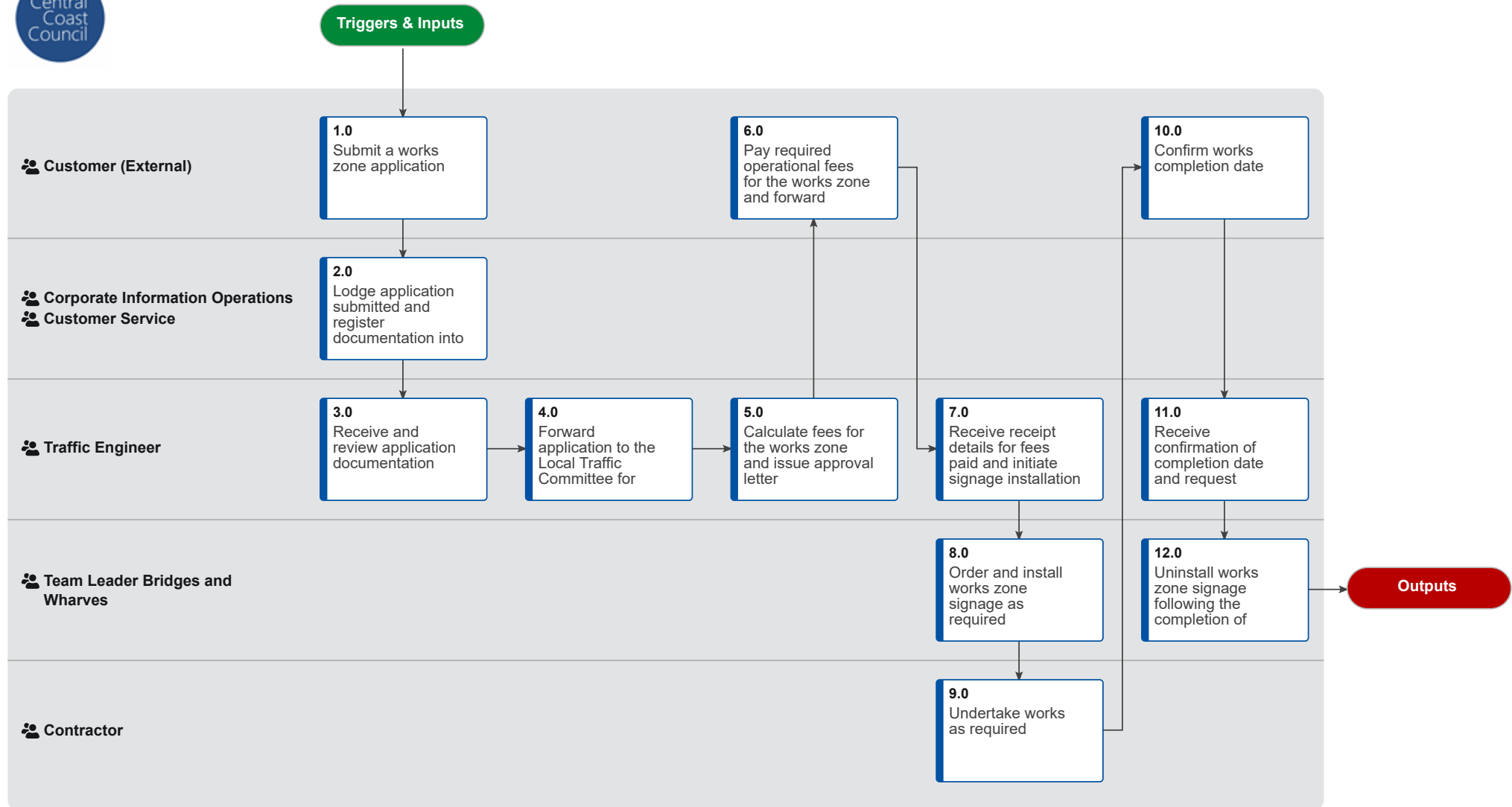


# Submit a works zone application v2.0



## Summary

### Objective

To process applications received and grant approval for a works zone as well as aid in the efficient and safe operation of construction activities at development sites.

### Background

Council is responsible for the operational efficiency of the local road network. Therefore it is important that Council is made aware of and approves any impacts on traffic flow within the local road network. Operation of a Works Zone in accordance with Council's approval will ensure that adequate clearances are maintained, existing street activities are not compromised and appropriate pedestrian, cyclist and motorist access is maintained during the operation of the approved Works Zone.

**Owner** Rachel Jackson

**Expert** Scott Jarvis

## Procedure

### 1.0 Submit a works zone application

Customer (External)

- a Submit a works zone application with appropriate fees paid and supporting documentation provided

### 2.0 Lodge application submitted and register documentation into Council's system

Corporate Information Operations, Customer Service

- a Customer Service - Accept application submitted, receipt fees paid and forward for action (for applications lodged in hard copy only)
- b Corporate Information - Register application documentation into appropriate electronic document management system and forward for action (for applications lodged in hard copy only)

### 3.0 Receive and review application documentation

Traffic Engineer

- a Receive and review the application submitted and supporting documentation provided
- b Determine the impact of the works zone proposed on local street parking as well as impact on vehicular and pedestrian traffic movements
- c Review and determine the relevant hours of operation for the proposed works zone

- d Consult with the applicant if any amended documentation or additional documentation is required

### 4.0 Forward application to the Local Traffic Committee for consideration

Traffic Engineer

- a Generate the required report for consideration by the Local Traffic Committee
- b Register the report for consideration at the next scheduled Local Traffic Committee meeting
- c Receive recommendations following consideration of the provided report by the Local Traffic Committee
- d Consult with the applicant if amendments to the proposed works zone are required as determined by the Local Traffic Committee

### 5.0 Calculate fees for the works zone and issue approval letter

Traffic Engineer

- a Calculate the relevant fees required for the works zone based on Council's fees and charges and the duration of works to be undertaken
- b Generate and issue an approval letter to the applicant advising of the fees required for the works zone and requesting a copy of the receipt to be provided once fees have been paid
- c Notify Council's Team Leader Bridges of the signage required for the approved works zone and the duration of works to be undertaken
- d Update the relevant corporate system to include the approval issued and complete the application received

### 6.0 Pay required operational fees for the works zone and forward receipt details

Customer (External)

- a Receive the approval letter and request for additional operational fees to be paid
- b Provide payment to Council for the requested operational fees due for the works zone
- c Provide a copy of the transaction receipt to Council's Traffic section as detailed within the approval letter

### 7.0 Receive receipt details for fees paid and initiate signage installation

Traffic Engineer

- a Receive a copy of the receipt for the works zone fees paid

- b** Initiate a request to Council's Team Leader Bridges to order and install the signage required for the works zone in accordance with the approval granted
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## **8.0 Order and install works zone signage as required**

Team Leader Bridges and Wharves

- a** Order and install the works zone signage as required for the works zone in accordance with the approval granted
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## **9.0 Undertake works as required**

Contractor

- a** Undertake works as required
- 

## **10.0 Confirm works completion date**

Customer (External)

- a** One month prior to the scheduled works completion date, contact the relevant Council Officer to confirm the works completion date

**NOTE** What if works are scheduled for completion prior to or after the original scheduled completion date?

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## **11.0 Receive confirmation of completion date and request signage to be uninstalled**

Traffic Engineer

- a** Receive confirmation of works completion date
  - b** Initiate a request to Council's Team Leader Bridges to uninstall the works zone signage following the completion of construction works in accordance with the confirmed completion date
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## **12.0 Uninstall works zone signage following the completion of construction works**

Team Leader Bridges and Wharves

- a** Uninstall the works zone signage following the completion of construction works, as required
  - b** Notify Council's Traffic Engineer that the works zone signage has been uninstalled as requested
  - c** Update the relevant corporate system as required
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