

Application for Hoarding Permit

For Hoarding, Scaffolding, Temporary Fencing, Permit & License

Section 138 of the Roads Act 1993

About this form	Use this form to apply for a Permit and associated Licence to erect or construct a hoarding, scaffold or temporary fence. 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	1. Ensure that all fields have been filled out correctly. 2. Please print clearly 3. 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 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: Occupation Details

Dimensions (e.g. 12m x 1.5m)		Occupation Area (sqm)	
Type of Permit / Licence			
☐ Type A – Hoarding - Hoarding, Scaffolding or Temporary Fencing ☐ Type B (without sheds, etc above) – Hoarding (hoarding where it is built over the top of footpath) ☐ Type B (with sheds, etc above) – Hoarding (hoarding where it is built over the top of footpath) ☐ Type C – Hoarding – Light duty safety fencing on footpath			
Commencement Date		Finish Date	

Section 5: Public Liability – Provide details of public liability insurance cover (See Clause 10.3)

Insurance Company		Public Liability Expiry Date	
Policy Number			

Section 6: Mandatory Documents to be supplied with all applications as separate documents, in pdf format, with clear file names
Refer to Hoarding Requirements in Section 10: General Permit Conditions)

- ☐ Application form – a signed copy of the application form.
- ☐ Public Liability Insurance – required for every application. (see details above)
- ☐ A Traffic Guidance Scheme (TGS) is required (Prepared by RMS accredited person) in compliance with RMS Traffic Control at Work Sites Manual Guidelines – AS1742.3 and SafeWork NSW regulations.
- ☐ Plans detailing the proposed hoarding, scaffolding or temporary fencing, including:
- Specify Type A, B or C, including dimensions for length, height and depth of hoarding/scaffolding or other structures.
 - All Type B Hoardings are to be Gantry system in the first instance (Refer to Section 10.11)
 - All Type B Hoardings must have adequate artificial lighting provided to the underside of the Hoarding to comply with the relevant Australian Standards (Refer to Section 10.12).
 - Sectional views for Type A and B Hoardings.
 - Show site entry / exit and loading / unloading facilities.
 - Show distances between hoarding and existing obstructions, such as telegraph poles, street trees, signage, street furniture, etc.
 - Show locations of existing utility service covers in the vicinity of the proposed Hoarding such as pit lids, hydrants and valves etc.
- ☐ Dilapidation report with detailed date and time stamped site photos showing the pre and post condition of Council's assets in and around the location of the proposed Hoarding. The report is to include detailed photos of the condition of the signage, street trees, street furniture, footpaths, kerb and gutter, road pavement etc.
Note: A second Dilapidation report will be required for post condition after the Hoarding is removed.
- ☐ A draft Notification letter(s) for distribution by the applicant to residents in the affected area, for approval by Council.
- The Applicant must provide the following mandatory information in support of all Type B Hoarding applications (all heights), and Type A Hoarding applications higher than 2.4m (or when requested for a Type A Hoarding).
- ☐ Structural Engineering Certificate is to be provided by a suitably qualified Structural Engineer for the proposed Hoarding. The applicant shall submit the following:
- A Structural Certification based on the Hoarding designs certifying that the proposed Hoarding structures are structurally sound and can accommodate all the required loads.
 - A second Structural Certification following completion of the Hoarding installation certifying that the Hoarding structures have been erected in accordance with designs and the structures are structurally sound and can accommodate all the required loads.
 - Should Hoarding structure be required to be altered, a Structural Certificate is to be submitted at the following stages:
 - For the revised design; and
 - Installation of the Hoarding.

Section 7: 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 7.1: Site Contact (if different to above) – for site inspections/ meetings, Council officer contact

Contact Name	
Contact Phone Number	
Contact email address	

Section 8: RMS / State Classified Road (see section 11 for a List of State Roads in the Council area)

Are the works to be carried out on or near a RMS State classified road or Traffic light?	☐ Yes ☐ No
Has consent been obtained from RMS?	☐ Yes ☐ No

Section 9: Hoarding Permit Application – Including Type A, B & C

The Initial Application Fee is payable upon lodgement. Council will advise you of any additional fees after assessment of the application and payment will be required prior to approval of the Permit.

Description	Unit	Fee \$	Quantity	Charge \$
Initial Application Fee – Non Refundable	Item	\$555.20	1	\$555.20
Extension of Hoarding Permit per request – No-refundable	Item	\$277.60		
Lease Fee – per square metre per month or part thereof	m ² /month	\$59.50		
OR Minimum Lease Fee for Type A – per month or part thereof	Months	\$1,190.00		
OR Minimum Lease Fee for Type B – per month or part thereof	Months	\$2,380.00		
OR Minimum Lease Fee for Type C – per month or part thereof	Months	\$595.00		
Plus Additional Lease Fee for Type B Hoarding with sheds, etc above	m ² /month	\$32.50		

Note: The minimum fee covers an area up to 20.0m², 40.0m² or 10.0m² for a Type A, Type B or Type C respectively.

Security Deposit (refundable) – All Hoarding Types

Calculated lease fee for a 3-month period (or equivalent of the lease fee if total period is less than 3 months)	Item	\$		
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Note: If the initial lease period is less than 3 months, the security deposit will be increased for any subsequent extension request, until the calculated charge for a 3-month period has been reached.

Lodgement Total

\$

Section 10: General Permit Conditions**Permit Application:**

- 10.1 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.
- 10.2 The Applicant must conform to all requirements of this agreement together with the conditions issued by Council with an approved Permit.
- 10.3 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.
- 10.4 Immediate processing of applications is not guaranteed, and Council will not be responsible for the consequences caused by late applications or insufficient information.
- 10.5 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.

Hoarding Requirements:

- 10.6 A minimum of 600mm clearance shall be provided between the face of the proposed Hoarding/scaffolding to the face of kerb.
- 10.7 Where structural certification is required, the applicant shall submit the following:
 - A structural certification based on the Hoarding designs certifying that the proposed Hoarding structures are structurally sound and can accommodate all the required loads.
 - A second structural certification following completion of the Hoarding installation certifying that the Hoarding structures have been erected in accordance with designs and the structures are structurally sound and can accommodate all the required loads.
- 10.8 Scaffolds or Hoardings higher than 2.4m require to be fully wrapped to the full height with chain wire and shade cloth, or similar.
- 10.9 Type B Hoarding shall allow for a min. 2.4m height from ground surface to the underside of the Hoarding.
- 10.10 Min 1.5m of unobstructed pedestrian footpath shall to be maintained at all times.
- 10.11 Type B Hoarding designs shall be of a Gantry system in the first instance for the following reasons:
 - Minimise physical and visual obstruction of the footway
 - Providing a more tidy, uncluttered and visually pleasing structure
 - Eliminating elements allowing easy climbing
 - Eliminating protrusion elements which may pose safety hazards to pedestrians
 - Maximise clear width of the footway
 - Minimising the size and number of sole-boards and baseplates to prevent trip hazards
 - Counterweights can be more easily integrated within the structure in a visually uncluttered manner
- 10.12 Type B Hoarding must have adequate artificial lighting provided to the underside of the Hoarding. The lighting must be protected by wire guards. All electrical work must comply with the relevant Australian Standards. Lighting must be kept functional at all times by the applicant.
- 10.13 Hoarding splays (e.g 45 degrees) at corners must be taken into account in Hoarding designs to allow for clear line of sight for all road and footpath users.
- 10.14 Should a design for a Type B Hoarding is not possible due to site constraints etc, measures must be considered to address the above dot points.
- 10.15 Detailed photos of the site must be submitted to Council before commencing the installation of Hoarding and after removal of Hoarding.

General Work Times:

- 10.16 Unless otherwise approved by Council, work shall only be permitted during the following hours:
 - 7:00 am to 6:00 pm (In-line with DA Conditions) 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.
- 10.17 A hoarding (Type A, B or C) allows for 24 hours per day occupation of the approved location.
- 10.18 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.
- 10.19 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:

- 10.20 The use of any equipment or activities must not result in any "offensive noise" as defined by the Noise Control Act.
- 10.21 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, Saturday; and 8:00am to 5:00 pm Monday to Friday.
- 10.22 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:

- 10.23 An application is only valid when the fees specified for payment at lodgement have been paid to Council.
- 10.24 A Permit is only valid on the condition that all required fees are paid to Council in accordance with Council's adopted Fees & Charges.
- 10.25 Lease fees, calculated on whole months, are applicable on approval of permit and payable prior to erection of hoarding, scaffolding, fence, road or footpath occupation.
- 10.26 Additional lease fees, calculated in whole months, are payable following expiry of permit date if structures are still erected on Council land.
- 10.27 The Applicant must pay additional charges, in accordance with Council's current Fees & Charges, if Council's Officers determine the application has exceeded the initial estimation or measurement.

Traffic Management:

- 10.28 No traffic control shall be undertaken without a traffic management plan being submitted to and accepted by Council.
- 10.29 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 RMS Traffic Control at Work Sites Manual Guidelines.
- 10.30 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.
- 10.31 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>
- 10.32 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.
- 10.33 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.

Police Approval:

- 10.34 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:

- 10.35 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:

- 10.36 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.
- 10.37 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.
- 10.38 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:

- 10.39 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:

- 10.40 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.
- 10.41 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.
- 10.42 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

- 10.43 The Applicant shall contact Council at least seven (7) days prior to the original expiry date for any required extension of time for the occupation. Any extension of time will incur applicable monthly Lease fees, subject to a minimum one-month extension at any one time.

General:

- 10.44 A copy of the Permit must be held on site and be available for inspection whilst the works/activity is being carried out.
- 10.45 Separate Council approval is to be obtained prior to the placement of any waste storage container on the footway or roadway.
- 10.46 All excavation, construction and restoration works must comply with Council's specifications.
- 10.47 Welding and / or grinding are not permitted with a footpath occupation permit.
- 10.48 The Permit has a Licence component which has a start and finish date which is identified as part of the application.
- 10.49 The Hoarding or Scaffolding shall be set back at least 600mm from the face of the kerb.
- 10.50 Scaffolding, hoarding or fences needs to be approved, erected and maintained in accordance with the requirements of Workcover Authority.
- 10.51 Security deposits will only be returned following Council inspection following removal of all hoardings or scaffolding.
- 10.52 The Hoarding approval must be displayed at a prominent location(s) on the boundary. This includes either entry to the site or on the hoarding

itself. Not having the permit displayed may result in the issuing of penalties by the council. Name, Address and after-hours telephone number is to be clearly displayed on the hoarding or scaffolding.

Section 11: List of State Roads in the Council area

Balmain Road, Matilda Street to Wharf Road	Livingstone Road, Sydenham Road to New Canterbury Road
Barker Street, Brown Street to Old Canterbury Road	Marrickville Road, Railway Parade to Buckley Street
Brown Street, Hathern Street to Barker Street	Mary Street, Perry Street to Lilyfield Road
Buckley Street, Marrickville Road to Sydenham Road	Milton Street, Liverpool Road to Georges River Road
Canal Road, Princess Highway to Alexandra Canal	New Canterbury Road, Old Canterbury Road to Crystal Street
Canterbury Road, Princess Street to New Canterbury Road	Old Canterbury Road, New Canterbury Road to Parramatta Road
City West Link Road, Crane Avenue to The Crescent	Parramatta Road, Mallett Street to Lang Street
Cook Street, Old Canterbury Road to Brown Street	Perry Street, Wharf Road to Mary Street
Darley Road, James Street to Allen Street	Princess Highway, Sydney Park Road to Cooks River Bridge
Darling Street, Victoria Road to Matilda Street	Pymont Bridge Road, Parramatta Road to Booth Street
Enmore Road, Stanmore Road to King Street	Railway Parade, Sydenham Road to Marrickville Road
Foster Street, Allen Street to Lords Road	Railway Road, Unwins Bridge Road to Princess Highway
Frederic Street, Parramatta Road to Liverpool Road	Railway Terrace, Gordon Street to Old Canterbury Road
Georges River Road, Milton Street to Greenhills Street	Ramsay Street, Wattle Street to Dobroyd Canal Bridge
Gleeson Avenue, Railway Parade to Unwins Bridge Road	Stanmore Road, Crystal Street to Enmore Road
Gordon Street, New Canterbury Road to Railway Terrace	Sydenham Road, Livingstone Road to Railway Parade
Hathern Street, Tebbutt Street to Brown Street	Tebbutt Street, Lords Road to Parramatta Road
James Street, Lilyfield Road to Darley Road	The Crescent, Johnston Street to Johnston Street
Johnston Street, Parramatta Road to The Crescent	The Crescent, Victoria Road to The Crescent
King Street, Church Street to Sydney Park Road	Victoria Road, Iron Cove Bridge to Anzac Bridge
Liverpool Road, Parramatta Road to Dickinson Avenue	Wattle Street, Parramatta Road to Crane Avenue

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 declare that any electronic data is not corrupted and does not contain any viruses.
- 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 will ensure safety at and around the works site is controlled and is in accordance with WorkCover requirements.
- 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