Form Instruction

1. **Section A** – Identify the Principal Agency / person commissioning the activity. (Does not include contractors, subcontractors or **traffic** management company/traffic planners etc).
2. **Section B** – Identify activity location, start / finish date and time, type of traffic management, description location of activity.
3. **Section C** – Identify the person that has prepared the Traffic Management Plan, this person shall have AWTM accreditation.
4. **Section D** – For Works undertaken on a State road or on behalf of Main Roads Western Australia the details of the risk assessment process identified in this application form must be documented and endorsed by an accredited Roadworks Traffic Manager[[1]](#footnote-1).

All applications to be addressed to the applicable Main Roads Regional office. For contact information please refer to the online Application kits and guidelines to undertake works. ([www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) >Technical & Commercial > Working on roads > Third Party Works).

For all other applications the details of the risk assessment process identified in this application form must be documented and endorsed**1** by the person responsible for approving the traffic management plan.

Contact with the appropriate road authority should be made prior to lodgement of this application to determine its suitability and for any additional requirements.

1. **Section E** - Risk implication, identification and assessment process must be undertaken in accordance with Risk Management – Principles and Guidelines AS/NZS ISO 31000. The likelihood and consequences should be rated after the application of any additional counter measures taken (see section 4.3 of the Traffic Management for Works on Roads Code of Practice).
2. **Incomplete or applications not signed** by the RTM1 will not be processed.

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| A | Applicant (Principal for the Works) | |  | | | | |
| Postal address |  | | | | | |
| Suburb |  | | State |  | Postcode |  |
| Project Manager |  | | | | Telephone |  |
| Email |  | | | |  | |

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| B | Anticipated start date | | |  | | | | | | | Anticipated finish date | | |  | | | |
| Daily work hours; | From | |  | | | To |  | | | Weekend work applicable | | | Yes  Sat  Sun | | | No |
| Location of works (Road/Street Suburb), | | | | |  | | | | | | | | | | | |
| Road type (eg undivided, two lane) | | | | |  | | | | | | | | | | | |
| Description of works | |  | | | | | | | | | | | | | | |
| Are alterations to permanent traffic signals required? | | | | | | | | Yes | | | No | | | N/A | | |
| Posted Speed Limit | |  | | Worksite speed limit | | | | |  | | | After hours speed limit | | |  | |

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| C | TMP Designer | | |  | | | | | | | |
| Accreditation Number | | |  | | | | | | | |
| Postal address | |  | | | | | | | | |
| Suburb | |  | | | State |  | | Postcode |  | |
| Email |  | | | | Telephone | |  | | Facsimile |  |
| **Endorsement signature** | | | |  | | | | Date |  | |

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| D | RTM Endorsing Variation1 | | |  | | | | | | | |
| Accreditation Number | | |  | | | | | | | |
| Postal address | |  | | | | | | | | |
| Suburb | |  | | | State |  | | Postcode |  | |
| Email |  | | | | Telephone | |  | | Facsimile |  |
| **Endorsement signature** | | | |  | | | | Date |  | |

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| **For Internal Use Only** | | | | | | | | | | | |
| Approving Road Authority | |  | | | | | | | | | |
| Approving Officer Position | |  | | | | | | | | | |
| Application Approved | Yes  No | | If Not Why Not | | |  | | | | | |
| Additional Conditions |  | | | | | | | | | | |
| Approved By: Signature |  | | | Title |  | | Date |  | File Num |  | |
|  | | | | | | | | | | |

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| E | **Description of Variation Requested** | **Specify Point of Departure from Standard / Code of Practice**  (List section and page number) | **Justification**  (Why is this necessary) | **Additional Counter Measures To Be Taken**  (Identify additional counter measures to be used to negate the lesser treatment) | **Residual Risk\*** | | |
| L | C | RR |
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\* Note: the risk assessment in the TMP also needs to record the variation and include the risk event, pre-treatment risk, treatment and residual risk.

1. A person with AWTM accreditation is permitted to endorse a variation of less than 135 % of the allowable lane capacity as outlined in section 4.5 of the Code of Practice. [↑](#footnote-ref-1)