



# PERMIT TO WORK IN A CITY RESERVE

## Technical Services

APPLICANT DETAILS:		
Contact Person Name / Position:		
Company Name:		
Company Address:		
Phone:	Mobile:	Fax:
Email:		
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 (attached below).		
Signed:		Date:

DETAILS OF PROPOSED WORKS:		
Street / Reserve Name(s):		
Location of proposed works:		
Description of proposed works:		
Total Duration (days/weeks):		
Proposed dates:	Start Date:	End Date:

SITE MANAGEMENT DETAILS:		Signed – City of Karratha
Area of Responsibility	Details (Attach plan if necessary)	
Environmental Management Plan		
Site Safety Plan		


Traffic Management Plan	<i>(If traffic management is required, please also complete: APPLICATION FOR TRAFFIC MANAGEMENT PLAN ENDORSEMENT)</i>	
Communications Plan (nearby residents, business and / or wider community)		
Reinstatement Plan		

<b>OFFICE USE ONLY</b>	
Payment Amount: \$ _____	Payment received: Yes <input type="checkbox"/> No <input type="checkbox"/>
Receipt # _____	ICR# _____


<b>APPROVAL TO PROCEED</b>	
City of Karratha Representative:	
Position:	
Signed: _____	Date: _____


<b>REINSTATEMENT FOLLOWING CONCLUSION OF WORKS</b>	
City of Karratha Representative:	
Position:	
All works have been completed and reinstated to the satisfaction of the City of Karratha Representative or Delegate.	
Signed: _____	Date: _____

**Once this application has been completed, please return it to the City via any of the below methods:**

 Email Scan and email to [tech.request@karratha.wa.gov.au](mailto:tech.request@karratha.wa.gov.au)

 Fax Fax to 08 9185 1626

 Mail City of Karratha  
PO Box 219  
KARRATHA WA 6714

 In person Visit the Administration Office at  
Welcome Road  
KARRATHA WA 6714

## 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:
  - a. Road crossings are to be reinstated to the City of Karratha's specifications.
  - b. Side tracks are to be ripped and made unusable when no longer required.
  - c. 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 Manager Technical Services or City 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 Manager Technical Services or City 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.