

Note before filling this form:

A Construction Traffic Management Plan (CTMP) is required for the assessment of construction activities on the road network, environment, adjoining residents and/or businesses, and safety surrounding the development site with the aim of:

- maintaining pedestrian safety
- minimising construction traffic and pedestrian conflict
- minimising vehicle movements.
- assessment of using public road reserve frontage for development
- assessment of traffic control plans
- providing Council requirements of various applications required
- parking of work vehicles
- deliveries
- community notification process indicating development impact and time to completion

Council recommends your application be lodged online by Council's [ePathway Portal](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/Web) (<https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/Web>). By using online lodgement, Council will receive your application in real time.

1 Applicant Details

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

2 Location

Road Name

Suburb

Start Location

End Location

3 Proposed Work

Proposed Work

Start Date

End Date

Road Occupation Time

e.g. 8:00 am to 5:00 pm

4 Development Site

DA No.

Consent Condition No.

Owner Details

Phone No.

Email

5 Required Documents

You are required to provide following information with this application:

- A document including all the above noted elements
- Heavy vehicle route
- Parking arrangement of work vehicles
- Traffic Control Plans (TCP) covering full development facets
- List of VMS messages, if proposed in the TCP
- Draft community notification letter
- Dilapidation report

6 Additional Comments

Any Additional Comments (if required)

General Requirements

General information

- **No works to be commenced until Council assessment is complete**
- Council requires minimum ten (10) working days to assess the application and to provide approval following satisfaction of all Council requirements.

Processing and approval

- The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.

Applicant's responsibility and compliance

- The owner is responsible for compliance with the conditions including agents and subcontractors.
- Council comments are to be included in the submitted draft CTMP and updated CTMP be implemented during construction.

Notes on Scheduled Fees

- Current Council fees and charges are available on [Council's website \(www.liverpool.nsw.gov.au/fees\)](http://www.liverpool.nsw.gov.au/fees):
- All applicable fees and charges are payable in advance
- The fee payable will be assessed by the Traffic and Transport Unit according to the schedule of fees and any additional fees payable will be advised.

How to lodge an application

All applications are accepted in following ways:

- Submit online at Council's [ePathway Portal \(https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/\)](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/); or
- Lodge at Council's Customer Service Centre on Shop R1, 33 Moore Street Liverpool.

Electronic files

- Attached file are to be named using the following naming convention.

Example file name format:
Application Form – Street Address

Refunds

- Request for refund of fees and charges should be made by the applicant in writing stating the reasons for the request, and
- Provide bank details for the refund, if approved.

Conditions During the Works

- The applicant is to indemnify Council against any public liability claims that may arise from the work.
- All accidents, damages to assets or properties or any injuries must be reported to WorkCover NSW and Council.
- Public liability insurance of at least \$20 million must maintained during the entire period of the works.

- Road occupancy and/or road opening applications be submitted prior to undertaking works within the existing road reserve.
- All Road Occupancy License conditions are to be implemented.
- Heavy vehicle access to the development site should be from shortest route from the nearest arterial road network...
- All emergency services, relevant bus companies, and affected residents are to be advised prior to undertaking the works.
- Only certified traffic controllers are authorized to stop traffic on the existing road network.
- Damages to public assets must be reported immediately to Council's Field Inspector on 1300 36 2170 and repairs must be undertaken to Council satisfaction at no cost to Council.
- Work vehicles are parked according to the parking conditions.
- Directions from the NSW Police Force and Council's Community Standards team are required to be complied with.

Applicant's Declaration

All required documents are attached.

All attached documents are free of copyright for Council use only.

I have read and will comply with above conditions during the works

Signature:

Date:

OFFICE USE ONLY

Additional Information required? Yes No

Pathway Application Type:

CTMP: Construction Traffic Management Plan

Application Number:

Comments

Date Received:

Fees

Amount (\$)

Receipt Number

Receipt Date

Application