

Kingborough DBYD PermitAccess Guidelines

Kingborough Council uses PermitAccess to manage excavation road works permit applications.

PermitAccess is an end-to-end cloud solution that facilitates the application, review, and approval of excavation road works permit requests between Applicants and Authorities such as Councils, utilising the DBYD service.

These guidelines provide instructions for the permit application process when a DBYD enquiry triggers a permit request with Kingborough Council.

The Permit Application Process

Step 1: Apply for a Permit

If your DBYD excavation enquiry is within a Kingborough Council road reserve, a road works permit application will automatically be triggered in PermitAccess.

In such cases, a status of **Permit Request Sent** will be shown in the DBYD enquiry confirmation table.

| Utility List | | | | |
|----------------------------------------------------------------------------------------------------|-------------|--------------------------------------|------------|---------------------|
| The following authorities are affected by this enquiry | | | | |
| Type | Sequence No | Authority | Phone | Status |
|  Electricity | 1031742942 | Aurora Energy | 0362373652 | Not Notified |
|  Council/Shire | 1031742944 | Kingborough Council RWP Applications | 0362118279 | Permit Request Sent |
|  Communications | 1031742946 | NBN Co. VicTas | 1800626762 | Not Notified |
|  Water | 1031742945 | TasWater | 136992 | Notification Sent |
|  Communications | 1031742943 | Telstra VICTAS | 1800653935 | Notification Sent |

Please note: the DBYD service has allowed access to your Permits via their dashboard – any issues relating to you Permit application must be taken up directly with Council, as this is not part of the DBYD process.

Step 2: Process a Permit request

The PermitAccess service facilitates coordination between you (the Applicant) and Kingborough Council, to ensure their requirements are satisfied to issue a road works permit.

On receiving your Permit request, Kingborough Council will initiate the application process.

To view and progress your permit requests, click the **View Permits** button from the dashboard.



This will launch [Permit Monitor](#), where you can view, modify and check the status of your permit requests.

| Permit | Council/RCA | Permit Type | Status | Address | Suburb | Lodged | Start | End |
|---------|-------------|-------------|-----------------|-------------------|----------|------------|------------|------------|
| 7023670 | Kingborough | Excavation | Approved | 3 Maranoa Road | Kingston | 12/03/2021 | 15/03/2021 | 22/03/2021 |
| 7020178 | Kingborough | Excavation | Works Completed | 2 Whitewater Cres | Kingston | 17/02/2021 | 1/03/2021 | 8/03/2021 |
| 7019902 | Kingborough | Excavation | Works Cancelled | 45 Malachi Drive | Kingston | 12/02/2021 | 17/02/2021 | 26/02/2021 |
| 7019623 | Kingborough | Excavation | Approved | 16 Meath Ave | Taroona | 9/02/2021 | 15/02/2021 | 22/02/2021 |

Click a permit on the list to view the permit dashboard.

Permit Requests

Approved: 1
Service Authority: 0
Works Pending: 0
Works In Progress: 0
Works Completed: 1
Works To Commence: 0
Works To Complete: 0
Start Date Overdue: 1
End Date Overdue: 1
Completion Due: 0
Completion Overdue: 1
Remedial Action: 0

Settings

Your application

7023976
Excavation
Kingston, TAS
Kingborough

is in the following status:

Request Made

Put Permit On Hold

Request Estimate

Details

Documents

3 documents to download
3 documents to upload

Messages

Location

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Permit Details

Site Address: 20 Hutchins Street Kingston, TAS 7050

Site Suburb: Kingston

Permit Type: Excavation

Activity: Manual Excavation

Work Type: Minor

User Reference:

Enquiry Source: DialBeforeYouDig

Name Of Authority: Private

Road Location: Footpath

Location of Workplace: Both (Private property and Road reserve)

Request Type:

Working For Authority: Private

Payments: No payment request

Additional Fees: No payment request

?

Traffic Management

Road Level: Local

TTM Impacts: Single Lane

Single Lane

No. of Closed Lane(s): 1

TTM Measures: Closure 1 Direction

Closure 1 Direction

Save Impacting Levels

Privacy Policy | Powered By | Corridor Access | Copyright | 2017-v2.0.47 | Product By | PelicanCorp | Website | (UAT v 2.2.5473+18)

On this page you can review the details of the permit application and confirm the project details, including traffic management impacts and the schedule of works.

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Traffic Management

Road Level: Local

TTM Impacts: Single Lane

Single Lane

No. of Closed Lane(s): 1

TTM Measures: Closure 1 Direction

Closure 1 Direction

Save Impacting Levels

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Schedule

Lodged Date: 15/03/21

Requested Start Date: 18/03/21

Requested End Date: 19/03/21

Save Requested Dates

Allowed Dates: none

Proposed Dates: none

Duration: 8 hour(s)

Save Duration

Actual Start Date: none

Step 3: Permit review and approval

You must upload all required documents and view and accept the permit conditions before a permit can be approved.

Required documents

To view the documents required for the permit, click the **Documents** button. Typically, Council requires a Traffic Management Plan and a Site Plan.

Required documents are uploaded for Council review by updating each item via the **Actions**  buttons.

 Documents

| Document Name | Type | Date | Status | Submitted | Actions |
|------------------------|----------|------------|-------------------|-----------|-------------------------------------------------------------------------------------|
| TMP Request | Workflow | 20/09/2016 | Document Not Read | 0/1 |  |
| SITE Plan or LAY Plan | Workflow | 20/09/2016 | Document Not Read | 0/1 |  |
| General CAR Conditions | Workflow | 20/09/2016 | Document Not Read | N/A |  |

Council may request additional documentation by messaging you through the inbuilt PermitAccess messaging system.

You will receive a notification via your registered email, whenever a new message is received. You can respond to messages and requests within **Permit Monitor**, which might include uploading additional documents.

 Messages

1 message to read

Upload Document ✕

Document Name

File to Upload No file chosen

jpg/png/doc/docx/xls/pdf/txt

Please attach a copy of your safety management plan for approval
phil.cornforth
21/09/2016 08:59

Permit conditions

Any permit conditions set by Kingborough Council need to be accepted by downloading and confirming acceptance via the **Action** buttons displayed.

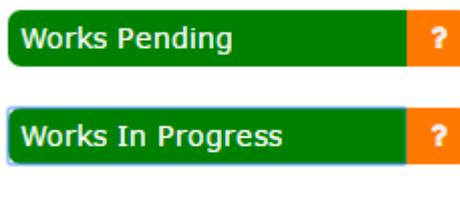
| | | | | | |
|---------------------------------|------------|------------|---------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conditions Document - 9/20/2016 | Conditions | 20/09/2016 | Document Read | N/A |    |
|---------------------------------|------------|------------|---------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Once all the requirements are satisfied and payment has been received, Kingborough Council will process your Permit request.

An invoice for payment will be emailed via Council’s Customer Service team.

Step 4: Work status

Once your Permit request is **Approved**, you will need to change the status of your works from **Pending** to **Works In Progress**—this will require you to record the actual start date of the works.



Works Completed ?

Once the works are completed, you will then need to update the status to **Works Completed**.

Update Status To Works In Progress ✕

Actual Start Date is required to save the status of this permit request to Works In Progress.

Actual Start Date

Allowed Start Date: 27/08/2016

Actual Start Date:

Reason:

| | | | | | |
|-------------------------|--------|------------|-------------------|-----|--|
| Works Completion Notice | Notice | 19/08/2016 | Response Required | 0/1 | |
|-------------------------|--------|------------|-------------------|-----|--|

Step 5: Inspection and warranty

When works are completed, Kingborough Council will inspect your work site and will either *Pass* or *Fail* the site.

If Kingborough Council passes your work site inspection, your Permit will commence the **Warranty** period.



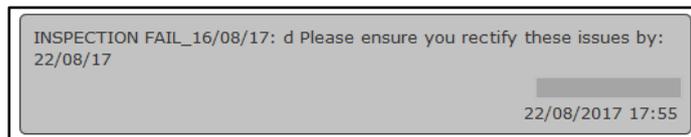
Site passes inspection

Warranty ?

Status will change to “Warranty”

If Kingborough Council fails your work site inspection, they will change the status of your Permit to **Needs Remedial Action**, which will trigger a PermitAccess message.

The message will include the remediation date required by Kingborough Council.



Site fails inspection

Needs Remedial Action ?

Status will change to “Needs Remedial Action”

Kingborough Council will re-inspect the work site following remediation, and once it passes inspection, the Permit will commence the **Warranty** period.

Step 6: Permit closed

If Council passes your work during the warranty period, they will close your Permit. In your **Permit Monitor** dashboard, the permit status will be **Permit Closed**.

This completes the **Permit Monitor** process.

FAQS

Why aren't all my Permit applications available in PermitMonitor?

Permit Monitor will only list the Permit requests for Authorities that utilise the PermitAccess service.

I clicked the View Permits button and nothing happened?

Permit Monitor requires you to allow pop-ups. You can do this in the web browser you are using.

Why do some DBYD jobs generate Permit applications and others don't?

The integration of these services with PermitAccess is conditional on your work (enquiry) being located within the road reserve (road, footpath, or nature strip).

If you have indicated that your work is only located on private land, your enquiry will not trigger a Permit application with Council.

Further Help

Additional assistance and support is available via the online Help widget within PermitMonitor.

You can use this feature to ask questions to our Support team when they are online, or search for assistance using the inbuilt knowledge base at any time.



Help