



CITY OF KARRATHA

PERMIT TO WORK WITHIN A CITY RESERVE

Contractor: _____

Telephone Contact: _____

Location of works: _____

Date of works to be performed: _____

Nature of Works: _____

Area of Responsibility (If applicable)	Details (Attach plan if necessary)	Signed City of Karratha
Environmental Management Plan		
Traffic Management Plan		
Reinstatement Plan		
Site Safety Plan		



I agree to undertake works within the designated road reserve in accordance with the minimum requirements as set out by the City of Karratha in the following Guidelines for Contractors procedures document.

Signed:

Position:

Date:

Approval to Proceed (CofK Representative)

Signed:

Position:

Date:

REINSTATEMENT FOLLOWING CONCLUSION OF WORKS

All works have been completed and reinstated to the satisfaction of the City of Karratha Representative or Delegate:

Signed:

Date:

NOTE: this permit implies no acceptance of liability on behalf of the City of Karratha. Permit holders must hold appropriate insurance, ensure operators are competent and all relevant statutory requirements and codes of practice are adhered to.

Please return this form to City of Karratha Office, Welcome Road Karratha (PO Box 219, Karratha) or fax to (08) 9185 1626. For any queries, Contact Engineering Services on (08) 9186 8555.



Guidelines for Contractors

1. It is the responsibility of contractors to adhere to all relevant codes, regulations, policies and Acts that affect the performance of their work. This includes the Utilities Providers Code of Practice.
2. It is the responsibility of the contractor to check what Utilities may be located in the Road Reserve e.g. Telstra Cables, storm water, Horizon Power etc.
The contractor should DBYD (Dial before you dig). Any damages are deemed the responsibility of the contractor.
3. Any damage to the Road Reserve or Council property is to be repaired / reimbursed by the contractor.
 - 3.1 Road crossings are to be reinstated to the City of Karratha's specifications.
 - 3.2 Side tracks are to be ripped and made unusable when no longer required.
 - 3.3 Track machines are not to use the road proper as a crossing point.
4. Environmental plans must include the assessment and treatment of environmental hazards. Notify Council before any removal of trees, brush cutting etc
5. Contractors are responsible for traffic management. The City of Karratha's representative will at times inspect the Traffic Management so as it conforms to all relative standards.
6. Contractors are responsible for notifying residents and businesses who may have their essential services disrupted through works e.g. Electricity, water, street access etc.
7. Contractors may need to submit a work site safety plan. The site should be marked as a work site and hazards barricaded as to prevent injury to the public.
8. Contractors must reinstate the site to the Executive Manager Technical Services or Representative's satisfaction.
9. Application forms are to be lodged prior to works being carried out of normal working hours.
However emergency out of hour's works can be performed within the City of Karratha without prior approval but the contractor **shall lodge the application with the City of Karratha the following working day.**
10. Notwithstanding approval of these works, Council reserves the right to require additional work or modification to completed work, if, at the sole discretion of the Executive Manager Technical Services or Representative and fully funded by the developer, this action is deemed necessary to overcome any deficiency in the finished construction.
This provision is applicable until the expiration to the maintenance period and Council has formally accepted ongoing maintenance liability for the completed work.
11. A dust management plan shall be implemented at all times so as to not create a vision hazard of local traffic (a water truck to be on standby at all times during Excavation and backfill works).
12. Native vegetation may be removed within the Road reserve, however the contractor is to obtain a **Native Vegetation Clearing Permit from the Department of Environment and Conservation**
13. Pipes crossing water ways E.g.: culvert outlets; are to be clearly marked with warning signs and pipe depth.
14. Trucks are to be unloaded on the side that the pipeline is being laid.