



APPLICATION PROCEDURES FOR A PERMIT TO WORK WITHIN ALICE SPRINGS TOWN COUNCIL ROAD RESERVES

This document provides details for obtaining a permit to work on ASTC controlled roads and road related areas, including; procedures, application forms, conditions of approval and technical requirements.

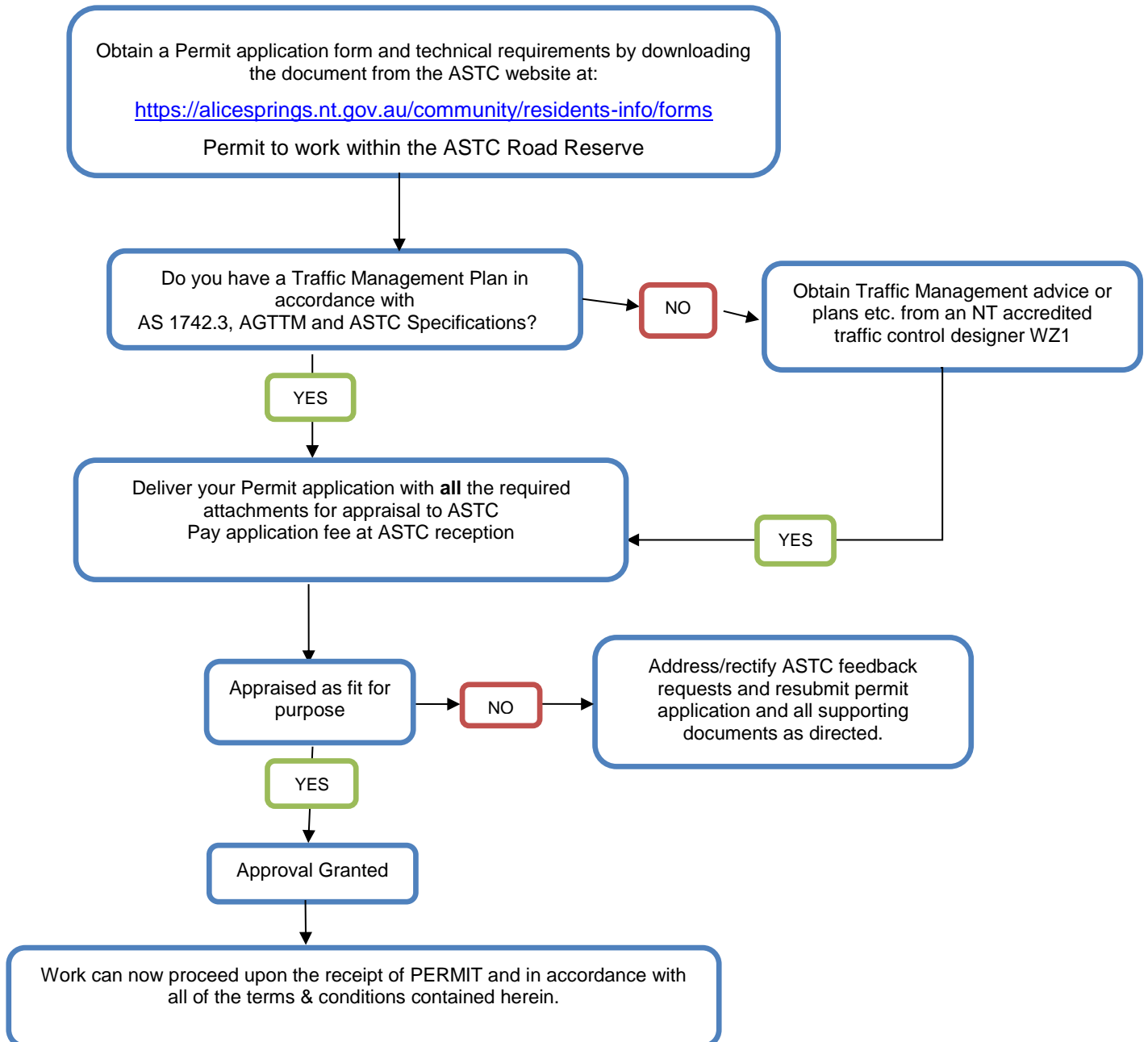
Department of Infrastructure, Technical Service Department

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PERMIT TO WORK WITHIN THE ASTC ROAD RESERVE

APPLICATION PROCEDURE



APPLICATION FOR PERMIT TO WORK WITHIN THE ASTC ROAD RESERVE

PROPOSED WORK DETAILS					
Applicant's Name					
Business/Company Name					
ABN					
Road Name/s					
Location of works					
Description of works					
Dates of Proposed Works	From: / /20	To: / /20			
ASTC APPROVAL					
POSITION OF COUNCIL DELEGATE:					
APPROVAL NUMBER:					
APPROVED BY:					
WORK ZONE TRAFFIC MANAGEMENT PLAN (TMP)					
The TMP shall be in accordance with the current AS1742.3, AGTTM, Provisions for Traffic and designed by a Northern Territory accredited Traffic Management Plan Designer. (WZ1)					
TMP Designed By:			Accreditation No.		
TMP Reviewed By:			Accreditation No.		
INDEMNITY					
Public Liability Insurance minimum \$10 million					
Policy No.					
Policy holder					
Insurer			Expiry Date	/ /20	
Copy attached	Yes		If No, permit will not be approved		
APPLICANT'S DECLARATION					
<ul style="list-style-type: none"> I/We understand that the permit is granted under the terms and conditions set out on the attached Conditions and Specifications and have read and understand those conditions and agree to comply with them accordingly. I/We agree to pay all fees and charges as assessed and estimated by DIPL prior to approval. (non-refundable). 					
Applicant's Name			Phone No		
Signature			Fax No		
Date	/ /20		E-mail		
ASTC Receipt No:			Date:	/ /20	
ASTC Office Use Only - if all items below have not been met, the permit approval will not be granted					
TMP sufficient for use & attached.	ASTC Receipt attached	Insurance details attached & compliant	Conditions of Approval signed, dated & attached.	Development approval confirmed with R/A or Database	WZTM Accreditation numbers supplied & registered at MVR
Yes	Yes	Yes	Yes	Yes	Yes
Permit approval Number:	Permit expiry date: / /20		Processed By: / /20		
			Delegated Officer: / /20		
Special Conditions:					
Extension of time: (Refer to Clause 1.5)					
Extended permit expiry date: / /20 . Approval officer: / /20					

Information collected on this permit application form may be made available under the *Information Act*.

Note: The contractor/applicant must supply the following:

- **Photo evidence of all completed works.**
- **Photo evidence of Traffic Management put in place as per the TMP with date and time for all stages of works.**

1. APPLICANT INFORMATION

1.1 GENERAL

Ensure that the following requirements and conditions are addressed and noted as applicable to the proposed works.

1.2 DEFINITIONS

Work within the road reserve:	Is defined as any planned works or operations within the ASTC road reserve.
Superintendent:	Any reference made within the Standard Specifications refers to the Superintendent as being the PTW approval officers
ITC:	Instruction to contractor. Server of an ITC within the Standard Specification are the ASTC PTW approval officers.
PTW:	Permit to work within the ASTC road reserve.
TMP:	Traffic Management Plan
TGS:	Traffic Guidance Scheme
AGTTM	Austrorads Guide to Temporary Traffic Management

1.3 SUBMIT APPLICATION

Submit the application for a PTW accompanied by a Traffic Management Plan and associated documents not less than 5 working days prior to proposed works commencing. The applicant is to ensure all documents are accurate and compliant prior to submitting. Failure to do so may result in permit approval delays.

1.4 NOTICES AND REQUESTS

Convey all requests, notices, proposed changes and correspondence etc. to the relevant regional ASTC Officer not less than 5 working days prior to proposed works commencing. The Contact Officer may be referenced on the permit.

1.5 EXTENSION OF TIME

Should an extension of time be required, notify ASTC not less than 5 working days prior to the expiry date of the permit. Failure to submit the extension request within the specified time may result in a new permit application. Extension of time shall only be considered if there are no variations to the information provided within the original approved permit. A new PTW application will be required for submission if variations occur.

1.6 APPLICANT'S RESPONSIBILITY

Although TMP's and TGS's are appraised by ASTC Officers for appropriateness, the applicant remains responsible for actual compliance with AS1742.3, AGTTM, the Provision for Traffic and all other relevant standards. The Alice Springs Town Council staff accept no responsibility for liabilities resulting from TMP's or TGS's appraised for appropriateness by ASTC, which may be later found to be non-conforming with any relevant standard.

1.7 COSTS AND FEES

Pay all costs and fees associated with other permits, clearances, repairs and reinstatement works due to the implementation of the requirements of this permit.

2. CONDITIONS OF APPROVAL

2.1 GENERAL

A PTW will be issued under the condition that the applicant understands and agrees to comply with the following Conditions, ASTC Technical Specifications, relevant Australian Standards, AGTTM and all other requirements associated with the application.

2.2 RELATED LINKS (STANDARD SPECIFICATIONS / PROVISION FOR TRAFFIC)

Previous editions of the PTW included the Provision for Traffic. This section may now be referenced within the 2 Standard Specifications which are:

- 1) Standard specification for road maintenance.**
- 2) Standard specification for roadworks.**

Refer Attachment G

2.3 DOCUMENTS ON SITE

Keep a copy of the approved permit, Conditions of Approval, Technical Specifications and Traffic Management Plans on site at all times. Failure to provide these documents on site may result in works being requested to cease.

2.4 PRIORITY AND OVERLAPPING OF WORK SITES

There may be occasions, where the work sites overlap with other PTW approvals or ASTC emergency, urgent, planned or maintenance works. If this occurs, ASTC encourages both parties to work together in achieving their tasks without ASTC intervention. This may involve implementing traffic control modifications to allow both work parties to continue their works, the ability of reprogramming of works or negotiating alternate work time slots. (Refer to 2.10 if applicable)

Overlapping sites that cannot be resolved between parties shall result in ASTC providing direction of who shall have the priority of site. The ASTC assessment will be based on the following criteria: The necessity to undertake emergency/urgent remedial works, timeframe of possession of site, least obstruction to public and reprogramming of works will all be taken into account.

ASTC will not be liable for any additional costs that may result in the decision of who has priority of site.

2.5 AUTHORITY

The approval requirements of a PTW application may be referenced and be in accordance with Part IV of Northern Territory of Australia Traffic Act 1987.

2.6 PUBLIC INFORMATION

Information collected on the permit application form will be used for the purposes stated. In collecting this information the Department will adhere to the ASTC Privacy Statement and with the relevant provisions of the Information Act.

2.7 PUBLIC LIABILITY INSURANCE

Hold a current public liability insurance policy to a value of not less than \$10,000,000 and provide a **Certificate of Currency** with the application form for the permit.

Indemnify the ASTC and its agents and staff from any liability claims resulting from any incidents or actions resulting as part of the permitted works or associated works or any interventions necessitated by ASTC.

2.8 RECORD OF SITE

Digital images that are date and time stamped are to be taken of the site prior to the commencement of works. The images are to be stored by the applicant for 6 months after the completion of works and be available to ASTC upon request if required.

2.9 RESPONSIBILITY

The Applicant/Contractor will accept full responsibility for the works, including determining the locations of existing services and take steps to protect all services and other infrastructure.

The Alice Springs Town Council hereby accepts no responsibility or liability for any omissions or non-conformance with any relevant Australian or other standards associated with the works and submitted documents supporting the permit, including, but not limited to all TMP's and TGS's.

2.10 AMENDMENTS

Site conditions may alter during the period of works which may require amendments to the TMP and the TGS's. Such factors influencing amendments could be; oversights, weather conditions, traffic density, presence of children or pedestrians, over dimensional vehicle movements, overlapping work sites, vehicle incidents, etc.

Resubmit all TMP's & TGS's and any other amendments to ASTC before implementing them on site, or as soon as practicable after implementation on site, if a hazard exists warranting immediate implementation. Additional fees for re submissions may occur.

2.11 SAFETY

Observe all necessary safety precautions and requirements relating to traffic management, NT WorkSafe, Australian Standards and the technical specification requirements.

Provide additional safety lights, barricades and signs in accordance with any specific requirements imposed by ASTC that may be in addition to the preceding conditions and Australian Standards.

2.12 REINSTATEMENT

Reinstate all areas within the Alice Springs Town Council road reserve, affected by the work, to their original condition to the satisfaction of the Superintendent and at no additional cost to ASTC.

Worksites shall be reinstated to the level mentioned within the associated Specifications relevant to the works.

Where the reinstatement works are not completed satisfactorily, ASTC will notify the Permit Holder either in writing or by telephone depending on the nature of the defects. The Permit Holder shall rectify the defects immediately or within the specified time frames without any costs to ASTC.

Failure to meet the specified time frame may result in ASTC engaging in a third party to complete the reinstatement works to a satisfactory standard at the Permit Holder's expense and inclusive of all costs incurred by ASTC.

2.13 DAMAGE TO SERVICES OR INFRASTRUCTURE

Applicant is required to contact authorities such as PowerWater Corporation, National Broadband Network and Before You Dig Australia (BYDA) to ascertain the locations of all underground services and infrastructure.

Where any damage is caused to any existing services, utilities or infrastructure through works being carried out in relation to this permit, report this damage immediately to the relevant Authorities and comply with any instructions issued by those authorities. Any instructions that leads to any changes or modifications to the approved permit application will require the applicant to notify the ASTC permit officer in the first instance. Failure to do so may result in the permit being revoked.

Where damage is caused to infrastructure or services, including concealed services that have been identified by other authorities or BYDA, the Permit Holder will be liable for the cost of any necessary repairs.

2.14 NON-COMPLIANCE

If the Permit holder fails to comply with this permit, then ASTC reserves the right to suspend all works if deemed to be non-compliant. This includes works sites identified hazardous or causing significant inconvenience to the public. ASTC officers may rectify these issues if the Permit Holder fails to do so by the nominated timeframe as instructed by ASTC officer. The Permit Holder shall pay all associated costs for the remedial works.

2.15 FEES AND CHARGES

Fees and charges shall be determined by ASTC as shown in the latest Municipal plan

2.16 TRAFFIC CONTROL STATEMENT

A signed statement developed by the author of the TMP for this application is to be co-signed by the Permit applicant. The statement is to confirm that the Standards and Provision for Traffic have been met and shall include the following:

- An explanation as to how compliance has been achieved.
- That the traffic control featured within the TGS's are compliant for day and night use (if applicable).
- An explanation where the Standards and Provision for Traffic have **not** been met and provide details within the risk assessment what treatments will be implemented to mitigate the risk to an acceptable level.
- Confirm site visit/s have occurred collectively with the permit applicant, contractor conducting the works and the WZ Level 1 author of the TMP. Has the staging of works been identified and provided within the TMP and meets the requirements specified within the Provision for Traffic.

2.17 DECLARATION

Signing this document certifies that the applicant has read and understands all of the requirements and conditions contained herein and hereby undertakes to carry out all works in compliance with the requirements of this PTW.

Approval of a permit does not constitute approval of any TMPs or TGS's. The applicant hereby accepts full responsibility and liability for any omissions or any non-conformances with the relevant Australian Standards for the proposed works.

Signed:		Date:	
Printed Name:		Position:	
Company Name		Email details:	
Witnessed by		Date	
Witness Name:		Witness Position:	

PORTABLE TRAFFIC SIGNAL AUTHORISATION

LOCATION			
FROM KM:		TO KM:	
LOCATION DESCRIPTION			
PURPOSE OF WORK			
PROJECT ASSOCIATION <i>(if proposed work is related to a bigger development i.e. DCA application, regional project, master plan implementation, etc)</i>			
DURATION			
DATE FROM	/ /20	DATE TO	/ /20
<input type="checkbox"/> Including <input type="checkbox"/> Excluding Weekends			
TIME (EACH DAY)	Start Shift:	Hrs	Finish Shift: Hrs
	Start Shift:	Hrs	Finish Shift: Hrs
	Start Shift:	Hrs	Finish Shift: Hrs
PORTABLE SIGNAL TYPE (select 1 only)			
Fully Automatic	With infrared or microwave vehicle detection	Yes / No	
Fixed Time	Controlled by a set time cycling accordingly	Yes / No	
Manual	Physically controlled by a person 24 hours	Yes / No	
Travel distance between signals:			
Programming Details:			
All Red time (seconds)			
Yellow time (seconds)			
Max Green time (seconds)			
REQUESTING PERSON/UNIT			
REQUESTING ORGANISATION			
ASTC – Technical Services AUTHORISATION (Print Name, Sign & Date)			
Name:	Signature:	Date:	/ /20
Comments:			
ASTC – Technical Services Approving Officer to forward authorised document to: NT Police			