



Transport  
Management  
Centre

# ROAD OCCUPANCY MANUAL



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# Introduction


The Transport Management Centre (TMC) on behalf of Roads and Maritime Services ((RMS) formerly the RTA) assesses, manages and issues Road Occupancy Licence Applications (ROLAs) for State roads within the Sydney Region. ROLAs on roads in other regions are managed by RMS (and Local Councils if Council Roads) and issued by the respective regions.

This document aims to provide the information for the proponent to submit a ROLA online. A proponent is the applicant and can be any public authority, company, individual or RMS proposing to change the operational conditions of the road network.

This information package was designed by the Transport Management Centre with the express aim of explaining to and assisting applicants in obtaining a Road Occupancy Licence (ROL). Should the reader require further information or explanation regarding any part of this document, please do not hesitate to contact the Road Occupancy Unit (ROU) at TMC on 02 8396 1513 between 8.30am to 4.30pm Monday to Friday.

## WHAT IS A ROAD OCCUPANCY?

A road occupancy consists of any activity likely to impact on the operational efficiency of the road network, in other words, an activity that requires the road to be used in such a way as to affect traffic flow, or an off road activity that affects traffic flow. A road occupancy may involve the closure of traffic lane/s.

 **Note:** Activities conducted off road that have an impact on the State road network require that the TMC be officially notified of the upcoming activity.

Examples of road occupancies are:

- 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
- Filming activities possibly involving lane / road closures. Filming may also be considered a special event – confirmation with the ROU may be required.
- Filming from an adjacent vehicle
- Grass cutting along median strip possibly requiring the road shoulder or a lane to be closed

The planning, coordination and licensing of road occupancies in the Sydney region is the responsibility of the ROU at the Transport Management Centre and RMS for regions outside Sydney (see "Useful road occupancy contacts", page 14).


## WHAT IS NOT A ROAD OCCUPANCY?

Any activity that does not fall within the above parameters. These may include special events, protest marches and gatherings.

- A **special event** (in traffic management terms) is any planned activity that is wholly or partly conducted on a road, requires multiple agency involvement and special traffic management arrangements.

## WHAT IS A ROAD OCCUPANCY LICENCE (ROL)?

A road occupancy licence allows the proponent to use a specified road **space** at approved times, provided certain conditions are met. The licence applies to the occupation of the "road space" only and does **not** imply permission or approval for the actual (physical) works being undertaken. It is up to the proponent to obtain the relevant approvals from other agencies, such as Water Board Authorities etc.

 **Note:** For works that necessitate the need to damage an RMS asset in order to carry out their proposed activities, e.g., trenching to carryout utility main repairs, the proponent **MUST** obtain

approval from the relevant RMS Asset Management Branch. See “Useful road occupancy contacts” page 14

Issues such as noise, air pollution, etc. are the jurisdiction of local council, the Environment Protection Authority, or other agencies as applicable.


## WHY DO I HAVE TO OBTAIN A LICENCE?

The TMC is responsible for the operational efficiency of the road network. It is therefore vital that direct communication exist between the TMC and the person/s impacting on the traffic flow. Obtaining a licence establishes this direct communication and co-ordination of possibly conflicting demands on the network.

Obtaining an ROL for the specified activities is a legal requirement under Section 138 of the Roads Act.

## WHO DO I OBTAIN A LICENCE FROM?

For all road occupancies that are on or **may** impact upon a classified road (State Roads), applications are to be made online to the **ROU** or the relevant regional RMS office (see "Useful road occupancy contacts", page 14). Road occupancies that impact solely upon unclassified (council) roads, application are to be made to the relevant local council authority.

 **Note:** Occupancies that are carried out upon **some** unclassified (council) roads are considered critical to the efficient operation of major RMS Road Networks and infrastructures such as highways, motorways and tunnels. In particular, some roads within the Sydney and Parramatta CBD's will require significant consideration and assessment as to the impact to the overall state road network. Notification of these occupancies impacting these roads **must** be made to the ROU at the TMC.

**ALL APPLICATIONS PERTAINING TO FILMING AND VIDEOING MUST BE APPLIED FOR THROUGH THE ROU**

## WHAT HAPPENS IF I DON'T OBTAIN A LICENCE AND CARRYOUT ROADWORKS?

If you don't obtain a licence you will be forced to cease activities and remove all impacts on the traffic flow. A NSW Police Officer or the Authorised road authority Officer may issue this direction.

## ROAD CLASSIFICATION SYSTEM

Roads in NSW are divided into three types:

Road Type (Classification)	Description	Authority for licensing
Arterial Roads (State roads)	High traffic volume roads; highways, freeways, motorways and main roads managed by RMS.	Licensed by RMS.
Sub –arterial roads (Regional roads)	These are major connector roads between state roads. They have significant traffic capacity whilst lower than those of arterial roads.	Shared responsibility between RMS and local Councils.
Local roads (Unclassified)	These are other minor roads managed by local Councils.	Usually licensed by local Council, but may be joint responsibility depending on traffic impacts.

KEY TO ROAD NUMBERS & CLASSIFICATION		
ROAD NUMBERS		LEGAL ROAD CLASSIFICATION
1-29	Classified Road	State Highways
51-686	Classified Road	Main Roads
2001-2103	Classified Road	Secondary Roads
4001-4056	Classified Road	Tourist Roads
8001		Transit way
7000 series (Unclassified)		Those regional roads that are <u>not</u> classified under the Roads Act.

For further clarification - reference can be made to Schedule of Classified Roads

### HOW MUCH WILL IT COST?

The TMC does not currently charge a licensing fee. Licences issued by other authorities may attract a fee (see "Who do I obtain a licence from?", page 4)

### HOW LONG DOES IT TAKE TO PROCESS AN APPLICATION?

Proponents **MUST** allow a minimum of **10 working days** for processing from date of receipt.

#### Emergencies


There are times when immediate access to the road network is required to undertake emergency work, such as repairing gas leaks, structural failures to buildings, bridges or other unplanned incidents of similar or greater magnitude. In such cases the proponent is to ring the TMC's Transport Operations Room immediately (see "Useful road occupancy contacts", page 14) and follow staff instructions.


### RISK MANAGEMENT

The proponent has a responsibility to undertake a risk assessment of the activities described in the road occupancy application, per the Work Health and Safety Act 2011.

Some of the risks that may be taken into account are listed below. If any of these risks are applicable, please address them in the "Traffic Management Plan (TMP)", page 10.

- Proximity of work site to live traffic
- Speed and volume of traffic
- Type of traffic (clear lane width is applicable to traffic flow)
- Noise levels (Office of Environment & Heritage has certain restrictions / requirements)
- Heavy weather, and other delays to project programming

 **Note 1:** RMS assesses these risks from the viewpoint of potential impacts on traffic, not from the viewpoint of the proponents risk management. However, RMS will reject plans that unprofessionally prepared or poorly presented.

 **Note 2:** Traffic Management Plans must be prepared by a person in possession of a current "Select / Modify Traffic Plans" qualification or higher with name and certificate number attached.

# Business Structures

See “Useful road occupancy contacts”, page 14 for contact details.

## TRANSPORT MANAGEMENT CENTRE (TMC)

The TMC manages traffic and transport on the NSW road network. The TMC balances the needs of the travelling public (public transport passengers, cyclists, pedestrians, motorists and commercial operations), against other impacting activities to achieve the most efficient utilisation of the road network.

## TRANSPORT OPERATIONS ROOM (TOR)

The TOR is a section within the TMC that manages and responds to planned activities and unplanned incidents and is the leading agency for traffic management traffic on the RMS road network. It is staffed by a dedicated team 24/7, 365 days a year. After hours the Chief of Traffic Operations (CTOC) is the primary representative of the TMC.

## ROAD OCCUPANCY UNIT (ROU)

The ROU is a section within the TMC, dedicated to planning incidents on the roads including road occupancies and does the following:

- Receives online road occupancy applications from OPLINC. (All proponents must be registered to use OPLINC).
- Evaluates the application/s and negotiates with the applicant/s and other stakeholders to achieve the most efficient outcome.
- Issue ROL/s.

The ROU operates during normal business days. ROL enquiries can be made between 8:30am to 4:30pm Monday to Friday.

## ASSET MANAGEMENT BRANCH

The Asset Management Branch is the part of RMS that manages the road infrastructure as an asset. This includes the roadway, kerb and gutter, road shoulder, medians, road furniture, line-marking, noise and safety barriers, traffic signals and signs, etc.

A road-opening permit must be obtained from the Asset Management Branch to perform any activities that modify the road asset in any way.

See “Other requirements and document”, page 12.

# Licence Conditions

## LICENSED TIME PERIODS

The dates and times requested will not necessarily constitute the dates and times approved on a licence. It is the responsibility of the licensee to ensure the approved times on the licence are complied with, to avoid being in violation of the licence

It is recommended that the specified date range on the application include a contingency to allow for factors such as wet weather and programme shift. A reason level of contingency is 100% -150% of the estimated time to undertake the activities described in the application.

## OTHER LICENCE CONDITIONS

The licence is subject to certain conditions including, but not limited to:

- The licensee's on-site representative is to contact the Transport Operations Room at the TMC prior to closing lane(s) or adjusting lane configurations, and again upon re-opening at completion of the work.
- There must be a copy of the licence on-site at all times.
- The TMC must be kept informed of any change of details regarding the on-site contact.
- The TMC may ask for activities to be postponed, even after certain dates and times have been granted on a licence, if traffic conditions are unexpectedly heavy, or emergencies require other use of the road.

## WHAT IF I NEED TO EXTEND THE LICENCE?

If activities cannot go ahead at the times approved on a licence, because of weather or other unforeseen circumstances, you may re-apply for an extension using the same licence number as a reference, but with the new dates and times. The application will be re-evaluated and if successful, a new licence number will be issued. Applications for extension may require a full re-assessment process, particularly in areas in high demand and may take up to 10 working days to process.

## WHAT IF I HAVE FINISHED ACTIVITIES BEFORE THE LICENCE EXPIRES?


If the activities proposed on the licence are ceased prior to the licence expiry date, you are required to access your online account and mark your ROL as "ROAD WORKS COMPLETED". Alternatively, you can contact the ROU or relevant RMS regional office and advise that the ROL is no longer required (see "Useful road occupancy contacts", page 14).

# Submitting Road Occupancy Licence Applications

To submit a Road Occupancy Licence Application (ROLA) you will use the **Online Planned Incident** system, **OPLINC**. To use the online system, you must first register in OPLINC.

To register, go to <https://myrta.com/oplinc2>. When you register you will be asked to choose a registration type. Select the appropriate type from the four options:

- Individual (personally responsible)
- Sole trader / local council / government agency - an Australian Business Number (ABN) is required for this registration type
- Companies - an Australian Company Number (ACN) is required for this registration type
- RMS/TMC employees (admin only, not for ROLA submission)

 **Note:** If you work for a company or organisation whose ACN or ABN is already registered, you will not be able to register yourself. Instead, contact a Business Representative (a person with authority to register other people within your organisation) or – if you cannot locate that person – contact the ROU or relevant regional RMS office (see "Useful road occupancy contacts", page 14).

After submitting your registration application you will receive an email informing you that your registration has been received and you may log in and create ROLAs pending authorisation by the ROU or relevant regional RMS office to be able to submit ROLAs. If there is an issue with your application, an email will advise you to contact the ROU or relevant regional RMS office. Once you have the authorisation to submit ROLAs you will be able to:

- Create and submit ROLAs (except for Special Event ROLAs – see above)
- Copy, extend and withdraw ROLAs
- Search for ROLAs
- Manage your user details and change password

## HELP WITH SUBMITTING ROLAS

OPLINC is designed to be intuitive, however, for any help using the system, there is a Help button at the top of every screen. If you need further help contact the ROU or relevant regional RMS office.



## Additional information to be submitted

As a minimum, applications must be submitted with a Traffic Control Plan (TCP) (see below).

In addition to a TCP, applications may require other documentation depending on whether the activities being proposed involve any of the following:



Does the application involve:	Additional Information Required (see "Useful road occupancy contacts", page 14 for contact details)
Modification to road infrastructure?	<input type="checkbox"/> Road Opening Permit issued by the Asset Management Branch (see "Road Opening Permit", page 12 and "Useful road occupancy contacts", page 14)
Local roads?	<input type="checkbox"/> Permit from local council (or consent authority) to undertake activities. This need not be submitted at the time of application but must be obtained prior to activities proceeding.

### TRAFFIC CONTROL PLAN (TCP)

A TCP is a document that shows how traffic is to be safely separated from workers at the work site or work route. It is intended as an instruction from the works supervisors to the site crews and is usually in the form of a diagram showing the road conditions (lanes, signs etc.) and how the traffic is to be managed around the site / activities (temporary signs, posting of traffic control staff, etc.)


A Traffic Control Plan is an occupational health and safety requirement of a work site (i.e. should be held on site), TCP should comply with AS 1742.3.

An applicant may use a specialist sub-contractor to develop the TCP, but the safety of the workers on site remains the responsibility of the applicant.

-  **Note 1:** The TCP must be verified by a person certified in RMS's Traffic Control at Work Sites Manual, page 12. The person submitting the TCP must provide their certificate number.
-  **Note 2:** The Transport Management Centre does NOT approve TCPs. If a TCP is submitted with the application it is viewed as a document containing information about the impacts on traffic flow only and is not evaluated from the viewpoint of risk assessment (see Risk Management, page 5) or Work Health and Safety. If a ROL is granted, it does not imply approval of the TCP.

## TRAFFIC MANAGEMENT PLAN (TMP)

A TMP integrates an activity into the operation of the road network. The plan assesses an activity's impact on traffic flow. It describes the activities being proposed, their impact on the general area (including public transport passengers, cyclists, pedestrians, motorists and commercial operations), and how these impacts are being addressed.

-  **Note:** A TCP must be submitted with all ROLAs. The TCP is endorsed with the name of the persons preparing the plan along with their level of certified qualification and certificate number. Only persons with current "Select/Modify Traffic Control Plans" or "Design Audit Traffic Control Plans" certificates are qualified to develop and endorse these Traffic Control Plans for the purpose of lodging a ROL.

Examples of a TMP are available upon request. TMP may be completely different for each application. You may use the table below to check that your TMP is adequate and complete:

### ( ✓ ) The TMP should include:

	Technical details of the work involved
	<p>A work site diagram showing exactly where the work is being performed, and vehicle movements around the work site. Be sure to identify:</p> <ul style="list-style-type: none"> <li>▪ one-way streets</li> <li>▪ lane widths</li> <li>▪ numbers of lanes affected and total number of lanes</li> <li>▪ traffic signals</li> <li>▪ turning lanes</li> <li>▪ any other information resulting from a physical survey of the location</li> </ul>

### ( ✓ ) If applicable, the TMP must describe and / or make provisions for:

	Any construction, existing or proposed, that might conflict with this occupancy
	Any restricted movements, banned turns, heavy / high vehicle routes
	Any traffic calming devices.
	Whether the occupancy affects tidal traffic flows (am / pm peaks).
	Any impacts on public transport, local residents & businesses, shopping centres, churches, industrial areas, parking stations, public facilities (eg. Football oval) schools, hospitals, etc.
	Access of emergency vehicles, heavy vehicles, cyclists and pedestrians. Any special arrangements should be made by the proponent in conjunction with the affected agency and described in detail. They must be endorsed by the affected agency (fire brigade, ambulance, etc.).
	In the event of an emergency you may be ordered to cease works and restore the road to trafficable condition. The amount of time it would take to do this should be considered and communicated in the TMP.
	Whether proposed traffic movement is contrary to any notice.
	Heavy traffic congestions resulting in increased travel times. Detours may alleviate congestion and include special purpose strategic signage (eg: variable message signs).

**( ✓ ) If applicable, the TMP must describe and / or make provisions for (cont'd):**

	Whether the use of variable message signs (VMS) is required (portable or permanent VMS). RMS may need to prepare VMS messages warning road users about the traffic impact of the occupancy.
	Whether it is necessary to advertise traffic management arrangements in local newspapers / media. Where an occupancy disrupts access to local businesses and residents, the proponent must carry out a letter box drop to inform the local / affected community about changes to normal traffic conditions and possible disruptions. The TMC's ROU or relevant regional RMS office can advise on a suitable strategy.
	Detour routes.
	Details of the public consultation process (how the community is to be advised of your activities) and copies of proposed advertisements.
	Required changes to speed zones signs must submit an application for Speed Zone Authorisation form.
	Required changes to traffic signal operation. RMS may need to adjust traffic signals to accommodate the occupancy. RMS does not normally charge for this service.
	Parking or stopping restrictions.
	Effects on facilities for the duration of the occupancy or after occupancy is finished, eg: disabling traffic sensors.
	If the project is to be done in stages, include a full description of the work being performed at each stage, as well as their proposed times. Example: Project description is "water main installation", but the project may have various stages such as: <ul style="list-style-type: none"> <li>▪ excavation in northbound lanes – (proposed times)</li> <li>▪ excavation southbound lanes – (proposed times), etc.</li> </ul>
	Plans for possible issues / risks that may interfere with road occupancy

## **PREPARING FOR CONTINGENCIES**

If after conducting a risk assessment, other risks are indicated (see "Risk Management", page 5), the TMP must also include how these risks will be addressed.

## **THE SPEED LIMIT SIGN LOCATION PLAN (SLSLP)**

A SLSLP marks the exact location and speed limit of ALL speed limit signs at or in a work site as outlined in the NSW Speed Zoning Guidelines (a copy can be obtained via the ROU). If the work site covers an extended length of road then the SLSLP must show ALL speed limit signs and locations over the entire length of work site as outlined in the Traffic Control at Work Sites Manual.

# Other requirements and document

## NON-RMS REQUIREMENTS

- Approvals for noise and other environmental impacts from the relevant agencies, i.e. Office of Environment and Heritage / Local Council, etc.
- Approvals from commercial and other interests affected by the proposed activities.

## TRAFFIC CONTROL AT WORK SITES MANUAL

This is a manual developed by the RMS based on the Australian Standard (AS1742 part 3) and is intended as guide for designing and implementing Traffic Control Plans relevant to most road conditions. It is downloadable from the RMS website.

 **Note:** This is the RMS prescribed *document* if operating in NSW.

## ROAD OPENING PERMIT

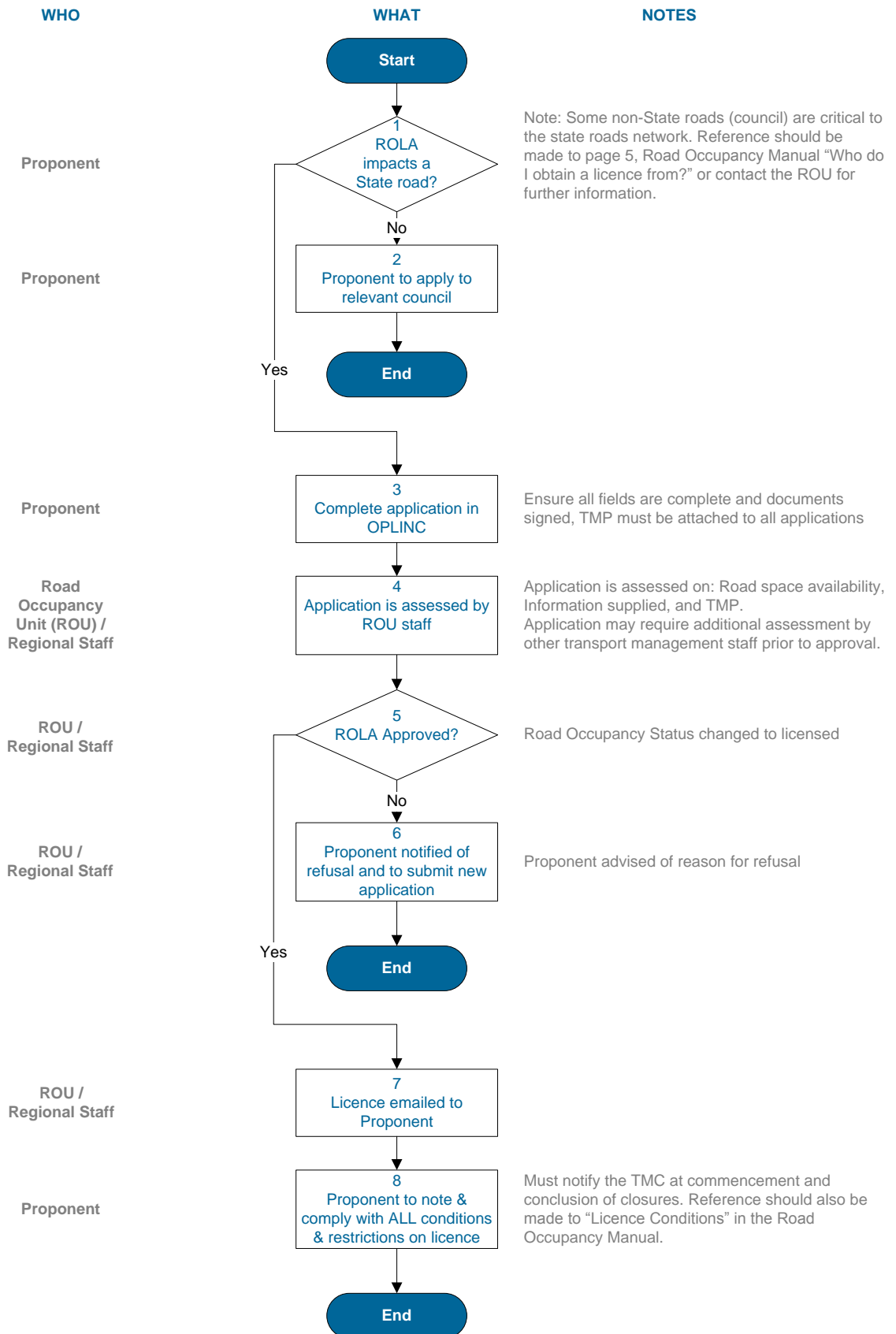
A road opening permit is issued by the RMS's Asset Management Branch and is required when the activities on site involve any changes to the road asset. This includes changes to the roadway, curb and gutter, road shoulder, medians, road furniture, line-marking, noise and safety barriers, traffic signals and signs, etc.

Examples of activities requiring a Road Opening Permit include: excavation, driveway construction, deceleration / acceleration lanes for a commercial driveway, installation of utilities, etc.

See "Useful road occupancy contacts", page 14 for details.

# The Road Occupancy Licensing Process

## Road Occupancy Manual - Flow Chart



# Useful road occupancy contacts

## ROADS AND MARITIME SERVICES

Website: [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)  
<https://myrta.com/oplinc2>

Call centre phone: 132 701

- The latest version of the “[Traffic Control at Worksites Manual](#)”.
- Regional offices (see table below)
- Manuals & Guidelines for special events and other activities.
- Traffic condition enquiries and feedback number. In the context of road occupancies this number can be contacted if unable to reach the Transport Operations Room number (see below).

Regional Office	Email Address	Phone Number
Hunter	<a href="mailto:rol.hunter@rms.nsw.gov.au">rol.hunter@rms.nsw.gov.au</a>	02 8874 6806
Northern	<a href="mailto:rol.northern@rms.nsw.gov.au">rol.northern@rms.nsw.gov.au</a>	02 6640 1064
South Western	<a href="mailto:rol.south.west@rms.nsw.gov.au">rol.south.west@rms.nsw.gov.au</a>	02 6923 3406
Southern	<a href="mailto:rol.southern@rms.nsw.gov.au">rol.southern@rms.nsw.gov.au</a>	02 4221 2509
Sydney	<a href="mailto:tmc_piu@tmc.transport.nsw.gov.au">tmc_piu@tmc.transport.nsw.gov.au</a>	02 8396 1513
Western	<a href="mailto:rol.western@rms.nsw.gov.au">rol.western@rms.nsw.gov.au</a>	02 6861 1461

## TRANSPORT MANAGEMENT CENTRE

25 Garden Street Eveleigh NSW 2015  
PO Box 1625 Strawberry Hills NSW 2012

### Road Occupancy Unit (ROU)

Phone: 8396 1513

Email: [tmc\\_piu@tmc.transport.nsw.gov.au](mailto:tmc_piu@tmc.transport.nsw.gov.au)

- General enquiries regarding licensing such as road jurisdiction, application information, etc.
- Enquiries about online applications.
- Speed Zone Authorisation applications. (see “Traffic Management Plan (TMP)”, page 9)
- Licence extension. (see “What if I need to extend the licence?”, page 7)
- Ceasing of occupancy prior to expiry date. (see “What if I have finished activities before the licence expires?”, page 7)

### Transport Operations Room (TOR)

Phone: 1800 679 782

(24 hours / 7 days)

- Please contact the TOR at the start and end of each shift or set of activities. (see “Other licence conditions”, page 7)
- If there is an obvious conflict with licensed activities.

## ASSET MANAGEMENT BRANCH

### Sydney Asset Management Road & Maritime Services

27-31 Argyle Street  
Parramatta NSW 2150  
P.O. Box 973

Parramatta CBD NSW 2124

Phone: 8849 2114

Fax: 8849 2766

Email: [roadopening@rms.nsw.gov.au](mailto:roadopening@rms.nsw.gov.au)

- To apply for a Road Opening Permit if applicable. (see “Additional information to be submitted”, page 9)

## TRANSPORT INFORMATION

Transport Info Line

Ph: 131500

<http://www.131500.info/>

- Service changes and track work information.
- Bus routes and time tables.

## DIAL BEFORE YOU DIG

Dial before you dig info line

Ph: 1100

<http://www.dialbeforeyoudig.com.au/>

- To obtain information about proximity of worksite to underground utility services. You may need to register and allow 2 working days to obtain this information.

# About this release

**Developed by:** Petra Liverani, Technical Writer, Transport Operations Systems

**Approved by:** Prabaka Siva, Mgr, Planned Network Operations

**Reviewed and published by:** Robert Hughes, Mgr, TMC Operational processes

## Changes in this issue

### Release 1 January 2 2005

- Initial Release

### Release 2 November 25 2005

- Update Procedures & Flowchart

### Release 3 May 29 2007

- Removed reference to DTR replaced with SZA (Speed Zone Authorisation)
- Inserted information on Speed Limit Sign Location Plan (SLSLP)

### Release 4 August 23 2007

- Removed dot points Speed Limit Sign Location Plan
- Reference made to NSW Speed Zoning Guidelines

### Release 5 October 19 2007

- Amend Direction to Restrict Speed to Speed Zone Authorisation

### Release 6 December 28 2007

- Minor editing to ensure manual remains relevant
- Revised contact details for Sydney Asset Management – Argyle St.

### Release 7 September 9 2009

- Updated Table of Contents page numbering error; and
- Standardised 'about this release'.

### Release 8 January 31 2012

- Replaced all references to RTA with RMS.
- Where appropriate TMC replaced RTA.
- Removal of Form E – no longer used.

### Release 14 May 2015

- Updated for OPLINC 2
- All references to faxing, application forms and other unnecessary forms removed.
- Caveat about Special Events still requiring paper forms
- Submitting application revised.
- Converted page number references from hard-coded to Word cross-reference.