

## Road Occupancy Licence Application

To comply with the Road Act 1993 – Section 138

**NB: A minimum of 5 working days is required to process applications**  
**Please complete all sections of this form**

### GENERAL INFORMATION

Do the works involve adjustments to a June Shire Council Asset (eg. Trenching in road?) ☐ Yes ☐ No

Applicant's Name: \_\_\_\_\_

Applicant's Organisation: \_\_\_\_\_

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

Contact Ph No's Business: \_\_\_\_\_ Mob: \_\_\_\_\_

Email: \_\_\_\_\_

*Note: the person named as the Applicant will, for the purpose of any consent issued, be the responsible person.*

### ON SITE

Will your organisation be undertaking or supervising the works described in the application? ☐ Yes ☐ No

Organisation: \_\_\_\_\_

24/7 Contact Person: \_\_\_\_\_

Mob: \_\_\_\_\_ Fax: \_\_\_\_\_

### PROPOSED ACTIVITY

Project and work description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### DATE AND TIME

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**LOCATION** (Please attach a map of proposed location and location photos)

Type Affected: ☐ Street/Road  
☐ Intersection

Subject Road: \_\_\_\_\_

From: \_\_\_\_\_

To: \_\_\_\_\_

Site Inspected: ☐ Yes ☐ No

**LANE INFORMATION:**

Lane/s or Shoulders Closed

- ☐ Lane 1 (Kerb lane/s)
- ☐ Median Shoulder
- ☐ Shoulder
- ☐ Nil

Pavement Type

- ☐ Bitumen
- ☐ Concrete
- ☐ Other

Flow Management

- ☐ Standard Lane Merge
- ☐ Contra Flow
- ☐ Stop/Slow Control
- ☐ Detour (other roads)
- ☐ Detour (Side track)
- ☐ Portable signals
- ☐ Mobile Works
- ☐ Short Term/Intermittent Works
- ☐ Non-Trafficable area
- ☐ Temp Speed Zone

**SPEED ZONE AUTHORISATION**

Will you be required to or are you planning to put in place a temporary speed zone? ☐ Yes ☐ No

Traffic Control Plan ID: \_\_\_\_\_

**SPEED REDUCTION**

Existing Speed: \_\_\_\_\_ Reduce to: \_\_\_\_\_

Purpose of Speed Reduction:  
\_\_\_\_\_

Length in metres: \_\_\_\_\_ Affected Traffic Direction: \_\_\_\_\_

Any significant features of the site noted (tick below those which are applicable) ☐ Yes ☐ No

- ☐ Trafficable Shoulders
- ☐ Pedestrian or Cyclist path
- ☐ Roundabouts or pedestrian refuges within 100m of site
- ☐ Adjacent significant land use such as hospitals/supermarkets
- ☐ Adjacent significant land use such as schools/school zones
- ☐ Other, please specify

Any kerbside restrictions such as \* (specify appropriate restriction)

☐ Yes ☐ No

☐ Parking restrictions

☐ Bus stops

☐ Taxi ranks

☐ Loading zones

☐ Other, please specify \_\_\_\_\_

Additional information if applicable

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Any evidence of concurrent adjacent roadworks/activities/off-road developments?

☐ Yes ☐ No

If "YES" please specify

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Consideration has been given to construction noise and other environmental impacts on the residents (where applicable) and the appropriate measures will be taken to minimise these impacts, particularly noise to residents.

☐ Yes ☐ No

If "YES" please supply details:

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**YOU CANNOT SUBMIT THIS APPLICATION FOR ASSESSMENT UNTIL THE SUPPORTING TCP HAS BEEN ATTACHED**

Can you attach TMP and TCP supporting documents?

☐ Yes ☐ No

**Traffic Control Plan documents\***

Traffic Control Plan (TCP) is a document that shows how traffic is to be safely separated from workers at the work site or work route. It is intended as an instruction from the works supervisors to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs etc) and how the traffic is to be managed around the site, activities (temporary signs, postings of traffic control staff, etc.)

**Traffic Management Plan (TMP)** – integrates an activity into the operation of the road network. The plan assesses an activity's impact on traffic flow. It describes the activities being proposed, their impacts on the general area (including public transport, passengers, cyclists, pedestrians, motorist and commercial operations) and how these impacts are being addressed.