

Public Domain Construction – Frontage / Civil Works Application Form

Document Number: 21/172161



Fees and Charges Schedule (EP11)		Application Code
Frontage Works Associated with DA or CDC		
Public Place Design Review - \$0 - \$300,000 cost of development	\$600.00	AP/FW
Public Place Design Review - \$300,001 - \$20,000,000 cost of development	0.1% cost of development	AP/FW
Public Place Design Review – Greater than \$20,000,000 cost of development	\$20,000.00	AP/FW
Public Domain Inspection – per inspection (minimum 3 inspections)	\$250.00	AP/FW

Applicant/Permit Holder Details			
Ms/Mr/Mrs/Other (please circle)	Given Name(s)	Surname	
Street Address			
Company Name (if applicable)			
Mailing Address (if different)			
Daytime Telephone No. (Home/Work)	Mobile No.		
Email Address			

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)					

PLEASE NOTE:

- Applications are to be lodged and paid for in person at either of Council's Customer Service Centres between 8.30am and 4.00pm Monday to Friday and 9.00am and 12.30pm Saturdays (excluding public holidays). Payment can be made by cash, cheque, money order, debit card and the following credit cards: Visa and Mastercard. Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid. You may also post in your completed application and supporting documentation on USB together with a cheque or money order to PO Box 21 Rockdale NSW 2216.
- Council requires lodgement of all plans and supporting documentation in digital form (as PDF documents) contained on a non-returnable USB. Lodgement of plans is not mandatory at the time of lodging this application with Council.
- 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.
- A **minimum of twenty (20) working days** is required to assess the application.
- 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.
- Council may require additional information to process the application if the application is incomplete or unclear. To discuss application in further detail, please call the Public Domain & Referral Team on 02 9562 1632.
- A public domain performance bond is required to be paid (via unconditional bank guarantee or cash deposit) prior to Council releasing the approved public domain plans and the commencement of any public domain works. The bond value is calculated at 10% of the cost of the public domain work and \$2000 per street tree to be planted (value TBC with Council). The bond will be kept by Council for the duration of the defect's liability period and street tree maintenance period (12 months).

Payment Details			
Applicant's Signature	Date		___/___/___
Total Fees Due	\$	Office Use	
Office use Only	Receipt No	Date	\$

Postal address
 PO Box 21, Rockdale NSW 2216
 ABN 80 690 785 443

Bayside Customer Service Centres
 Rockdale Library, 444-446 Princes Highway, Rockdale
 Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E council@bayside.nsw.gov.au
 W www.bayside.nsw.gov.au
 T **1300 581 299 | 02 9562 1666**

Frontage / Civil Works Questionnaire

Section 1: Description of the Associated Development

Please identify if the works are to be undertaken in association to a DA or Complying Development.

Section 1: A.

Is this work associated to a Development subject to a Development Consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Development Consent Details

DA Number	_____ / _____	Date of Determination	___ / ___ / ____	Development Application Value	\$ _____
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Development Consent Description	
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Section 1: B.

Is this work associated to a Development subject to a Complying Development Consent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Complying Development Certificate Details (Please provide A4 plans)

CDC Number	_____ / _____	Date of Determination	___ / ___ / ____	CDC Value	\$ _____
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Complying Development Issued by / to be Issued by:	
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Complying Development Description	
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Section 2: Detailed Description of the Proposed Frontage / Civil Works (describe the proposed works)

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Date of Commencement	___ / ___ / ____	Date of Completion	___ / ___ / ____	Duration of Works	
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Section 3: Frontage / Civil Works Construction Questionnaire (indicate location and select work types)

Location	
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- | | |
|--|--------------------------|
| a) Major Civil Works & Structures: stormwater culverts, bridges, retaining walls, bus shelters or major stormwater drainage | <input type="checkbox"/> |
| b) Traffic & Road Facilities: new roads, traffic signals, roundabouts, traffic control devices, pavement resurfacing | <input type="checkbox"/> |
| c) Electricity Supply & Street Lighting: undergrounding overhead supply, new street lighting | <input type="checkbox"/> |
| d) Streetscape & Frontage: town centres footpath paving, new or replacement of street furniture items (bins, seats, bike racks) | <input type="checkbox"/> |
| e) Minor Civil Works: minor drainage works, minor kerb & gutter works, minor footpath works, street tree planting | <input type="checkbox"/> |

NB	<i>For Driveway only (new driveways, new laybacks, closing redundant laybacks, footpath damage repairs) use the Public Domain Construction – Vehicle/Driveway Application Form</i>
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Section 4: Contractor Details

Ms/Mr/Mrs/ Other (please circle)	Given Name(s)		Surname
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Street Address	
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Company Name (if applicable)	
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Mailing Address (if different)	
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Daytime Telephone No. (Home/Work)		Mobile No.	
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Email Address	
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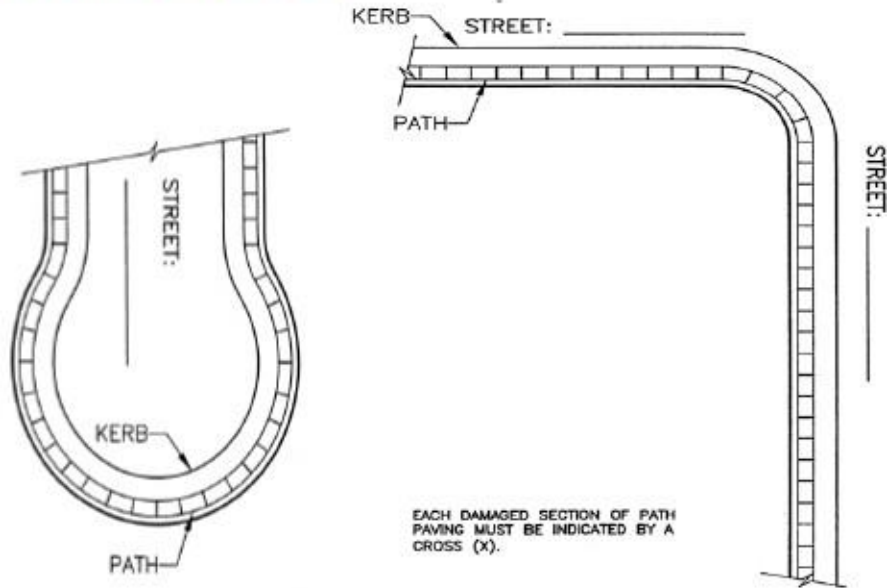
Certificate of Currency details

Policy Holder		Policy No.		Expiry Date	___ / ___ / ____
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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 deduct 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 assets at a given point in time. It records the existing condition of assets prior to the commencement of the activity.

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.

IMPORTANT INFORMATION FOR APPLICATIONS

Electronic Supply of Supporting Documents

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on 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

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.

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.

Anzac Parade	Bay Street (Rockdale)	Bexley Road	Botany Road
Bunnerong Road	Coward Street*	Croydon Road*	Denison Street
Foreshore Road	Forest Road	Frederick Street*	Gardeners Road
General Holmes Drive	Harrow Road*	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.

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*

Please submit completed form:

In person at our customer service centres during business hours. For opening hours see www.bayside.nsw.gov.au

By email to CS.applications@bayside.nsw.gov.au.

**If lodged via email, Council's Customer Service Officers will call you to organise an over the phone payment.*

By post with any supporting documentation and a cheque or money order to PO Box 21 Rockdale NSW 2216.

**Council prefers payment by cheque, money order, debit and credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid.*

Electronic Lodgement Guidelines Engineering Applications

Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents contained on a non-returnable USB). The USB will become the property of Bayside Council.

Application plans and supporting documentation is no longer accepted in paper form for all new engineering applications lodged on or after 1 January 2016, including applications for driveway works, frontage works, and work activities on Council sites.

Please note the original signed Application Form, containing owner's consent signature(s) and the Checklist relevant to your application will still be required in paper form until such time as Council's staged process to full electronic lodgement has been implemented.

Electronic documents submitted with your application must satisfy the following criteria:

PDF Format

All documents including plans must be submitted as PDF files viewable in Adobe Acrobat. Security settings must not be applied to electronic documents, this includes no passwords.

Documents

Must be A4 formatted and optimised for minimum size (online publishing).
Files larger than 5Mb should be broken up into logical parts and supplied as separate files, eg detailed reports etc.

Plans

Plans must be to scale, rotated to landscape and provided in PDF format.
It is preferred that plans be converted electronically rather than printed and scanned. The scale should be clearly displayed on all plan sheets as:

- ▶ Showing a scale e.g. 1:200 and separately state the original sheet size e.g. A3; or
- ▶ Showing scale as 1:200@A3.
- ▶ Black and white plans are to be at a resolution of 300dpi whether they are A4 or A1 etc.
- ▶ Coloured plans may be at a lower resolution.
- ▶ Plans and drawings each require a separate PDF file (please refer to Council's required naming conventions as listed later in this document).

NB: Traffic Control Plans are exempted from the requirements for scaling.

Multi-page Documents

Multiple paged documents should be provided as a single complete document and not as single images. Multiple paged documents must contain bookmarks to indicate the relevant sections of the document.

Accuracy

Electronic documents must be exact reproductions of the original paper copy documents or plans.

Access to Information

Documentation provided with an application may also be accessed in accordance with the requirements of the Government Information Public Access (GIPA) Act 2009.

File Naming Conventions – Protocol for Application Documentation

File naming conventions apply to all electronic documents, including plans and application forms. File names are to match the document requirements listed in the relevant Checklist. The example below is to assist and guide you in naming all plans and supporting documentation associated with your application.

Please follow the format exactly as it appears below, capturing the relevant property address for your application into each document title, for example:

Landscape Plan – 2 Bryant Street Rockdale ¹ – Jones ²

This will assist ease of location and consistency in storage of your documents in Council's electronic document management system.

Civil Works Details	Property Address ¹	Applicant Name ²
Civil Works Plan(s)	Property Address ¹	Applicant Name ²
Civil Works Section(s)	Property Address ¹	Applicant Name ²
Crane Details	Property Address ¹	Applicant Name ²
Construction Management Plan	Property Address ¹	Applicant Name ²
Demolition Plan(s)	Property Address ¹	Applicant Name ²
Design Report for [insert reason]	Property Address ¹	Applicant Name ²
Drainage Details	Property Address ¹	Applicant Name ²
Drainage Longsection(s)	Property Address ¹	Applicant Name ²
Drainage Plan(s)	Property Address ¹	Applicant Name ²
Driveway Plan(s)	Property Address ¹	Applicant Name ²
Driveway Longsection(s)	Property Address ¹	Applicant Name ²
Engineer's Certificate for [insert reason]	Property Address ¹	Applicant Name ²
Flood Plan(s)	Property Address ¹	Applicant Name ²
Geotechnical Report	Property Address ¹	Applicant Name ²
Ground Anchors General Arrangement Plan(s)	Property Address ¹	Applicant Name ²
Ground Anchors Structures Details	Property Address ¹	Applicant Name ²
Groundwater Management Plan	Property Address ¹	Applicant Name ²
Hoarding General Arrangement Plan(s)	Property Address ¹	Applicant Name ²
Hoarding Structure Details Plan(s)	Property Address ¹	Applicant Name ²
Landscape Details	Property Address ¹	Applicant Name ²
Landscape Plan(s)	Property Address ¹	Applicant Name ²
Public Liability Insurance – Certificate of currency	Property Address ¹	Applicant Name ²
Professional Indemnity Insurance – Certificate of currency	Property Address ¹	Applicant Name ²
Site Plan(s)	Property Address ¹	Applicant Name ²
Site Restoration Plan(s)	Property Address ¹	Applicant Name ²
Soil and Water Management Plan	Property Address ¹	Applicant Name ²
Survey Plan	Property Address ¹	Applicant Name ²
Structures Details	Property Address ¹	Applicant Name ²
Structures Plan(s)	Property Address ¹	Applicant Name ²
Swinging / Hoisting Diagram	Property Address ¹	Applicant Name ²
Traffic Control Plan	Property Address ¹	Applicant Name ²
Work Zone general Arrangement Plan	Property Address ¹	Applicant Name ²
Works Specification for [insert reason]	Property Address ¹	Applicant Name ²

1. Address in the above format.

2. Surname in the above format.

Contact Details

For more information regarding this info sheet, contact Council's Customer Services on **1300 581 299** or visit **www.bayside.nsw.gov.au**