

Application for Standing Plant Permit

Section 68E of the Local Government Act 1993 and Section 138 of the Roads Act 1993

About this form:	Use this form to apply for a permit when placing and operating cranes, concrete pumps or their mobile plant on Council roads/footpaths. <u>Important information</u> to understand before filling out this application form: - You are required to obtain Council and Police approval when undertaking these activities. - The application to be completed by licensed contractor only (Not by property owner). <u>The application to be submitted to Council no later than fifteen (15) working days prior to commencing works</u> - If a temporary full road closure is being requested, a separate application needs to be lodged and will take up to 10 weeks to be approved. This form does not necessarily include a comprehensive list of the fees that may be applicable, should the application be approved. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Please refer to Council's adopted Fees and Charges.
How to complete	- Ensure that all fields have been filled out correctly. - Please print clearly - Once completed, please refer to the <i>How to Lodge</i> section for further information.

Section 1: Associated Property Address

Unit No		House No	
Street Name		Cross Street(s)	
Suburb		Postcode	

Section 2: Associated DA information or Complying Development Certificate information

Is there an associated DA or Complying Development Certificate with these works?	☐ Yes ☐ No ☐ N/A
DA/CDC Consent No	Approval Date

Section 3: Activity Details

Activity Location – Describe the location incl. street name(s) and proximity to a cross street and/or property	
Associated Activity – Provide a summary of the proposed works or activities	

Section 4: Application Type (✓)

		Fees
Are you seeking a permit that is eligible for extension?	☐ Eligible for extension	Pay a one-off application fee to apply for a permit that can be extended (See Section 11.6 for conditions of use)
	☐ Standard	Application fee will need to be paid again for subsequent applications.

Section 5: Occupation Details

Vehicle / Plant Type (Tick all that apply)	☐ Truck > 4.5 tonne or 7.5 metre ☐ Concrete Line Pump ☐ Cherry Picker ☐ Concrete Boom Pump ☐ Mobile Crane ☐ Scissor Lift ☐ Boom Lift ☐ Other _____	Fees See Section 10.2 for applicable Daily Charges
Road Lanes affected	☐ Footpath only or part thereof ☐ Kerbside lane only ☐ Kerbside lane plus next lane or part thereof ☐ Kerbside lane plus 2 more lanes or part thereof ☐ Kerbside lane plus 3 more lanes or part thereof Note: An additional fee of \$133.70 will apply for each additional lane closure.	
Will the footpath be blocked to prevent pedestrian access?	☐ Yes ☐ No	
Length of Occupation (m)	Start and End Times	
Commencement Date	Finish Date	
Dates of Occupation, if multiple or non-consecutive days		Total number of Days

Section 5.1: Are you applying for out of hours works/activities (night or weekend outside normal hours)?

☐ No		Section 10.3
☐ Yes	Every effort must be made to avoid night or weekend works outside normal hours and payment of the applicable fee will not guarantee approval. All night or weekend works outside of normal hours will require approval from Council and may take additional processing time.	

	Explain the reason	
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Section 6: Public Liability – Provide details of public liability insurance cover (See Clause 10.3)

Insurance Company		Public Liability Expiry Date	
Policy Number			

Section 7: TfNSW/ State Classified Road (if applicable)

Are the works or activities to be carried out on or near an TfNSW/State classified road or Traffic light?	☐ Yes ☐ No
Has consent or concurrence been obtained from TfNSW?	☐ Yes ☐ No ☐ N/A

See Section 17 below for a list of TfNSW State classified roads or visit TfNSW's website.

Section 8: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names

☐ Application form – a signed copy of the application form.

☐ Public Liability Insurance – required for every application (see details above)

☐ A Traffic Guidance Scheme (Prepared by TfNSW accredited person) in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines – AS1742.3 and SafeWork NSW regulations.

☐ A fully dimensioned TGS is required in compliance with the following:

- Council requires minimum 3 meters road width to be maintained at all times for vehicular access. If this is not achievable, a Temporary Full Road Closure Permit Application must be lodged with Council instead.
- Council requires minimum 1.5 meters footpath width to be maintained at all times clear of any obstructions for pedestrians. If this is not achievable, the Traffic Guidance Scheme should include appropriate pedestrian diversions.

☐ Scope of works/ Site Plan – Provide a plan with clear annotated dimensions of the occupation area. If the plan is not provided, Council will calculate the area from the available information at the time and charge fees accordingly.

☐ A draft Notification letter(s) for distribution by the applicant to residents in the affected area, for approval by Council.

The letter should include at a minimum:

- The proposed date, time and duration.
- Nature and location of the works.
- An outline of any proposed changes to on-street parking and traffic conditions.
- The telephone number of the person who can be contacted during the works

☐ **Out-of-Hours Works request form** – applicable to works outside of the normal working hours – refer to clause 11.7(see link for downloadable form)

Section 9: Applicant's Details or Company and Representatives (Required)

If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Salutation (✓)	☐ Mr	☐ Ms	☐ Miss	☐ Other (please specify)
First name		Surname		
Company name		ABN		
Postal Address (If different to street address)				
Suburb		Post Code		
Email				
Phone number		Other		

Section 9.1: Site Contact (if different to above) – for site inspections/ meetings, Council officer contact

Contact Name	
Contact Phone Number	
Contact email address	

Section 10: Fees				
Description	Unit	Fee \$	Quantity	Charge \$
10.1 Application Fees				
10.1.1 Application Fee for Standing Plant Permit –includes access to fast-track renewal or extension.	Item	\$277.60		
10.1.2 Application Fee for Standing Plant Permit –for one-off application	Item	\$138.80		
10.2 Daily charges				
10.2.1 One lane closed, footpath open, up to 14m	Days	\$277.60		
10.2.2 One lane closed, footpath closed, up to 14m	Days	\$416.40		
10.2.3 Two lanes closed, footpath open, up to 14m	Days	\$416.40		
10.2.4 Two lanes closed, footpath closed, up to 14m	Days	\$555.20		
Refundable Deposit if applicable as per note below				
Note: - An additional fee of \$138.80 will apply for each additional lane closure. - Refundable deposit will apply for setting/standing plant within the footpath or part thereof. This value will be calculated based on current Financial Year Fees and Charges.				
10.3 Other charges				
10.3.1 Out of hours works/activities (night or weekend outside normal hours) – non-refundable	Item	\$416.40		
Lodgement Total				

Section 11: General Permit Conditions	
Permit Application:	
11.1	The assessing Council Officer will contact the applicant within 10 (ten) working days if they need to discuss or seek clarification in relation to any aspect of the application. In some instances, the Officer may request additional information or amendments to your proposal in order to complete their assessment.
11.2	The Applicant must conform to all the requirements of this agreement together with the conditions issued by Council with an approved Permit.
11.3	The Applicant must provide Council with a copy of their Public Liability Insurance to the value of at least \$20,000,000 (twenty million dollars). The Inner West Council needs to be noted as an interested party to the insurance policy for activity on Council roads and footpaths.
11.4	Immediate processing of applications is not guaranteed, and Council will not be responsible for the consequences caused by late applications or insufficient information.
11.5	The Applicant shall indemnify the Council; - Against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this Permit. - Against all claims and expenses and costs therefrom made or recovered against the Council by any person and against all loss damages costs and expenses incurred by the Council arising out of the failure of the applicant to comply with the provision of any Act, Regulation, Ordinance or By-law or any order or direction lawfully given thereunder by any person relating in any work done or purported to be done by the applicant under the authority of this Permit.
Extension:	
11.6	An application may be made that allows the Applicant to extend the initial permit, subject to the following terms: - Nominate accordingly in Section 4 above and pay the relevant application fee (Section 10.1.1); - The extension process is eligible only for the same activity(s) as defined by the initial permit, with the same Traffic Guidance Scheme and extent of public land occupation; - Prior to commencement of any extension, 48 hours' notice must be provided, and the Daily Charges (Section 10.2) paid; - You may pay for as many days as you need at the initial application stage and again at any time the permit is renewed or extended; - The initial application will be subject to the normal processing time (up to 10 working days). The subsequent extensions will be subject to the fast-track processing times.
General Work Times:	
11.7	Unless otherwise approved by Council, work shall only be permitted during the following hours: 7:00 am to 6:00 pm, Mondays to Fridays, inclusive (with demolition works finishing at 5pm); 8:00 am to 1:00 pm on Saturdays with no demolition works occurring during this time; and at no time on Sundays or public holidays.
11.8	If approved by council, works may be undertaken outside these hours where they do not create any nuisance to neighbouring properties in terms of dust, noise, vibration etc. and do not entail the use of power tools, hammers etc. This may include but is not limited to painting.
11.9	In the case that a special permit is obtained from Council for works in association with this development, the works which are the subject of the permit may be carried out outside these hours. This condition does not apply in the event of a direction from police or other relevant authority for safety reasons, to prevent risk to life or environmental harm.
Noise:	
11.10	The use of any equipment or activities must not result in any "offensive noise" as defined by the Noise Control Act.
11.11	Activities generating noise levels greater than 75dB(A) such as rock breaking, rock hammering, sheet piling and pile driving shall be limited to: 8:00 am to 12:00 pm, Monday to Saturday; and 2:00 pm to 5:00 pm Monday to Friday.
11.12	The Proponent shall not undertake such activities for more than three continuous hours and shall provide a minimum of one 2-hour respite period between any two periods of such works. "Continuous" means any period during which there is less than an uninterrupted 60-minute respite period between temporarily halting and recommencing any of that intrusively noisy work. Noise arising from the works must be

controlled in accordance with the requirements of the *Protection of the Environment Operations Act 1997* and guidelines contained in the New South Wales Environment Protection Authority Environmental Noise Control Manual.

Fees & Charges:

- 11.13 An application is only valid when the fees specified for payment at lodgement have been paid to Council.
- 11.14 A Permit is only valid on the condition that all required fees are paid to Council in accordance with Council's adopted Fees & Charges.
- 11.15 Additional fees are payable following expiry of permit date if plant remains in place.

Traffic Management:

- 11.16 No traffic control shall be undertaken without a traffic management plan being submitted to and accepted by Council.
- 11.17 The Applicant and/or Applicant's contractor must employ adequate site, traffic and pedestrian control/protection measures at all stages of the activity in accordance with Australian Standards 1742.1, 1742.2, 1742.3 and 1743 Traffic control devices for works on roads and TfNSW Traffic Control at Work Sites Manual Guidelines.
- 11.18 The Council does not approve Traffic Guidance Schemes. The TGS submitted with the application is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment of Work, Health and Safety. If works are less than 50 metres from traffic lights, or on State road, the Applicant must provide Council with a relevant Transport for NSW (TfNSW) Road Occupancy Licence (ROL). Some classified roads may also require an ROL. Classified roads can be found on: <http://www.rms.nsw.gov.au/business-industry/road-occupancy-licence/index.html>
- 11.19 TfNSW has responsibility for the road pavement and kerb and gutter on State Roads. If the main traffic route is a classified State Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Note that Council is responsible for works, activities, occupation and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.
- 11.20 A minimum 1.5m wide accessible path of travel must be maintained for pedestrians at all times, clear of obstructions between the adjacent property boundary(s) and the approved area/articles- otherwise an appropriate alternative pedestrian thoroughfare is required.

Restoration:

- 11.21 The site shall be maintained in a safe condition. The applicant shall, in demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway or roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit.
- 11.22 The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council's Engineering Services Manager or else the applicant will be required to reimburse Council for any extraordinary cleansing costs.

Police Approval:

- 11.23 For works occurring on the roadway with consequent interruptions to traffic, the applicant is to contact the local Police Traffic Sergeant. An acknowledgment is to be obtained and a copy of that acknowledgement shall be held on site so that it can be produced if requested by any person or other authority.

Resident/ Business Notification:

- 11.24 The Applicant shall be responsible to notify affected businesses, residents and other occupants at least two (2) days prior to undertaking the works/activity. Any concerns or requirements raised by business proprietors, residents and other occupants must be resolved or accommodated.

Safety and Legislation:

- 11.25 The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.
- 11.26 The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, SafeWork NSW, NSW Dial1100 before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.
- 11.27 Where in Council's opinion, inadequate barricading and/or lighting has been provided around the works or activity, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant.

Heritage Issues:

- 11.28 Many streets within the Inner West Council area have footpaths constructed of bricks in the early 20th century. Some concrete footpaths have coloured street name letters inlaid in the concrete. This footpath infrastructure has heritage significance and the applicant shall ensure that the works/activities are undertaken with every possible precaution taken to prevent damage. On completion of the works, the cost of any rectification required to address any damage shall be met by additional charges imposed on the applicant or deducted from any bond(s) held by Council.

Site Management:

- 11.29 The site shall be maintained in a safe condition. The applicant shall, in demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway or roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit.
- 11.30 The areas to be used for the activities must be maintained in a clean and tidy condition to the satisfaction of Council's Engineering Services Manager. Failure to comply may result in the applicant being required to reimburse Council for any extraordinary cleansing costs.
- 11.31 Should Council incur costs as above or any of Council's property and/or the physical environment sustain damage during the course of the occupation, or if the works put Council's assets or the environment at risk, Council may carry out any works necessary to repair the damage and/or remove the risk. The cost of these works shall be borne by the applicant and/or if applicable, may be deducted from any security deposit/ bonds held by Council.

Extension of Permit:

- 11.32 The Applicant shall contact Council at least 24 hours prior to the original expiry date for any required extension of time for the occupation, or an additional application may be required with full payment of applicable application fees. Any additional days will incur applicable fees.
- 11.33 If the works are postponed due to unforeseen circumstances, the Applicant must advise the Council Representative in writing of the proposed revised date, as soon as practicable after the decision is taken to not proceed with the original approved date(s). Updated Police and TfNSW approvals, where applicable, are required. Providing there are no changes to the original traffic management plan and the road is available for use, a revised permit may be issued.

General:

- 11.34 A copy of the Permit must be held on site and be available for inspection whilst the works/activity is being carried out.
- 11.35 Separate Council approval is to be obtained prior to the placement of any waste storage container on the footway or roadway.

Section 12: Applicant's Declaration (Required)

- I declare that all the information in the application is to the best of my knowledge true and correct
- I understand that if the information is incomplete, the application may be delayed / rejected or more information may be requested and accept delays in processing may arise out of any inadequacies in the material submitted in support of the application
- I acknowledge that if the information provided is misleading, any approval granted may be void
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application.
- I understand that Council will use the information and materials provided for notification and advertising purposes if required.
- I have read, understood and agree to comply with Council's permit conditions, and I agree to indemnify the Council against any action or claim for damages arising from work being undertaken under this permit
- I certify that our Traffic Guidance Scheme complies with SafeWork's and TfNSW's requirements and that I will ensure safety at the site is controlled as described in the plan and this application.
- I have read and accepted the conditions/notes outlined in this application form.
- I understand that Council will not commence processing of my application until such time as fees are paid. I agree to pay the fees within 7 days of receipt of an invoice from Council. I understand that if the fees are not paid, the application will be rejected and returned to me.

Applicant's signature

Date

____/____/____

Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to Lodge

Lodging an application requires a completed application form, all mandatory documents, all relevant information and payment of the required fees.

Applications can be lodged online on Council's website at:

www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

- For applications being lodged in person or by mail, all documents must be contained on a USB device.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document with clear (descriptive) file names.
- Security settings (including passwords and editing restrictions) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Lodge online: www.innerwest.nsw.gov.au/about/get-in-touch/online-self-service

Lodge by mail: Inner West Council, PO Box 14, Petersham NSW 2049

Lodge in person: Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield.
- Leichhardt – 7-15 Wetherill Street Leichhardt.
- Petersham – 2-14 Fisher Street Petersham

- **Opening hours:** Monday-Friday, 8:30am-5:00pm www.innerwest.nsw.gov.au/ContactUs

- **Cashiering:** 8:30am-4:30pm

- **Fees and charges:** This form does not necessarily include a comprehensive list of the fees that may be applicable. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Find fees and charges on the Council website:

www.innerwest.nsw.gov.au/FeesAndCharges

- **Cheques are to be made payable to:** Inner West Council