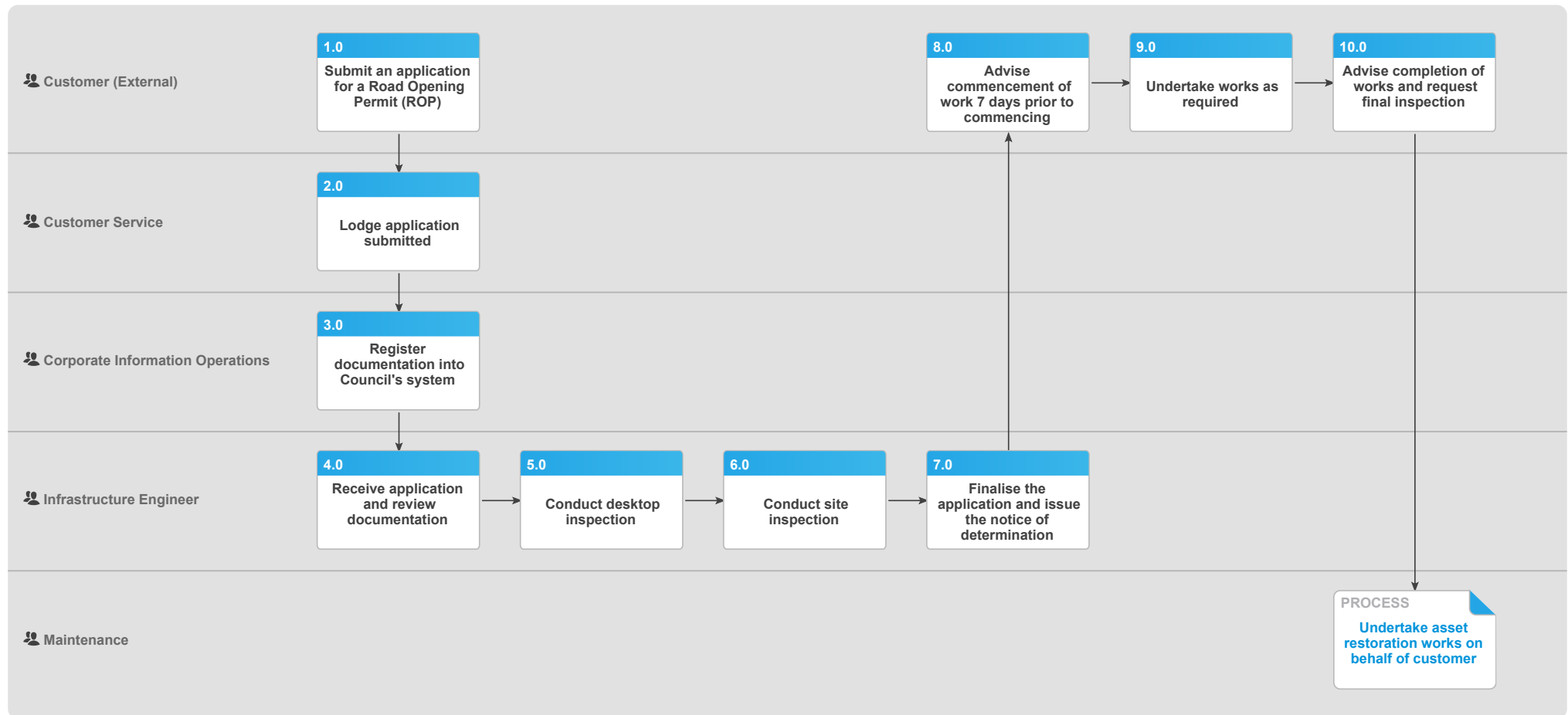


Submit a Road Opening Permit (ROP) application



Submit a Road Opening Permit (ROP) application

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/drainier 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.

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?

Contact the applicant and request fees required. Processing of the application does not continue until appropriate fees have been received and receipted by Council.

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?

Review history of the proposed location, review submitted drawing(s), check road classification and determine any potential impacts on Council's existing or future utility and asset infrastructure, check the available footpath allocation for existing and future utility infrastructure and check Council's proposed capital and minor works planned for the proposed location to ensure that the road opening activity and installation of infrastructure will not negatively impact upon future works or visa versa.

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?

If any issues are identified with the application documentation submitted or during the desktop and/or site inspection, issue a "Request for Additional Information" letter to the applicant highlighting the issues identified and recommend solutions/amendments to be implemented before the application can progress. The application cannot progress until all issues have been resolved - if issues remain unresolved over a significant period of time, a refusal may be issued at the discretion of the Council Officer.

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
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8.0 Advise commencement of work 7 days prior to commencing

Customer (External)

- a Contact Council's Infrastructure Engineer by phoning 1300 463 954 to advise when works will commence at least 7 days prior to works commencing
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9.0 Undertake works as required

Customer (External)

- a Undertake works as required in accordance with Council's approval, specifications and standard drawings
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10.0 Advise completion of works and request final inspection

Customer (External)

- a Immediately following the completion of works, contact the relevant Council Officer as detailed in the ROP notice of determination to advise of the completion of works and to arrange an inspection of the completed works
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PROCESS

Undertake asset restoration works on behalf of customer

Maintenance
