



PERMIT TO UNDERTAKE WORK ON COUNCIL LAND

PURSUANT TO SECTION 221 & 222 OF THE LOCAL GOVERNMENT ACT 1999

This application is for a permit to undertake works that impact Council infrastructure, streets, roads, or Council-controlled land under the *Local Government Act 1999*. Applications and enquiries should be emailed to council@lwdc.sa.gov.au.

A fee of \$37.00 must be paid at the time of lodgement.

Please ensure your application includes:

- A scale site plan of proposed works showing precise locations (including measurements) of existing and proposed crossovers, drains, electrical or other cables, water connections, stobie poles, trees etc.
- Pre-works photos of the proposed work area
- A copy of current public liability insurance cover
- Contractor details, including:
 - ABN and Builder's Licence
 - Traffic Management Plan
 - Licensed Traffic Controller (name and licence number)
 - Any other required qualifications

This form must be submitted 15 days prior to the commencement of works and cannot be assessed unless all the above information is supplied.

Does this permit application relate to a Development Application for building work on your land?

☐ Yes; please provide your Development Application ID number: _____
☐ No

Does this permit application require the assessment of a street tree in relation to your driveway access?

☐ Yes ☐ No

CONTRACTOR/OWNER DETAILS

These works will be undertaken by: ☐ Owner ☐ Contractor

Name:

Address:

Contact number:

Email:

ABN:

Proof of insurance cover is to be provided to Council with the application, and a permit will not be issued until such time as a copy of the insurance cover is received.

I/we hereby apply to the District Council of Loxton Waikerie pursuant to Section 221 and/or 222 of the *Local Government Act 1999*, for a Permit to undertake works that impact on Council infrastructure, Council streets or roads, with such works benefiting the property located at above address or located at:

☐ As above, or at:

Intended start date:

intended end date:

Please note there is an assessment fee incurred for all applications and an additional fee applicable for new CWMS connections. Please refer to Council's [Fees and Charges](#). For payment, please contact Council on (08) 8584 8000.

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The application form is to be submitted a minimum of 15 business days prior to the commencement of work. Permit approval shall remain valid for a period of twelve months from the nominated commencement date. The Applicant must ensure that public liability insurance is maintained and updated if it expires at any time during the term of the permit.

The proposed works in relation to this application are indicated below (please tick whichever is applicable):

- ☐ Construction of concrete invert/kerb
- ☐ Construction of driveway/crossover
- ☐ Installation of private underground electrical service within Council land
- ☐ Installation of stormwater pipe
- ☐ Installation of CWMS connection point
- ☐ Erect or relocate a structure (including post box, sign, fixture) within Council land
- ☐ Plant or remove a tree or vegetation from the road verge
- ☐ Minor Verge Development (planting on verge with approved plants or shrub) in area between boundary & kerb)
- ☐ Other (please specify): _____

Specifications and Traffic Management

☐ **DRIVEWAY, ROAD CONSTRUCTIONS, STORMWATER & UNDERGROUND SERVICES** - I have enclosed a site plan for the works required and specified the works to be completed in accordance with the [Infrastructure Guidelines SA](#)

☐ **CWMS CONNECTIONS**
I have enclosed a site plan for the works required and specified the works to be completed in accordance with the [South Australian Community Wastewater Management System \(CWMS\) Design Criteria](#)

☐ **TRAFFIC MANAGEMENT** - I have enclosed a traffic management plan including onsite traffic controller details in accordance with [Traffic Control Devices for Workzone Traffic Management Field Guide](#).

PLEASE NOTE: THIS APPLICATION CANNOT BE ASSESSED UNLESS THE ABOVE INFORMATION HAS BEEN SUPPLIED

Is the proposed alteration: ☐ Permanent ☐ Temporary

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General Conditions of Permit:

The Applicant further agrees:

1. For the duration of the Permit, the Permit Holder must comply with all applicable industry, health and safety standards, the [Road Traffic Act 1961](#), current Standards Australia requirements, [Infrastructure Guidelines SA](#), and any relevant Codes of Practice.
2. To ensure that all works are undertaken to the highest standard and carried out promptly, with all due care, skill, and diligence.
3. To ensure that any approved alteration to the road reserve does not interfere with, cause damage to, or in any way affect the property of any other person.
4. To comply with any direction given by any authority, statutory authority, or Council to remove, maintain, or otherwise modify any alteration to the road reserve subject to this Permit.
5. That all fixtures or equipment installed in, on, across, under or over the road reserve remain the property of the Applicant pursuant to Section 209 of the [Local Government Act 1999](#).
6. For the term of the Permit, to maintain all fixtures, equipment, or vegetation installed or planted in good condition and to recognised standards.
7. Prior to commencing any works, the Permit Holder must contact [Before You Dig Australia \(BYDA\)](#) on 1100 to identify all underground services and take necessary precautions. Any damage to existing services must be repaired by the relevant authority at the Permit Holder's expense.
8. To indemnify the Council, its servants and/or agents against all actions, costs, claims, and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to the alteration to the road reserve, the granting of this Permit, and the conditions contained herein. This indemnity is in addition to any statutory immunity in favour of the Council.
9. For the term of the Permit, to hold and maintain a current public liability insurance policy to an appropriate level of cover per claim. The Permit Holder must ensure that any engaged contractors also maintain equivalent insurance coverage. Proof of insurance must be provided to Council prior to the issue of the Permit.
10. The Permit must not be assigned or transferred without Council's prior written consent. Council may revoke the Permit if the Applicant fails to comply with any condition or for any other justifiable reason, including reinstatement, maintenance, repair, or removal.
11. At the expiration or earlier termination of this Permit, to remove, if directed by Council, any structure or object erected or installed on the road reserve and reinstate the road reserve to Council's satisfaction.
12. This Permit is subject to the Applicant obtaining appropriate approval under the [Planning, Development and Infrastructure Act 2016](#) for any structures, fixtures, or equipment.
13. This Permit does not confer on the Applicant any exclusive right, entitlement or interest in the road reserve and does not derogate from Council's powers under the [Local Government Act 1999](#).
14. The Permit will not come into operation until proof of public liability insurance has been provided to Council and a signed copy of this Permit has been returned to the Applicant.
15. This Permit is subject to payment of the applicable application fee. The maximum penalty for non-compliance with this Permit is \$5,000.
16. Consultation and approval from the [Native Vegetation Council](#) is required if works are undertaken on road reserves where rare or endangered roadside vegetation has been identified.
17. Any pipe installed must have a minimum cover of 400 mm above the top of the pipe.
18. The Permit Holder is responsible for traffic safety during works. Adequate precautions and warning signs must be used at all times, and at least half the roadway must remain open to traffic. All traffic management must comply with AS 1742.3 (2019) – Traffic Control for Works on Roads and the Code of Practice for the Installation of Traffic Control Devices in South Australia. Personnel erecting traffic control devices must hold a current Work Zone Traffic Management Certificate, refreshed annually.
19. The Permit Holder is responsible for reinstating any trench. Backfill must use suitable material, be compacted, and maintained level with the existing surface to prevent humps or depressions. Refer to Infrastructure Guidelines SD 700 for specification.

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20. All pipes carrying liquid under roads must be constructed to prevent leakage into the trench and possible pavement failure. It is recommended that the service pipe be sleeved in a larger pipe for protection and ease of replacement.
21. The site must be left in a neat and tidy condition, with all surplus material removed from the road reserve.
22. Driveways and crossovers must maintain the following minimum clearances unless otherwise approved by Council:
 - 2.0 metres from any Council street tree
 - 1.0 metre from a stobie pole
 - 1.0 metre from a side entry pit or stormwater infrastructure
23. Upon completion of works, the Permit Holder must submit a Certificate of Compliance (CoC), provide photographic evidence of the installation, and supply as-constructed drawings to Council/

I, the Property Owner/Permit Holder, hereby acknowledge that I have read and fully understood the conditions of this Permit. As the Property Owner/ Permit Holder, I agree to be bound by all applicable fees, General Conditions, Provisions, and Special Conditions associated with this Permit and undertake to ensure that all works are executed in strict accordance with its terms.

Signed: _____ Date: _____

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OFFICE USE ONLY	
Application approved?	☐ Yes ☐ No
Permit number:	
Name of Authorised Officer of Council:	
Position:	
Signature:	
Special conditions:	

UNDERTAKING AND COMPLETION OF WORK		
Council notified of start date?	☐ Yes* ☐ No	*Date:
Council notified of completion?	☐ Yes* ☐ No	*Date:
Certificate of Compliance received?	☐ Yes* ☐ No	*CM10 record:
Council supplied photographs of work site on completion?	☐ Yes* ☐ No	*Date:
Inspected?	☐ Yes* ☐ No	*Date:
Completed to satisfaction of Council?	☐ Yes* ☐ No	
As constructed drawings received?	☐ Yes* ☐ No	*Date:
Approved by:		
Signature:		