

Work Activities on Council Sites

Application Form

Document Number: 23/173863



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 Associated Development					
Description					
DA/CDC Number	___/___/___	DA/CDC Development Cost	\$	Date of Determination	___/___/___
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					
Payment Details					
Applicant's Signature				Date	___/___/___
Application Fees		\$308.00		Office Use	
Office use Only	Receipt No	Date		\$	

Please submit completed form:

- You can lodge your completed application:
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. All applications lodged via email, must be paid by credit card over the phone.
**If lodged via email, Council's Customer Service Officers will contact 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% (including GST) depending on the fee being paid.*
- Council requires lodgement of all plans and supporting documentation in digital form (as PDF documents).
- 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 period of **10 working days** is required to assess the application. Longer processing times are required for works and activities for Works Zones (refer page 6) and for activities on *Classified Road*, which require the concurrence of TfNSW.
- Permits may be issued subject to conditions. It's the permit holder's responsibility to ensure that conditions are satisfied before commencing. 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.

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.

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

Telephone Interpreter Services: 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

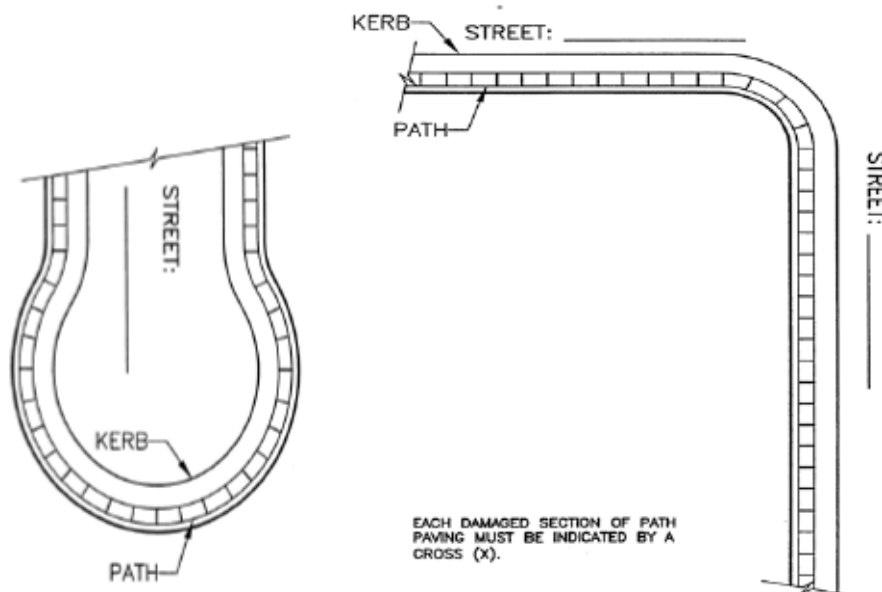
電話傳譯服務處

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 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 the assets prior to the commencement of the activity.

SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES						
Activity Type			Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive	Office Use
1(a)	Road, Footpath and Road Related Area Closure – 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 ☐	No ☐	<ul style="list-style-type: none"> • Traffic Management Plan or Traffic Control Plan • Certificate of Currency (Public Liability \$20million minimum) • Local Police approval (if applicable) • Transit Systems Authority or Bus Operators approval (if applicable) • Sydney Trains approval (if applicable) • TfNSW approval (if applicable) 	<div>☐</div> <div>☐</div> <div>☐</div> <div>☐</div> <div>☐</div> <div>☐</div>
Starting Date			Finishing Date			No. of Days
Exact location or street name for closure						
No. of lanes closed	Footpath _____ Roadway _____	Length of closure (lineal metres)	Footpath _____ Roadway _____	No of Council owned parking spaces to be occupied (if applicable)		
Description of works						
Fees – Road, Footpath and Road Related Area Closure (EP05)						Application Code
Application fee				\$308.00	AP/TRC	
Roadway and/or footpath occupation (per lineal metre per lane per day)				\$4.00	AP/TRC	
Council owned parking space occupation (per space per day)				\$25.00	AP/TRC	
Road, Footpath & Road Related Area Closure – Security deposit for closures greater than 1 month duration (refundable upon completion)				\$1,770.00	AP/TRC	
NB: Road/Footpath Closure Short Term and Council Parking Space Closure Short Term for Health & Community Services				EXEMPT	AP/TRC	
Diagram to be inserted						

NB: If you have paid a Security Deposit and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection and complete the first page of the Request for Refund Application, found on our website, and submit it to Council. Once the Public Domain Engineer has conducted the Inspection and has established that no damage has been sustained to Council's assets, Council will process your bond refund. Please allow a minimum of fourteen (14) working days from the time of the request for the inspection to be completed. Once the Public Domain Engineer has conducted the inspection and has established that no damage has been sustained to Council's assets, please submit a 'Request for Bond Refund Form' which can be found at www.bayside.nsw.gov.au.

- 1. If you require a Stand & Operate Registered Vehicle/Plant Permit on page 4 for a mobile crane, concrete truck, concrete pump or other work vehicle, you are not required to apply for a Temporary Road/Footpath Permit.**
- 2. If you are applying for a Road Opening Permit to open the road or footpath in front of your development, you are required to also apply for a Temporary Road/Footpath Closure Permit.**

SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CONT.)

Activity Type		Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive		Office Use
1(b)	Stand and Operate Registered Vehicle or Plant – Does your activity involve working from a vehicle parked on the street? Please select below: <input type="checkbox"/> Mobile Crane <input type="checkbox"/> Concrete Truck <input type="checkbox"/> Concrete Pump <input type="checkbox"/> Other work vehicle, please specify: <i>Note: If you plan to hoist from an internal crane you must also select activity 3(a) Tower Crane</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	• Traffic Management Plan or Traffic Control Plan	<input type="checkbox"/>	
				• Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/>	
				• For mobile crane work:		
				▪ Slewing diagram	<input type="checkbox"/>	
				▪ Mobile crane details (mass, length)	<input type="checkbox"/>	
				▪ Permit issued by Sydney Airport Corporation (SACL) or Civil Aviation Safety Authority (CASA). If you have applied to SACL or CASA and they have informed you that a permit is not required, please provide written proof.	<input type="checkbox"/>	
				• Local Police approval	<input type="checkbox"/>	
				• Transit Systems Authority or Bus Operators approval (if applicable)	<input type="checkbox"/>	
				• Sydney Trains approval (if applicable)	<input type="checkbox"/>	
				• TfNSW approval (if applicable)	<input type="checkbox"/>	
Starting Date		Finishing Date		No. of Days		
Exact location or street name						
No. of lanes closed	Footpath _____ Roadway _____	Length of closure (lineal metres)	Footpath _____ Roadway _____	No of Council owned parking spaces to be occupied (if applicable)		
Description of works						
Fees – Stand and Operate Registered Vehicle or Plant (EP03)						Application Code
Application fee				\$308.00	AP/CWC	
Crane / Concrete Truck / Other work vehicle occupying 1 traffic lane/parking lane (per day)				\$306.00	AP/CWC	
Crane / Concrete Truck / Other work vehicle occupying 2 traffic lanes or half road (per day)				\$610.00	AP/CWC	
Crane / Concrete Truck / Other work vehicle off-street car parking (per space per day)				\$ 25.00	AP/CWC	
Diagram to be inserted						

Please note:

1. If you are applying for a Stand & Operate Registered Vehicle/Plant Permit for a mobile crane, concrete truck, concrete pump or other work vehicle:
 - you are not required to apply for a Temporary Road/Footpath Permit on page 3; and
 - if pumping concrete you will need to pay for 2 lanes: parking lane on roadway for truck and footpath to pump across.
2. If you are applying for a Stand & Operate Registered Vehicle/Plant Permit to use a mobile crane in order to install a Tower Crane, You will also need to apply for a Tower Crane Permit on page 9 of this application form.

SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CONT.)

Activity Type		Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive	Office Use
1(c)	Occupy Road with Unregistered Item – 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"> Traffic Management Plan or Traffic Control Plan Certificate of Currency (Public Liability \$20million minimum) 	<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	<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 (lineal metre)			
Description of works					
Fees – Occupy Road with Unregistered Item (EP02)					Application Code
NB: Mini Skip Bin (less than 2.5 cu.m) or Large Skip Bin (greater than 2.5 cu.m) for a single dwelling residence required for less than 5 days = NO APPLICATION FEE . Daily Occupancy Fees still apply.					
Application fee – Excepting single dwelling				\$308.00	AP/SB
Occupancy fee for mini skip bin (less than 2.5 cu.m) (per day)				\$19.80	AP/SB
Occupancy fee for large skip bin (greater than 2.5 cu.m) (per day)				\$40.00	AP/SB
Occupancy fee for other permissible items – road/footpath (per lineal metre / per day)				\$4.00	AP/SB
Occupancy for other permissible items – Council owned car space (per space / per day)				\$25.00	AP/SB
Removal Charges – removal of unauthorised items by Council				At Cost	
Diagram to be inserted					

SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CONT.)

Activity Type		Required		REQUIRED information to be submitted. Applications without documents listed below will not be accepted or assessed. Please provide documents below to Council on a non-returnable USB drive	Office Use
1(d)	Works Zone – 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"> • Works zone general arrangement plan • Traffic Management Plan (<i>must include vehicles swept paths, TCPs and information related to DA consent</i>) • Certificate of Currency (Public Liability \$20million minimum) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Starting Date		Finishing Date		No. of Weeks (minimum 10 weeks)	
Exact location or street name for works zone					
No. of lanes for Works Zone		Length of Works Zone (lineal metres)		No. of Council owned parking spaces to be occupied (if applicable)	
Description of works					
Fees – Works Zone (EP01)					
NB: Council requires the Works Zone to be for a minimum of ten (10) weeks duration.					
Application Fee				\$400.00	
Roadway (per lineal metre pre lane per week or part thereof with a minimum person of 10 weeks)				\$29.50	
Off-street parking (per space per week or part thereof with a minimum person of 10 weeks)				\$168.50	
Regulatory Signage (install and removed two signs plus stems)				\$1055.00	

Works Zone Application Processing - For a Works Zone application, additional processing time is required to refer applications to the Bayside Traffic Committee. **Please refer to Submission Dates for Works Zone Applications:**

Cut-Off Date Application Lodged with complete documentation	Traffic Committee Dates	Council Meeting Dates
22 June 2022	13 July 2022 meeting	27 July 2022 meeting
20 July 2022	10 August 2022 meeting	24 August 2022 meeting
24 August 2022	14 September 2022 meeting	28 September 2022 meeting
21 September 2022	12 October 2022 meeting	28 October 2022 meeting
19 October 2022	9 November 2022 meeting	23 November 2022 meeting
23 November 2022	14 December 2022 meeting	28 December 2022 meeting
18 January 2023	8 February 2023 meeting	22 February 2023 meeting
15 February 2023	8 March 2023 meeting	22 March 2023 meeting
22 March 2023	12 April 2023 meeting	26 April 2023 meeting
19 April 2023	10 May 2023 meeting	24 May 2023 meeting
24 May 2023	14 June 2023 meeting	28 June 2023 meeting

Approval Process

1. Your application will be assessed and presented to Bayside Traffic Committee (BTC) for review and recommendation. To be formally approved at the Council meeting.
2. The Bayside Traffic Committee and/or Council may impose additional conditions of approval is required.
3. If the application is approved, you will be provided with an Invoice of applicable fees (see above) and associated conditions. The signage will be installed within 3 weeks of payment.
4. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required. Extension of time requests must be made at least 3 weeks prior to the expiry date of the approved Works Zone. Please complete the application form and submit:
 - a) By emailing to CS.applications@bayside.nsw.gov.au. A customer service officer will contact you to organise over the phone credit card payment of the application fee. This option is only available for Works Zones.
 - b) By visiting one of Council's customer service centres and paying the application fee via cash, cheque or card.

[illegible]

General Arrangement Plan – A plan, drawn to scale, showing the arrangement and details relating to hoardings, complete with dimensions.

[illegible]

NB: If you have paid a Security Deposit and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection and complete the first page of the Request for Refund Application, found on our website, and submit it to Council. Once the Public Domain Engineer has conducted the Inspection and has established that no damage has been sustained to Council's assets, Council will process your bond refund. Please allow a minimum of fourteen (14) working days from the time of the request for the inspection to be completed. Refunds may take up to 6 weeks from submission of the forms and completion of the inspection. We advise that supplying your bank details so we can refund you via EFT is preferred and allows for a quicker refund. Should you not have received your bond refund after that time, please contact Council's Accounts Payable Department on 1300 581 299.

SECTION 3: OTHER TEMPORARY ACTIVITY PERMITS						
Activity Type		Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive	Office Use	
3(a)	Tower Crane (inside the worksite) – Do you plan to swing or hoist across Council property (including roadway)? Note: If you plan to assemble or dismantle the Tower Crane from a mobile crane which will stand and operate on Council land, you must also select activity 1(b) Stand & Operate Registered Plant/Vehicle	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<ul style="list-style-type: none"> Traffic Management Plan – <i>must include</i> <ul style="list-style-type: none"> Installation and removal phases Operation phase Slewing Diagram Permit issued by Sydney Airport Corporation (SACL) or Civil Aviation Safety Authority (CASA). If you have applied to SACL or CASA and they have informed you that a permit is not required, please provide written proof. Certificate of Currency (Public Liability \$20million minimum) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Starting Date		Finishing Date		No. of Months		
Exact location or street name						
Description of works						
Fees – Tower Crane (EP06)					Application Code	
Application fee				\$308.00	AP/CWC	
Slewing Fee over Council Land (per month or part thereof)				\$913.00	AP/CWC	
Diagram to be inserted						

Please note:

If you will be using a mobile crane on Council Land to assemble or disassemble the Tower Crane, you will also require a Stand & Operate Registered Vehicle/Plant Permit on page 4. You will need to apply for the installation and again for the dismantling of the Tower Crane.

SECTION 3: OTHER TEMPORARY ACTIVITY PERMITS (CONT.)									
Activity Type			Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive			Office Use	
3(b)	Public Land Access – 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"> Plan showing the extent of access with dimensions Traffic Management Plan (if applicable) Dilapidation Report Certificate of Currency (Public Liability \$20million minimum) 			<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 access/occupied (m ²):									
Description of works									
Fees – Temporary Access over Public Land (EP08)								Application Code	
Application fee						\$308.00		AP/CWC	
Security Deposit (per sq.m – min bond \$1,500)						\$ 34.50		AP/CWC	
Public land and/or Easement Temporary Access Fee – passage over public land						\$368.00		AP/CWC	
Public land Occupancy Fee (per sq.m per week)						\$ 2.00		AP/CWC	
Diagram to be inserted									

NB: If you have paid a Security Deposit and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection and complete the first page of the Request for Refund Application, found on our website, and submit it to Council. Once the Public Domain Engineer has conducted the Inspection and has established that no damage has been sustained to Council's assets, Council will process your bond refund. Please allow a minimum of fourteen (14) working days from the time of the request for the inspection to be completed. Once the Public Domain Engineer has conducted the inspection and has established that no damage has been sustained to Council's assets, please submit a 'Request for Bond Refund Form' which can be found at www.bayside.nsw.gov.au.

SECTION 3: OTHER TEMPORARY ACTIVITY PERMITS (CONT.)					
Activity Type		Required		Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive	Office Use
3(c)	Temporary Dewatering – 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"> • Dewatering Management Plan & Water Quality Plan • Geotechnical Engineering Report • Certificate of Currency (Public Liability \$20million minimum) 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Starting Date				Finishing Date	
No. of Months				No. of Days	
Development Site Area (m ²):					
Exact location or street name for discharge					
Description of works					
Fees – Temporary Dewatering (EP07)					
Application fee				\$308.00	AP/DW
Design review and approval fee				\$250.50	AP/ DW
Permit to dewater or pump out site into Council System (minimum of 1 month) per square meter per month or part thereof				\$0.80	AP/ DW
Security Deposit for applications not associated with a DA or CDC				\$20,000.00	AP/ DW
Diagram to be inserted					

Dewatering Management Plan – Refer to Temporary Dewatering Permit Information Sheet attached.

NB: If you have paid a Security Deposit and your works have been completed, please contact the Public Domain Engineer listed on your Permit to book in an inspection and complete the first page of the Request for Refund Application, found on our website, and submit it to Council. Once the Public Domain Engineer has conducted the Inspection and has established that no damage has been sustained to Council's assets, Council will process your bond refund. Please allow a minimum of fourteen (14) working days from the time of the request for the inspection to be completed. . Once the Public Domain Engineer has conducted the inspection and has established that no damage has been sustained to Council's assets, please submit a 'Request for Bond Refund Form' which can be found at www.bayside.nsw.gov.au.

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

Traffic Management Plans – Refer to Traffic Management Plans Information Sheet for further 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.

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 Transport for New South Wales (TfNSW) has been obtained. Additional processing time will be required for Council to refer applications to TfNSW. 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.

Classified Roads in the Bayside Council Area

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 TfNSW. 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.

Regional Roads in the Bayside Council Area

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.

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 – Jones². 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**

Guidelines for Application for Temporary Dewatering Permit

One of the requirements by Council for issuing a Temporary Dewatering Permit for discharging pumped out water into Council's storm water system is the submission to Council of a Dewatering Management Plan (DMP).

This information sheet is intended to assist the applicants and their service providers in preparing a satisfactory DMP.

The DMP shall be prepared by a qualified Water Quality Scientist or an appropriately qualified person acceptable to Council and must address the following:

- 1 Site location and reasons for dewatering;
- 2 Footprint area to be dewatered;
- 3 Anticipated dewatering flow rate;
- 4 Expected dewatering duration;
- 5 Dewatering techniques proposed;
- 6 Controls to manage water quality and method of effluent discharge;
- 7 Measures and techniques to manage noise, vibration, odour and the like;
- 8 Measures and techniques to manage geotechnical stability issues;
- 9 Contingency plan in case of any emergency situation;
- 10 Monitoring program to ensure that the treated (if required) discharge complies with ANZECC guide water quality requirements;
- 11 The point of discharge to Council's storm water system, including the layout of discharge line;
- 12 Strategy for managing any impacts during and after the completion of the project;
- 13 Summary of recommendations made and implementation methods to ensure compliance shall be included the DMP;
- 14 The nominated proponent's name, address and position shall be detailed within the DMP. Responsibility for legislative compliance and accountability for ensuring the discharge water quality complies with the above mentioned requirements lies with the proponent; and
- 15 Contact details of a site representative whom is to be available to respond to routine and emergency calls 24 hours/day, 7 days/week and 365 days/year, shall be detailed in the DMP.