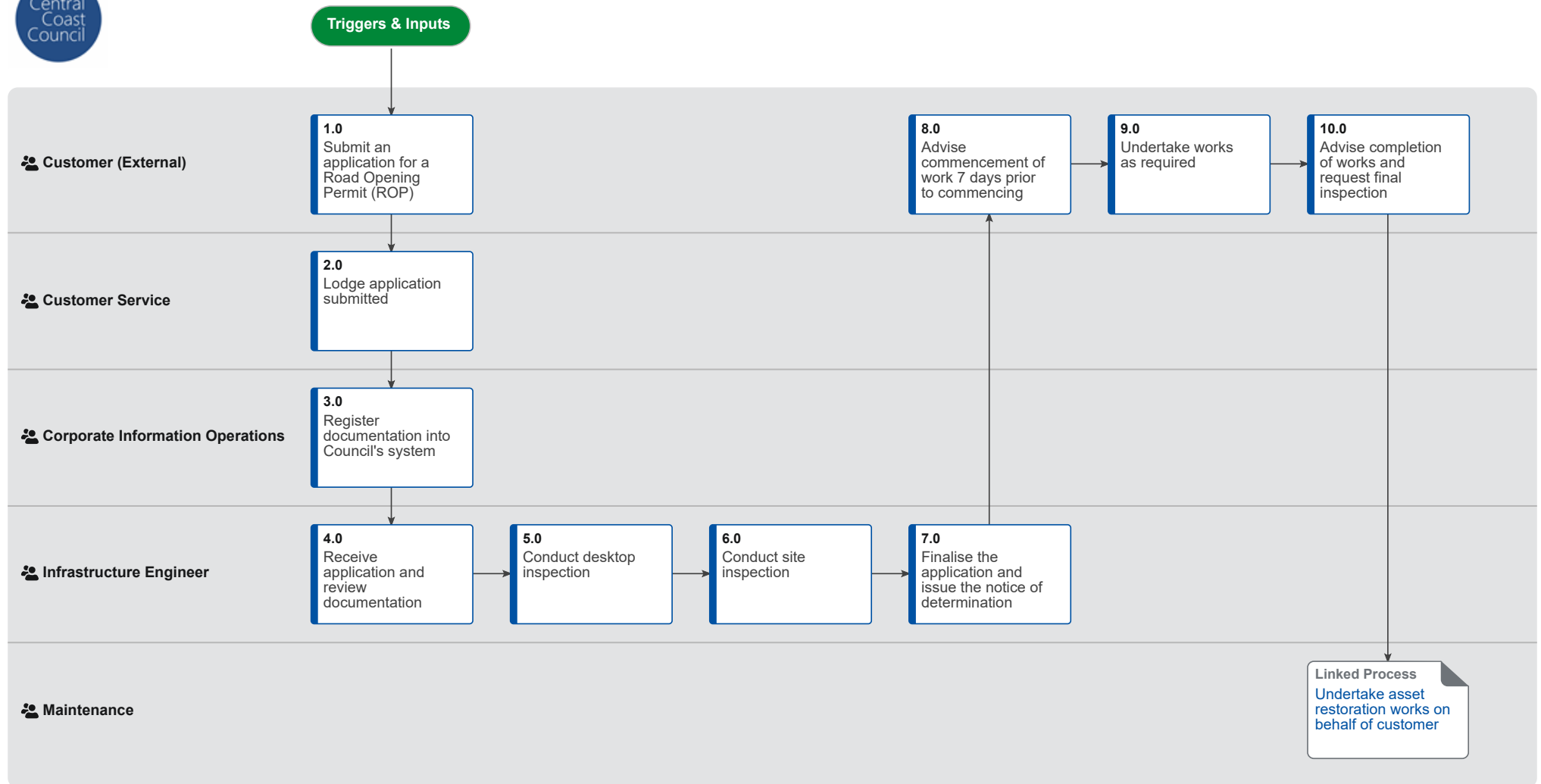


Submit a Road Opening Permit (ROP) application v3.0



Summary

Objective

Process road opening permit (ROP) applications received for road opening works within Council's road reserve

Background

This process applies to ROPs received for all road opening works, including:

- Water tapping – connecting a house to the water main
- Storm water connections – plumber/drainer connecting house downpipes to Council storm-water pipes or pits
- Sewage connection – connecting a house to main sewage lines
- Roadside excavation constructing service road or slip lane
- Laying of stormwater pipes to existing drainage
- Laying of water mains
- All other works requiring installation of and/or repairs to underground utility infrastructure.

Owner Rachel Jackson

Expert Scott Jarvis

Procedure

1.0 Submit an application for a Road Opening Permit (ROP)

Customer (External)

- a** Submit an application for a ROP with appropriate fees paid

2.0 Lodge application submitted

Customer Service

- a** Lodge application submitted, receipt fees paid and forward for action (for applications lodged in hard copy only)

3.0 Register documentation into Council's system

Corporate Information Operations

- a** Register application documentation into appropriate electronic document management system and forward for action (for applications lodged in hard copy only)

4.0 Receive application and review documentation

Infrastructure Engineer

- a** Receive application and review documentation submitted

- b** Ensure appropriate fees have been paid

NOTE What if incorrect fees or no fees have been paid?

5.0 Conduct desktop inspection

Infrastructure Engineer

- a** Conduct desktop inspection of proposed road opening works location to determine if the location is appropriate

NOTE What is included as part of the desktop inspection?

6.0 Conduct site inspection

Infrastructure Engineer

- a** Conduct site inspection of proposed works location
- b** Check and confirm any potential impacts on Council's existing and future utility infrastructure
- c** Check and confirm the available footpath allocation for existing and future utility infrastructure
- d** Check site constraints for the installation of the proposed utility infrastructure
- e** Record any issues identified with the proposed works

NOTE What if issues are identified?

7.0 Finalise the application and issue the notice of determination

Infrastructure Engineer

- a** Generate notice of determination and edit as required to include relevant conditions
- b** Issue notice of determination to the applicant

8.0 Advise commencement of work 7 days prior to commencing

Customer (External)

- a** Contact Council's Infrastructure Engineer by phoning 02 4306 7900 to advise when works will commence at least 7 days prior to works commencing

9.0 Undertake works as required

Customer (External)

- a** Undertake works as required in accordance with Council's approval, specifications and standard drawings

10.0 Advise completion of works and request final inspection

Customer (External)

- a Contact the relevant Council Officer (immediately following the completion of works) as detailed in the ROP notice of determination to advise of the completion of works and to arrange an inspection of the completed works



PROCESS

Undertake asset restoration works on behalf of customer Maintenance
