

# Work Activities on Council Sites Application Form



Lodgement fee – Work Activities on Council managed sites - including Roads, Footpaths, Parks, etc.	Refer to relevant sections on form
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## Property Details

Lot No(s)	Section	DP/SP Number
Unit No.	Street No.	Street
Suburb		Postcode
Owner(s) Surname	Given Name(s)	
Property Owner's Consent (Signature)		

## Description of the Associated Development

Description.....		
.....		
.....		
DA / CDC Details	DA / CDC Number /	Date of Determination / /

## Applicant/Permit Holder Details

Ms/Mr/Mrs/Other (please state)	Given Name(s)	Surname
No.	Street	Suburb
Company Name (if applicable)		Postcode
Mailing Address (if different)		
Daytime Telephone No. (Home/Work/Mobile)	Mobile	
Email Address		

### Please Note:

1. This application is **NOT** a permit to undertake works. A valid permit must be obtained **PRIOR TO** undertaking the work or activity. Fines may apply if an activity commences without a valid permit being issued.
2. A minimum of **seven working (7) days** is required to assess the application. Longer processing times are required for works and activities for **Works Zones** and for activities on **Classified Roads**, which require the concurrence of the **RMS**.
3. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing the activity. Fines may apply if an activity commences without satisfying the conditions.
4. Council may require additional information to process the application, if the application is incomplete or unclear.
5. Application lodgement times: **8.30am to 4.00pm weekdays and 9.00am to 12.30pm Saturdays (excepting public holidays)**. Council requires electronic lodgement of all plans and supporting documentation in digital form (as **PDF** documents contained on a **CD or USB** or similar device).

Applicant's Signature		Date / /
Application Fees		\$130.00
Office use Only	Receipt No	Date
		\$

### Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

#### Eastgardens Customer Service Centre

152 Bunnerong Road  
Eastgardens NSW 2036, Australia  
ABN 80 690 785 443 Branch 004  
DX 4108 Maroubra Junction

#### Rockdale Customer Service Centre

444-446 Princes Highway  
Rockdale NSW 2216, Australia  
ABN 80 690 785 443 Branch 003  
DX 25308 Rockdale

**T 1300 581 299**

**F 02 9562 1777**

**E council@bayside.nsw.gov.au**

**W www.bayside.nsw.gov.au**

**Postal address: PO Box 21  
Rockdale NSW 2216**



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

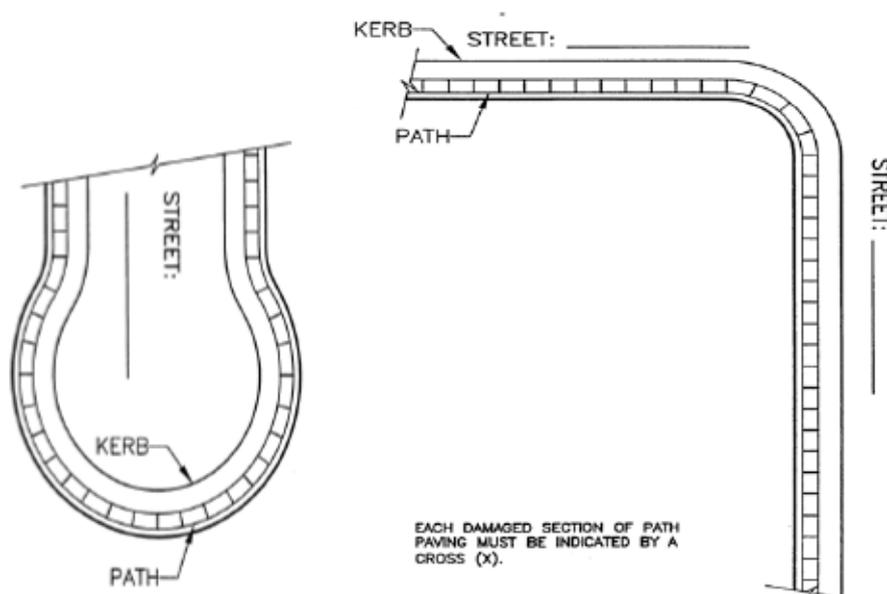
Служба за преведување по телефон

## CONDITION RECORD OF FOOTPATH / KERB AND GUTTER / ROAD / DRAINAGE

### PRIOR TO COMMENCEMENT OF BUILDING WORK

#### REQUIREMENTS:

- **This form must be completed, signed and submitted with application**
- Show reference point eg House No / landmark on diagram
- Show length of damage on diagram
- Attach photos to verify damage



	No	Yes	Details (Indicate on the above diagram and describe below)	Office Use
Is there any damage to the KERB AND GUTTER?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the FOOTPATH?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the ROAD?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Is there any damage to the STORMWATER DRAINAGE?	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

#### Notes:

1. Failure to record damage to Council assets prior to the commencement of the activity may result in Council seeking rectification of any damage that exists at the completion of the activity.
2. If such rectification is not undertaken, or rectification does not comply with Council specifications, Council may do the work and duct such costs from any bond held for the activity or related Development Application / Complying Development.
3. To record detailed condition information, or as required for various application, a dilapidation report should be prepared and submitted with the application. A Dilapidation Report is a technical report with photo images of a property at a given point in time. It records the existing condition of the property prior to the commencement of the activity.

**I. TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES**

Activity Type		Required		Supporting information to be submitted (refer below / details on page 12)	Office Use
I(a)	<b>Road, Footpath and Road Related Area Closure</b> – Do you plan on closing any part of the road, footpath or a road related area (e.g. car park) to vehicle or pedestrian traffic?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>Traffic Management Plan</li> <li>Certificate of Currency</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Starting Date ..... Finishing Date ..... No. of Days .....					
Exact location or street name for closure..... .....					
No. of lanes closed: Footpath _____ Roadway _____		Length of closure (m): Footpath _____ Roadway _____		No. of <b>off-street</b> parking spaces to be occupied (if applicable): _____	
Description of works ..... ..... .....					
<b>Fees – Road, Footpath and Road Related Area Closure (EP05)</b>				<b>Office Use East</b>	<b>Office Use West</b>
Roadway and/or footpath occupation (per lineal metre per lane per day)				\$ 3.20	AP/TRC
Off-street parking space occupation (per space per day)				\$19.50	AP/TRC
Road, Footpath & Road Related Area Closure – Security deposit for closures greater than 1 month duration (refundable upon completion)				\$1,568.00	AP/TRC
<b>NB:</b> Road/Footpath Closure Short Term and Off-Street parking Space Closure Short Term for <b>Health &amp; Community Services</b>				EXEMPT	AP/TRC
Diagram to be inserted					

**I. TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CON'T)**

Activity Type		Required		Supporting information to be submitted (refer below / details on page 12)	Office Use
I(b)	<p><b>Stand and Operate Registered Vehicle or Plant</b> – Does your activity involve working from a vehicle parked on the street? Please select below:</p> <p><input type="checkbox"/> Mobile Crane</p> <p><input type="checkbox"/> Concrete Truck</p> <p><input type="checkbox"/> Concrete Pump</p> <p><input type="checkbox"/> Other work vehicle, please specify: _____</p> <p><i>Note: If you plan to hoist from an internal crane you must also select activity 3(a) Tower Crane</i></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Traffic Management Plan</li> <li>• Certificate of Currency</li> <li>• For mobile crane work:               <ul style="list-style-type: none"> <li>• Slewing diagram</li> <li>• Mobile crane details (mass, length)</li> </ul> </li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Starting Date .....		Finishing Date .....		No. of Days .....	
Exact location or street name .....					
No. of lanes to be closed:			Length of road / footpath to be closed (m):		
Description of works ..... ..... .....					
<b>Fees – Stand and Operate Registered Vehicle or Plant (EP03)</b>				<b>Office Use East</b>	<b>Office Use West</b>
Crane / Concrete Truck / Work vehicle occupying one lane / parking lane (per day)				\$250.00	AP/CWC
Crane / Concrete Truck / Work vehicle occupying two lanes or half road (per day)				\$500.00	AP/CWC
Crane / Concrete Truck / Work vehicle occupying off-street car parking (per space per day)				\$19.50	AP/CWC
Diagram to be inserted					

**I. TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CON'T)**

Activity Type		Required		Supporting information to be submitted (refer below / details on page 12)	Office Use
I(c)	<b>Occupy Road with Unregistered Item</b> – Do you plan to place anything within the roadway which is NOT a registered vehicle? Please select below: <input type="checkbox"/> Type A – Waste container <input type="checkbox"/> Type B – Other item	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Traffic Management Plan</li> <li>• Certificate of currency</li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
Starting Date ..... Finishing Date ..... No. of Days .....					
Exact location or street name for occupation..... .....					
Type of Waste Container/skip bin (please circle): <input type="checkbox"/> Large (>2.5 cu.m) <input type="checkbox"/> Mini (<2.5 cu.m)			If not a Waste Container, description of item, incl. length (m): _____ _____		
Description of works ..... ..... .....					
<b>Fees – Occupy Road with Unregistered Item (EP02)</b>					
				<b>Office Use East</b>	<b>Office Use West</b>
Occupancy for skip bin (mini skip less than 2.5 cu.m)(per day)				\$16.20	AP/SB
Occupancy for skip bin (large skip greater than 2.5 cu.m)(per day)				\$32.40	AP/SB
Occupancy for other permissible items – road/footpath (per lineal metre per day)				\$3.20	AP/SB
Occupancy for other permissible items – off street car parking space (per space per day)				\$19.50	AP/SB
Removal Charges – removal of unauthorised items by Council				At Cost	
Diagram to be inserted					

**I. TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CON'T)**

Activity Type		Required		Supporting information to be submitted (refer below / details on page 12)	Office Use
I(d)	<b>Works Zone</b> – do you plan to implement a statutory Work Zone for activities adjacent to your site to undertake works?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Work zone general arrangement plan</li> <li>• Traffic Management Plan</li> <li>• Certificate of Currency</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Starting Date .....		Finishing Date .....		No. of Weeks ..... (Min. 10 weeks)	
Exact location or street name for work zone..... .....					
No. of lanes for Work Zone: ____		Length of Works Zone: ____		No. of <b>off-street</b> parking spaces to be occupied (if applicable):	
Description of works ..... .....					
<b>Fees – Works Zone (EP01)</b>					
<b>NB:</b> Once your application has been assessed by Council Officers, approved by the Traffic Committee and endorsed by Council, you will be provided with a quote for the activity fees. These fees are based on the current Fees & Charges adopted by Council and are available to view on our website.					
Diagram to be inserted					

**General Arrangement Plan** – A plan, drawn to scale, showing the arrangement and details (relating to hoardings, works zones, and ground anchors) complete with dimensions.





### 3. OTHER TEMPORARY ACTIVITY PERMITS

Activity Type				Supporting information to be submitted (refer below / details on page 12)	Office Use
3(a)	<b>Tower Crane</b> (inside the worksite) – Do you plan to swing or hoist across Council property (including roadway)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Traffic Management Plan – <i>Must include:</i> <ul style="list-style-type: none"> <li>• <i>Installation and removal phases</i></li> <li>• <i>Operation phase</i></li> </ul> </li> <li>• Slewing diagram</li> <li>• Certificate of Currency</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Starting Date .....		Finishing Date .....		No. of Months .....	
Exact location or street name.....					
Description of works ..... ..... .....					
<b>Fees – Tower Crane (EP06)</b>				<b>Office Use East</b>	<b>Office Use West</b>
Crane Permit (Tower or Internal) based crane – slewing over Council property (fee per month)				\$748.00	AP/TC
Diagram to be inserted					

### 3. OTHER TEMPORARY ACTIVITY PERMITS (CON'T)

Activity Type		Required		Supporting information to be submitted (refer below / details on page 12)	Office Use
3(b)	<b>Public Land Access</b> – Do you plan on accessing or occupying Council land? Please select below:  <input type="checkbox"/> Access over Council land (i.e. to access a private property) <input type="checkbox"/> Access over and occupy Council Land (Please state purpose): _____ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Plan showing the extent of access with dimensions</li> <li>• Traffic Management Plan</li> <li>• Dilapidation Report</li> <li>• Certificate of currency</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Starting Date .....		Finishing Date .....		No. of Weeks .....	
Exact location or park name for access .....					
Area of public land being accessed / occupied:					
Description of works ..... ..... ..... .....					
Fees – Temporary Access over Public Land (EP08)				Office Use East	Office Use West
Security Deposit (per sq.m – minimum \$1,500)				\$27.25	AP/TA
Public Land and/or Easement Temporary Access Fee – Passage over				\$300.00	AP/TA
Public Land Occupancy (per sq.m per week)				\$1.60	AP/TA
Diagram to be inserted					

**3. OTHER TEMPORARY ACTIVITY PERMITS (CON'T)**

Activity Type		Required		Supporting information to be submitted (refer below / details on page 4) <b>Please provide documents below to Council on a non-returnable USB drive</b>	Office Use
3(c)	<b>Temporary Dewatering</b> – Do you plan to pump out water from a site into Council’s drainage system (including the road gutter)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> <li>• Dewatering management plan &amp; water quality plan</li> <li>• Geotechnical engineering report</li> <li>• Certificate of currency</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>
Starting Date .....				Finishing Date .....	
No. of Months .....				Development site area (sq.m) .....	
No. of Days .....					
Exact location or street name for discharge.....					
Description of works ..... ..... .....					
<b>Fees – Temporary Dewatering (EP07)</b>					
<b>NB:</b> Once your application has been assessed by Council Officers, you will be provided with a quote for the remaining fees. These fees are based on the current Fees & Charges adopted by Council and available to view on our website.					
Diagram to be inserted					

**Dewatering Management Plan** – Refer to Temporary Dewatering Permit Information Sheet available on Council’s website with the application form.

## IMPORTANT INFORMATION FOR APPLICATIONS

### Electronic Lodgement

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a non-returnable USB). Please also provide a paper copy of the Application Form until such time as Council's staged process to full electronic lodgement has been implemented. Refer to the Electronic Lodgement Guidelines sheet for further information.

### Specifications for Supporting Information

**Traffic Management Plans** – Refer to Traffic Management Plans Information Sheet available on Council's website with the application form.

**Certificate of Currency** – A Certificate of Currency must identify the proposed permit holder as the insured party, with the value of Public Liability Insurance being no less than \$20,000,000. The Certificate of Currency must have an expiry date at least three (3) months later than the finish date for the proposed work activity.

**Engineer's Certificate** – A certificate issued by a **Professional Engineer**, holding registration on the National Engineer's Register (NER) in the appropriate category of registration, e.g. Civil Engineering, Structural Engineering, Geotechnical Engineering, etc.

### Classified Roads

On a *Classified Road*, Council is unable to approve your activity unless the concurrence of the Roads & Maritime Services (RMS) has been obtained. Additional processing time will be required for Council to refer applications to RMS. Activities and the hours of work may be restricted and/or subject to conditions. Activities will be unable to commence unless a Road Occupancy License (ROL) has also been obtained from the Transport Management Centre.

In the Bayside Council area the *Classified Roads* are:

Anzac Parade	Bay Street	Bexley Road	Botany Road
Bunnerong Road	Coward Street	Croydon Road*	Denison Street
Foreshore Road	Forest Road	Frederick Street*	Gardeners Road
General Holmes Drive	Joyce Drive	Kent Road	Marsh Street
O'Riordan Street	President Avenue	Princes Highway	Ricketty Street
Robey Street	Sandringham Street	Stoney Creek Road	The Grand Parade
The Seven Ways	Wentworth Avenue	West Botany Street*	Wickham Street

\* - denotes part road as *Classified Road*

### Regional Roads

On a *Regional Road*, additional processing time may be required to refer applications to RMS. Activities and the hours of work may be restricted and/or subject to conditions. Activities may require a Road Occupancy License (ROL) from the Traffic Management Centre.

In the Bayside Council area the *Regional Roads* are:

Beauchamp Road*	Bestic Street	Chuter Avenue	Coward Street
Croydon Road*	Flora Street	Harrow Road	Hartill Law Avenue
Heffron Road	King Street	Kingsgrove Road	Maloney Street
New Illawarra Road	O'Connell Street	Page Street	Paine Street
Preddys Road	Queen Victoria Street	Railway Street	Ramsgate Road
Slade Road	Stephen Road	Warialda Street	West Botany Street
Willison Road	Wolli Creek Road		

\* - denotes half road as *Regional Road*

### Work Zone Application Processing

For a Works Zone application, additional processing time is required to refer applications to the Bayside Traffic Committee. Council requires the Works Zone to be for a minimum of ten (10) weeks duration.

Form ref:  
October 2017