



**For Office Use Only**

Council File: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Road Opening / Activity Permit Application

- Under Section 138 of the Road Act 1993

### About this form

This application form is used to apply for a permit to carry out any work in, on or over a public road including intrusive digging in the public road or footpath. The type of works covered by this application:

- Installation, maintenance, repairs/replacement or upgrading of utilities (water, electricity or telecommunications)
- Any type of stormwater or sewer connection works and repairs
- Providing a temporary driveway/layback to premises for residential or construction vehicle access
- Upgrading the road, kerb & gutter associated with a development site approved by the Moree Plains Shire Council.

This application form is **not** used for:

- Adding permanent driveways or replacing redundant driveways with the footpaths or nature strips. These require a 'Driveway Application' form to be completed.

### When does the application become a Permit?

The application becomes a permit when:

- A receipt for the payment of fees for the permit is attached.
- The permit has been signed by the authorised Council Officer.
- A Permit number has been provided by council.

### How to complete this form?

All fields must be completed before submitting this application. Any fields left blank may result in delaying the assessment of your application.

#### PART 1: APPLICANT 'S DETAILS

Title

Given name/s

Family name

Business/Company name

Postal Address

Business/Company phone number

Site contact name

Site contact number

Email address

**PART 2: CONTRACTOR 'S DETAILS**

Title	Given name/s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Company name		
<input type="text"/>		
Postal Address (if different from above)		
<input type="text"/>		
Business/Company phone number	Site contact name	Site contact number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		

**PART 3: WORKS LOCATIONS/SCHEDULES**

Address of the location	
<input type="text"/>	
Nearest cross street	DA/CC number
<input type="text"/>	<input type="text"/>
Start date	Finish date
<input type="text"/>	<input type="text"/>
Hours of work----- Monday to Friday	Saturday/Sunday
<input type="text"/>	<input type="text"/>

Please specify the nature of the proposed works below

**PART 4: EXTERNAL APPROVALS – WHERE REQUIRED**

NSW Police acknowledgement number	RMS road occupancy licence
<input type="text"/>	<input type="text"/>

## PART 5: APPLICATION CHECKLIST

Please tick applicable boxes below to confirm that you have provided copies of the documents requested. Please lodge copies with the completed application form.

- Traffic Management Plan is always required. A full traffic/pedestrian control plan, in accordance with AS1742.3 & the RMS manual for traffic control at work sites may be required depending on the type of job.
- Dial before you dig cover sheet including the sequence numbers
- If the works are taking place on behalf of the Moree Plains Shire Council, the contact details for the Council officer must be provided
- A safe work method statement &/or Safety Data Sheets for proposed works (if applicable)
- A copy of the applicant's current public liability insurance certificate (minimum of \$20 million) indemnifying the Moree Plains Shire Council, must be attached to this application
- All external approval/acknowledgements or permits i.e. RMS, Police (if applicable)
- Moree Plains Shire Council Asset Location documents from the Dial before you dig searches.

## PART 6: APPLICATION FEE

Fee of **\$101.00 (inclusive GST)** per opening shall apply for Road Opening Permit & Pre-Commencement Inspection.

Bond of **\$300.00 (inclusive GST)** per opening shall apply for Road Opening Restoration.

To enable refund of bond, please complete and return attached **FORM** to [council@mpsc.nsw.gov.au](mailto:council@mpsc.nsw.gov.au)

## PART 7: APPLICANT DECLARATION

I declare that all information I provide is true and correct and that I am authorised to make this application on behalf of the person or company nominated in this application.

Applicant name (please print)

Applicant signature

Date

## PART 8: PROCEDURE TO LODGE THE APPLICATION

By post: Moree Plains Shire Council  
PO Box 420  
Moree NSW 2400

Personal delivery: Level 2, Max Centre Arcade  
30 Heber Street  
Moree NSW 2400

By fax or electronically:

Fax (02) 6752 3934

E-mail: [council@mpsc.nsw.gov.au](mailto:council@mpsc.nsw.gov.au)

## PAYMENT INFORMATION GUIDELINE

### Payment in Person

Payment can be made in person at Moree Plains Shire Council Administration Office located at Level 2, 30 Heber Street, Moree. Cash, EFTPOS, Credit Card or Cheque will be accepted at this location.

### Payment through online

If you wish to pay through online please make the direct credit to the following Bank Account:

BSB    Account

For fee - 062574 00001239

For bond- 062574 10024607

### Payment by Post - Cheque

If you wish to pay by cheque please make the cheque payable to Moree Plains Shire Council. You will need two (2) separate cheques. The first will be for the road opening permit fee of \$101.00 and the second cheque is for the bond of \$300.00.

Please post the two cheques with the completed Form to:

Moree Plains Shire Council, PO Box 420, MOREE, NSW, 2400

### Payment by Credit Card

If you wish to pay by credit card please provide the information below:

(Please note that two (2) separate transactions will be made; one for the fee of road opening permit and the second for the bond). ***Please note that AMERICAN EXPRESS CARD IS NOT ACCEPTED***

Credit Card No:	
Credit Card Expiry Date:	
Name on the Credit Card:	
A. Fee of Road Opening Permit:	\$
B. Bond:	\$
C. Total Amount being paid: (A+B = C)	\$
Type of Card/Bank: eg. Visa	
Credit Card Holder's Contact Number:	
Card Holders Signature:	
Date:	



12/0356

## NEW ACCOUNT - CHANGE OF DETAILS

*Please choose whichever is applicable:*

New Account       Change of Name       Address Notification

Company/Business Name: \_\_\_\_\_

Trading As: \_\_\_\_\_

ABN: \_\_\_\_\_

Owners Names: \_\_\_\_\_

Previous Address: \_\_\_\_\_

Property Address: \_\_\_\_\_

Assessment/Account No: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Bank Details: <i>(For Account Purposes only)</i>	Bank Name/Address: BSB: _____ Account: Account Names:
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Contact Details *(for account purposes if different from above)*

Name \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Fax/E-mail \_\_\_\_\_

Signature of Owner or Authorised Agent: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

What accounts do you currently have with Moree Plains Shire Council. Rates <input type="checkbox"/> Water <input type="checkbox"/> AR <input type="checkbox"/> AP <input type="checkbox"/>
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NEW ACCOUNTS FOR DEBTORS, PLEASE FILL IN OVER PAGE.

**APPLICATIONS FOR AN ACCOUNT**  
Please tick the Department you require an account with:

Admin     Water & Waste     Engineering     P&D

Please provide three (3) business references:

1. \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_
2. \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_
3. \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_

I/we hereby agree to accept liability for all debts incurred by the above named applicant and to settle such debts within thirty (30) days from the end of the month in which the tax invoice was issued.

Signature \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

**ACCOUNT TERMS & CONDITIONS**

Should credit be extended to the Applicant as a result of the application, the Applicant hereby agrees to the following:

**1. DEFINITIONS**

In these terms and conditions "MPSC" refers to Moree Plains Shire Council. "Applicants" refers to the Applicant who applies for the account.

**2. PAYMENT**

You agree to make payments to MPSC in full on each invoice on or before the due date. MPSC reserves the right to suspend or terminate any or all of the Applicant's credit facilities, with or without notice for reason of default by the Applicant of the terms and conditions by the Applicant if:

- (a) MPSC was induced by misrepresentation by the Applicant to approve the credit facility to the Applicant;
- (b) The amount charged to the Applicant's credit facility exceeds the Applicant's credit limit at any time without the prior written approval of MPSC;
- (c) Any amount charged to the credit facility is due and unpaid;
- (d) In the opinion of MPSC, there are changes in the Applicant's ownership, control, status or ability to provide security for payment of the amounts which have or are likely to be charged to the Applicant's credit facility; or
- (e) The Applicant is subject to any form of insolvency administration, the Applicant being a partnership dissolve or the Applicant ceases to conduct business in the normal manner.

Either party may at any time reasonably suspend or terminate the credit facility on seven (7) days written notice to the other party.

If MPSC suspends or terminates the Applicants' credit facility, all debts, (plus interest if applicable) owing by the Applicant to MPSC will immediately become due and payable by the Applicant to MPSC.

**3. INTEREST**

If payment is not received by MPSC on or before the due date you agree to pay interest on all amounts owing and not paid by such due date at the interest rate charged from time to time by MPSC. The interest will accrue from day to day on and from the due date to the date payment is made in full. All payments received from you shall be applied by MPSC firstly towards reduction of any interest owing and then in reduction of any principal amount

**4. GENERAL**

You acknowledge and agree that all expenses, fees and disbursements incurred by MPSC in recovering any amount owing (including any reasonable debt collection agency or solicitor's fees and disbursements) will be paid by you on demand.

**5. CREDIT LIMIT**

MPSC may specify the maximum amount that may be charged to the credit facility within a specified time (credit limit) and to vary these limits at any time at MPSC's absolutely discretion.