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