

Form D is to be used when activities involve modification to a RMS road asset.

A road asset is any part of the infrastructure associated with the roadways managed by RMS (see Road Occupancy Manual). This includes the road pavement, kerb and gutter, embankments, bridges, roadside furniture (eg: noise walls, safety barriers, traffic signals, lighting, etc.)

Please read these notes when filling in Form D.

RMS Licence Application Lodgement Details

Please send the completed application form together with Form C (checklist) and the Traffic Management Plan to the relevant RMS office as shown below.

Fax/Email to:	Sydney: 8396 1530 or TMC_Planned_Incident_Unit@rta.nsw.gov.au	Hunter Region (Newcastle): ROL_Hunter_Newcastle@rta.nsw.gov.au
	Southern Region (Wollongong): 4221 2777 or ROL_Southern@rta.nsw.gov.au	Northern Region (Grafton): 6640 1304 or ROL_Northern@rta.nsw.gov.au
	South West Region (Wagga): 6938 1184 or ROL_South_West@rta.nsw.gov.au	Western Region (Parkes): 6861 1414 or ROL_Western@rta.nsw.gov.au
	Central Coast (Gosford): ROL_Hunter_Central_Coast@rta.nsw.gov.au	Sydney Asset Management: 8849 2766
If you encounter difficulties please refer to RMS website for update contact details.		

Contacts

Proponent Organisation	The name of the organisation submitting the road occupancy application. The proponent is the applicant, or the entity applying for a road occupancy.
Your Reference Number	Enter your own reference number for this application, this must be completed.
Proponent Contact Name	The name of the contact person (for this application) in the organisation. This is usually the officer in charge of a project.
Phone and Fax	The phone and fax of the proponent organisation.
On-Site Company	The on-site company that has immediate control over the traffic control activities on site. This could be a company that is sub-contracted to do the work.
On-Site Contact Name	The nominated contact person on-site. This person must be contactable by phone at all times during the activities.
On-site Phone and Fax	The mobile number of the on-site contact person and a fax if applicable.
Email	The preferred email address of the company

Location and Times

Subject Road	The road most immediately affected by the activities proposed to take place. If more than one road is affected, use the more major road affected as the subject road.
From (Cross Street)	Where the proposed activities affect a stretch of road, enter the start point (nearest cross street or other identifiable reference point) at the beginning of the stretch of road.
To (Cross Street)	The point (nearest cross street or other identifiable reference point) at the end of the stretch of road. Where the proposed activities are to occur at an intersection, write the word "Intersection".
Suburb	If the occupancy is in more than one suburb, please enter both.
UBD Map Reference	If the location is covered by the Sydney UBD, enter the map and reference number, eg. 356 L5. If the location is not covered by the Sydney UBD, enter the name and map reference of the relevant publication.
Council	The council or shire responsible for this area. If this is more than one enter both.
Requested Start and End dates	Enter the start date and end date of the proposed activities. The end date should be the date of the <u>start</u> of the last shift. This is particularly relevant if the last work shift starts on one date, continues on past midnight and ends on another date.

Estimated Duration of Activities	<p>Enter the amount of time actually required for the activities / works.</p> <p>Example: The start date and end date cover a period of one month; the requested dates are Monday to Friday 20:00-23:00, i.e. five shifts per week. This time frame allows for unpredictable weather and other contingencies, but the actual time required on site is just one shift per week. The estimated duration that should be entered is four shifts.</p> <p>Where the total duration applied for consists of one shift only, then enter the number of hours actually required (example: 2 hours for a licence between 9:00 and 16:00).</p>
Requested Times	<p>List the requested times or a description of the time periods being applied for. For example all Mondays and Wednesdays from 11:00 to 13:00 in the date range requested.</p>

Proposed Activities

Project Description	<p>Describe the major project that these activities are a part of. For a new road construction, this could be "Patrick Street Tunnel Construction". For a minor project describe the general activities, eg: "Gas main", or "Water service repairs"</p>
Work Description for this Application	<p>Enter a description of the <u>activities</u> to be performed.</p> <p>For the major project above this could be "Excavation of north approach ramp". For the minor project above, this could be "Trenching in lane 1".</p>
Current Speed Limit	<p>Enter the speed limit of the section of road affected by activities being proposed in this application.</p>
Licence Type	<p>Tick the <u>one</u> box that most accurately describes the works applicable.</p> <ul style="list-style-type: none"> • Intersections - if the worksite is at an intersection and / or impacts on all, or most of the roads of the intersection. This licence type overrides other descriptions. • New Construction - A completely new construction or a major upgrade / redevelopment. • Road Opening - modifications to the road way, eg: trenching, excavations, making the road un-trafficable. • Repair - maintenance work to road asset (kerb & gutter repairs, patching, etc.) • Road Widening - widening of the trafficable road surface • Signs/Signals - repairs to and construction of all signs, eg: directional, regulatory signs, etc. • Traffic Repairs - repairs to and construction of median strips, traffic lights, safety barriers, etc. • Resurfacing - eg: milling and asphalt surfacing, spray seals, etc. • Line Marking - all marking types eg: longitudinal, transverse, painted medians, numerals, etc
Lanes or shoulders closed	<p>Tick all that are applicable. The total number of lanes of the road applies to all lanes in the one direction not just the lanes being closed. For example if a roadway has two lanes in each direction, then closing one lane in each direction should be entered as 1 of 2, in both directions, not 2 of 4.</p>
Direction	<p>Tick <u>one</u> box that is applicable to the direction of the affected traffic flow.</p>
Flow Management	<p>Tick any that apply:</p> <ul style="list-style-type: none"> • Standard lane merge - traffic merged around closure into trafficked lane. • Contra Flow - move traffic onto lanes where traffic normally flows in the opposite direction. • Stop / Slow Control - traffic controllers used to halt and direct traffic around work areas. • Detour (other roads) - traffic is directed to use alternate roads and flows without stop / slow control or signals. • Detour (side-track) - traffic is directed to use a side track that has been built for this purpose, without stop / slow control or signals. • Portable Signals - trailer mounted traffic signals with automatic operation. • Mobile works - work site is continuously moving, eg: line marking. • Short term / Intermittent works - work site is established intermittently. This may mean that the worksite is mostly / partly mobile, eg: pot hole patching. • Non-Trafficable Area - work site and direct impact are out of travel lanes, for eg: on a median strip.
Miscellaneous	<ul style="list-style-type: none"> • Turning Bay - Are the activities proposed to affect a turning bay? • Speed reduction - Do you require a change to the speed limit signs in the work area? If so include a SZA Application. See the Road Occupancies Manual for more information. • Community Notification - Tick any that apply. Indicate how the community is to be informed.

Roads & Maritime Services (RMS)

Where the activities on the road are managed by a RMS branch (as in the case of road maintenance work), enter the contact details for the RMS branch responsible for managing the activities.