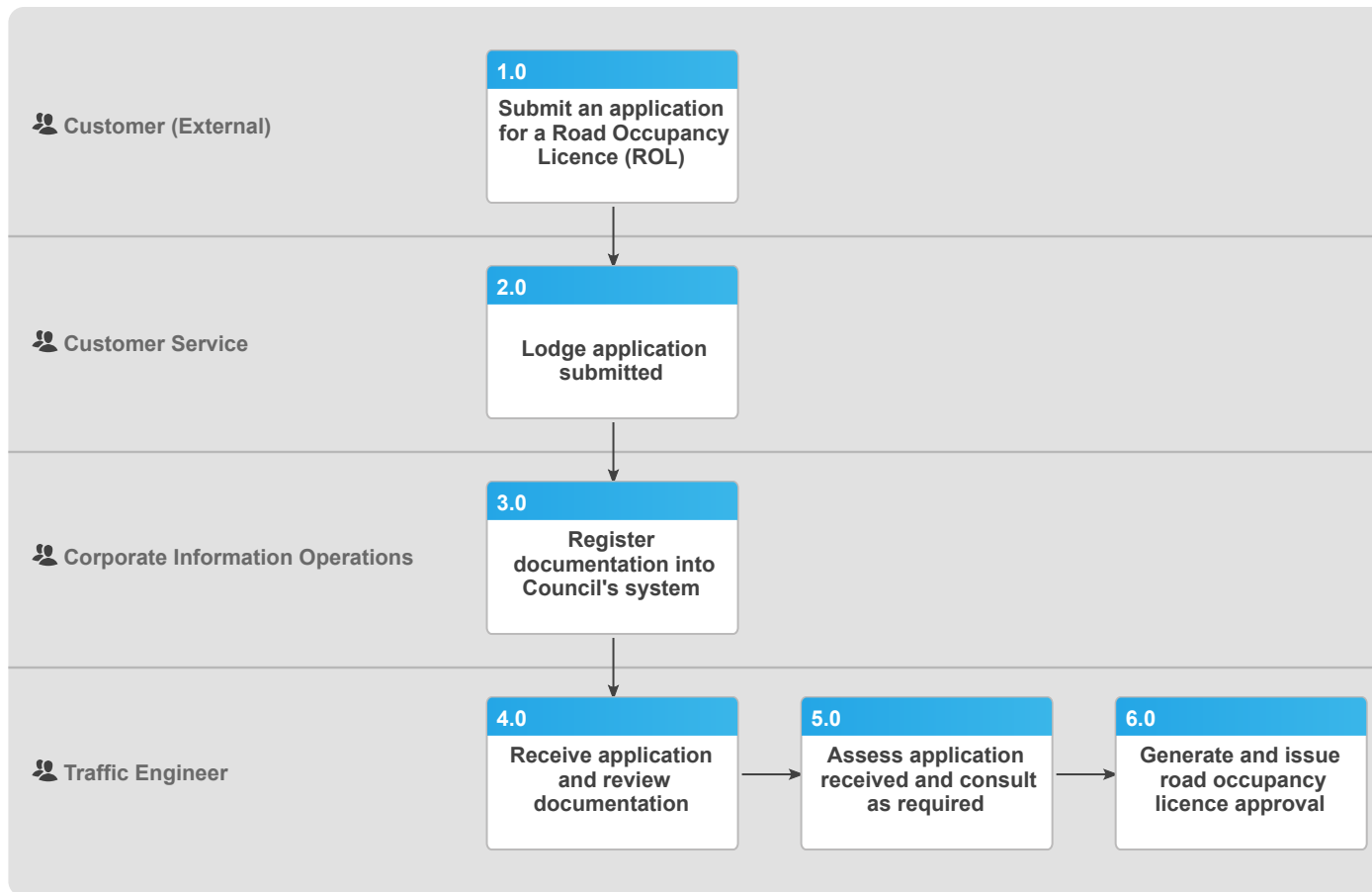


Submit a Road Occupancy Licence (ROL) application



Submit a Road Occupancy Licence (ROL) application

Summary

Objective

Process road occupancy licence (ROL) applications received for activities that are expected to affect normal vehicle and/or pedestrian traffic flow within the road and/or road reserve.

Background

This process applies to ROL applications received for activities requiring the use of a specified road space, including:

- Road maintenance such as re-surfacing or line marking
- Lane closures around a building site (as a hazard reduction) or to get cranes or other equipment in and out of the building site
- Grass cutting along a median strip requiring a road shoulder or a lane to be closed
- Placement of a skip bin/container on a driveway or within the road reserve
- Any other works undertaken within Council's road reserve that affects pedestrian and/or vehicle traffic flow.

Procedure

1.0 Submit an application for a Road Occupancy Licence (ROL)

Customer (External)

- a Submit an application for a ROL with the required completed application form and supporting documentation as well as appropriate fees paid (if required)

2.0 Lodge application submitted

Customer Service

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

3.0 Register documentation into Council's system

Corporate Information Operations

- a Register application form and supporting documentation into the appropriate electronic management document system and forward for action (for applications lodged via hard copy only)

4.0 Receive application and review documentation

Traffic Engineer

- a Receive application and review documentation submitted
- b Ensure the required accreditation and licence information has been provided in the traffic control/management plan
- c Consult with the applicant as required to discuss elements of the application
- d Request additional and/or amended documentation to be submitted, if required
- e Ensure appropriate fees have been paid

5.0 Assess application received and consult as required

Traffic Engineer

- a Assess proposed traffic management strategy in accordance with the expected road safety and asset impacts from the works proposed; specific to the site
- b Confirm appropriate consultation has been undertaken by the applicant for those impacted by the proposed works, including local residents, business owners and/or bus companies, and review any consultation feedback received
- c Negotiate aspects of the proposal to minimise negative impacts on the community, where required
- d Request approval from the relevant Council asset owners for any assets proposed to be impacted by the works, if required
- e Notify the relevant staff, agencies and/or authorities of the planned traffic control

6.0 Generate and issue road occupancy licence approval

Traffic Engineer

- a Generate the road occupancy licence and draft the appropriate conditions of approval as required
- b Issue the road occupancy licence approval to the applicant