Work Activities on Council Sites Application Form





Property	Details									
Lot No(s)		Se	ection						DP/S	SP Number
Unit No.		Stree	t No.		St	reet				
Suburb									Post	tcode
Owner(s)	Surnam	е						Given Nam	ne(s)	
Property 0	Owner's	Conser	it (Signa	iture)						
Descriptio	n of Ass	ociated	Devel	opme	nt					
Descriptio	n									
DA/CDC N	Number	/_		_	DA/CDC Developr		st	\$		Date of//
Applicant	:/Permit	Holde	r Deta	ils						
Ms/Mr/Mrs Other (plea			iven ame(s)						Surn	name
Street Add			, ,							
Company	Name (i	f applicab	ole)							
Mailing Ad	ldress (if	different)							
Daytime T (Home/Wo		e No.						Mobile No.		
Email Add	lress									
Payment	Details									
Applicant's	s Signat	ure								Date//
Application	n Fees				\$308.0	0		Office Use		
Office use	Only	Receip	ot 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.
- 2. 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
- 4. 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.
- 6. 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

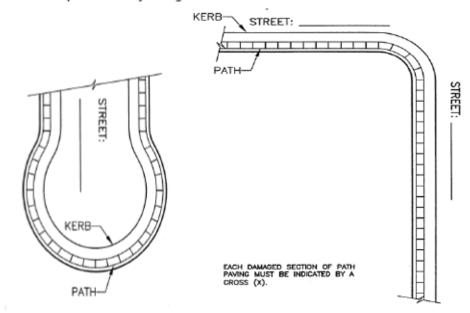
Bayside Customer Service Centres

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

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?				
Is there any damage to the FOOTPATH?				
Is there any damage to the ROAD?				
Is there any damage to the STORMWATER DRAINAGE?				

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.

SEC	SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES										
Activi	ty Type			Requ	iired	ı		ation to be submitted	d	Office Use	
							Please provide doc Council on a non-r	cuments below to eturnable USB drive			
1(a)	Area Closur	oath and Road Relate e – Do you plan on		Yes	No		Traffic Manager Control Plan	nent Plan or Traffic			
	or a road rela	oart of the road, footpa ated area (e.g. car par pedestrian traffic?				,	Certificate of Cu \$20million mining	rrency (Public Liabil num)	ity		
		•					• Local Police approval (if applicable)				
							Transit Systems Operators appro	Authority or Busoval (if applicable)		0	
							• Sydney Trains a	pproval (if applicabl	e)		
							• TfNSW approva	l (if applicable)			
				nishing ate		•		No. of Days			
Exact	t location or str	reet name for closure									
No. of	lanes closed	Footpath	clo	ength of losure Footpath Roadway				No of Council owr parking spaces to occupied (if applical	be		
Desc	ription of works		,		,	110	<u> </u>	occupios (ii appliosi	2.0)		
Fees	Road, Foot	tpath and Road Rel	ated	Area	Clo	su	re (EP05)	1	Арр	lication Code	
Appli	cation fee							\$308.00		AP/TRC	
Roadway and/or footpath occupation (per lin				al met	re p	er I	ane per day)	\$4.00	AP/TRC		
Coun	Council owned parking space occupation (pe				e per	r da	ay)	\$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: F	NB: Road/Footpath Closure Short Term and Council Parking Spac Short Term for <i>Health & Community Services</i>						EXEMPT		AP/TRC		
2.1010					am	to I	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.

Please note:

- 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.

SEC.	SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CONT.)										
Activi	ty Type		Requ	uired	ı	Supporting informati	ion to be submit	ted	Office Use		
				,		Please provide docume non-returnable USB driv		cil on a			
1(b)	Vehicle or P	perate Registered lant – Does your activit	Yes	No		Traffic Manageme Control Plan	nt Plan or Traffi	С			
		ng from a vehicle e street? Please select				Certificate of Curre \$20million minimum		bility			
	☐ Mobile Cra	ane				• For mobile crane v	work:		_		
	☐ Concrete	Truck				 Slewing diag 	gram				
	☐ Concrete	•				Mobile crane length)	e details (mass,				
	Other work vehicle, please specify: Note: If you plan to hoist from an internal crane you must also select activity 3(a) Tower Crane					Corporation Aviation Saf If you have a CASA and to you that a po	ed by Sydney Air (SACL) or Civil fety Authority (Capplied to SACL hey have inform ermit is not requide written proof	ASA). . or ed iired,			
						Local Police appro	oval				
						Transit Systems A Operators approva					
						Sydney Trains app	oroval (if applica	ble)			
						• TfNSW approval (i	if applicable)				
Startin	g Date		Finishing	Dat	te		No. of Days				
Exact	location or str	eet name									
No. of	lanes closed		Length o	of	Foo	ntnath	No of Council or parking spaces				
		Roadway	(lineal met	res)	Roa		occupied (if appli				
Descr	iption of works										
Fees	Fees – Stand and Operate Registered Vehicle or Plant (EP03) Application Code										
Application fee \$308.00 AP/CWC								AP/CWC			
Crane (per d		uck / Other work vehicle	e occupy	ing '	1 tra	affic lane/parking land	e \$306.00	A	AP/CWC		
	e / Concrete Tr	uck / Other work vehicl	e occupy	ing 2	2 tra	affic lanes or half roa	d \$610.00	A	AP/CWC		
Crane	Crane / Concrete Truck / Other work vehicle off-street car parking \$ 25.00 AP/CWC per space per day)										
(2013	pado por day)		Diag	ram	to h	oe 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.

SEC	SECTION 1: TEMPORARY TRAFFIC MANAGEMENT ACTIVITIES (CONT.)										
Activi	ty Type		Requ	uired	Supporting information	on to be submitte	ed	Office Use			
					Please provide documen non-returnable USB driv		il on a				
1(c)	Item - Do yo	d with Unregistered u plan to place anything	Yes	No	Traffic Managemer Control Plan	nt Plan or Traffic					
		dway which is NOT a hicle? Please select			Certificate of Curre \$20million minimun		ility				
	☐ Type A – V	Vaste container									
	□ Type B – C	Other item									
Starting Date Finishing Date No						No. of Days					
Exact	location or str	eet name for occupation	n								
	of Waste iner/Skip Bin				Container, description of the contai	of					
☐ Mini (<2.5 cu.m)											
Descr	iption of works										
Fees	– Оссиру Ro	ad with Unregistered	Item (E	P02)			Applio	cation Code			
		ess than 2.5 cu.m) or La n 5 days = NO APPLIC					lling res	sidence			
		cepting single dwelling			, ,	\$308.00		AP/SB			
Occup	oancy fee for n	nini skip bin (less than 2	2.5 cu.m)) (per d	ay)	\$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/								AP/SB			
Occupancy for other permissible items – Council owned car space (per space / per \$25.00 AP/SB day)											
Removal Charges – removal of unauthorised items by Council At Cost											
	Diagram to be inserted										

SEC	TION 1: TEI	MPORARY TRAFF	IC MAI	NAGEN	IENT A	CTIVITIES (CON	IT.)		
Activi	ty Type		Requir	Required		IRED information tations without docu	ıments listed		Office Use
						orovide documents be urnable USB drive	elow to Counci	il on a	
1(d)		e – do you plan to	Yes	No	Works zone general arrangement plan				
		a statutory Work tivities adjacent to			Traffic Management Plan (must include)			lude	п
	your site to undertake works?					cles swept paths, T mation related to D			
					• Certi \$20r				
Startir	Starting Date			inishing Date No. of Weeks (minimum 10 weeks)					
	location or s	treet name for							
	lanes for Zone		Length (lineal me	of Work etres)	s Zone		No. of Cou parking spa occupied (i	aces to be	e
Desc	ription of						,	• •	
	– Works Zo	<u> </u>							
	<u> </u>	s the Works Zone to be	for a min	imum of	ten (10) v	veeks duration.			
	cation Fee							\$400.00	
	• "	al metre pre lane per we				<u> </u>	·	\$29.50	
		(per space per week or	-			m person of 10 week	(S)	\$168.50	
Regu	latory Signag	ge (install and removed	two signs	s plus ste	ems)			\$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 2023	12 July 2023 meeting	26 July 2023 meeting
20 July 2023	09 August 2023 meeting	23 August 2023 meeting
24 August 2023	13 September 2023 meeting	27 September 2023 meeting
21 September 2023	11 October 2023 meeting	25 October 2023 meeting
19 October 2023	8 November 2023 meeting	22 November 2023 meeting
23 November 2023	13 December 2023 meeting	27 December 2023 meeting
18 January 2023	14 February 2024 meeting	28 February 2024 meeting
15 February 2024	13 March 2024 meeting	27 March 2024 meeting
22 March 2024	10 April 2024 meeting	24 April 2024 meeting
19 April 2024	9 May 2024 meeting	23 May 2024 meeting
24 May 2024	12 June 2024 meeting	26 June 2024 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 <u>CS.applications@bayside.nsw.gov.au</u>. 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.

SECTION 2: TEMPORARY WORKS AND STRUCTURES ACTIVITIES									
Activit	ty Type	Requ	uired	Supporting information	to be submitted	Office Use			
				Please provide documents a non-returnable USB drive		on			
2(a)	Scaffolding, Hoarding and Fencing	Yes	No	General Arrangement	t Plan				
	Do you plan to erect a temporary structure in a public place to enclose a			Structural Engineering	g Drawings				
	work area? Please select below:			Structural Engineering	g Certificate				
	A Class Hoarding			Traffic Management Plan – must					
	☐ Site fencing			include	include				
	☐ Type A Hoarding			Installation and r	removal phases				
	B Class Hoarding			Operation phase)				
	☐ Type A Hoarding, plus scaffolding			Certificate of Currence Capable Capable	y (Public Liabili	ty 🗆			
	☐ Type B Hoarding, no sheds			\$20million minimum)					
	☐ Type B Hoarding, plus site sheds								
	\square Type B Hoarding, plus scaffolding								
Startin	Starting Date Finis			No	. of Months				
Exact	location or street name for hoarding								
Length	of Site Fence / Hoarding / Scaffolding	l g (lineal	metre	s)					
Descr	iption of works								
D0001	iplion of works								
	 Scaffolding, Hoarding and Fencing 	ng (EPC	04)			pplication Code			
Applic	cation fee				\$308.00	AP/CWC			
A Cla	ss – Occupation Fee (per lineal metre	frontage	e per n	nonth or part thereof)	\$44.00	AP/CWC			
B Class – Type A and Type B (No Sheds but may include scaffolding) – \$44.00 AP/CWC									
Occupation fee (per lineal metre frontage per month or part thereof) B Class – Type B (With Sheds) – Occupation fee (per lineal metre frontage per \$87.00 AP/CWC									
month	or part thereof)			<u> </u>					
	B Hoarding Security Deposit (for hoard open lineal metre frontage) (Refundable)				\$570.00	AP/CWC			
CDC) (per lineal metre frontage) (Refundable upon completion) Diagram to be inserted									

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

SECT	SECTION 2: TEMPORARY WORKS AND STRUCTURES ACTIVITIES (CONT.)									
Activit	ty Type				Requ	uired	Supporting information	n to be submitted	Office Use	
							Please provide documents below to Council on a non-returnable USB drive		1	
2(b)	Ground Anchors in Council Land— Do you plan to install temporary ground anchors in a public road to support excavation below the existing road surface level? Note: If you plan to install and operate a dewatering system discharging to Council's stormwater network you must also select activity 3(c) Temporary Dewatering Permit Application.			to kisting	Yes	No 🗆	Arrangement Plan Structural Engineering Structural Engineering Geotechnical Engineering Certificate of Curren	 Ground Anchors Detailed Arrangement Plan Structural Engineering Drawings Structural Engineering Certificate Geotechnical Engineering Report Certificate of Currency (Public Liability \$20million minimum) 		
Startin	g Date			Finish	ing Da	ate	No	o. of Months		
		(in Coun	cil land) ame for suppo	ort						
	ription of v		ring/Support	usina	Grou	nd An	chors in Council Land	(FP09)		
	cation fee	rary One	ппулопроп	using	Orour	IU AII	Shors in Council Land	\$308.00	AP/RA	
Installation of Strand Anchors under Council's road reserve per anchor \$1000.00 AP/RA							AP/RA			
	Installation of Removeable Screw Anchors under Council's road reserve per anchor \$215.00 AP/RA									
		(per inspe						\$275.00	AP/RA	
Security Deposit for removal of anchors \$20,000.00 AP/RA										
	Diagram to be inserted									

Ground Anchors Detailed Arrangement Plan – A plan showing the general arrangement of all ground anchors, including sections and elevations.

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.

SEC	SECTION 3: OTHER TEMPORARY ACTIVITY PERMITS									
Activi	ty Type			Requ	iired	Supporting information to be submitted Please provide documents below to Council on a non-returnable USB drive			Office Use	
3(a)	Do you plai	Crane (inside the worksite) – plan to swing or hoist across property (including /)?		Yes	No 🗆	 Traffic Managemer include Installation an Operation pha 	d removal phas	es		
	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				Slewing Diagram					
			n a and nust &		 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 		ve / not oof.	_ 		
						\$20million minimum		, incy		
Startin	ng Date		Finis	shing [Date	1	No. of Months			
Exact	location or s	street name								
Descr	Description of works									
Fees	– Tower Cr	ane (EP06)						App	lication Code	
	cation fee						\$308.00		AP/CWC	
Slewi	Slewing Fee over Council Land (per month or part thereof) \$913.00 AP/CWC									
				Diag	ram 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.

SECT	ΓΙΟΝ 3: O	THER TEMPORARY	/ ACT	IVITY	PER	MITS (CONT.)			
Activit	у Туре			Requ	iired	Supporting information to			Office Use
						Please provide documents back a non-returnable USB drive	below to Council	on	
3(b)	on access	nd Access – Do you paing or occupying Countries select below:		Yes	No	Plan showing the extendimensions	nt of access w	/ith	
						Traffic Management P applicable)	lan (if		
		over Council land (i.e. orivate property)	το			Dilapidation Report			
	☐ Access over and occupy Council Land (Please state purpose):				Certificate of Currency \$20million minimum)	r (Public Liabil	ity	_	
		-							
Starting Date No. of Weeks									
Exact	location or	park name for access							
Area o	of Public La	and being access/occu	pied (n	n²):					
Descr	iption of wo	orks							
		ary Access over Pub	lic Lar	nd (EF	P08)			App	olication Code
Applic	ation fee						\$308.00		AP/CWC
Security Deposit (per sq.m – min bond \$1,500) \$ 34.50 A							AP/CWC		
The state of the s								AP/CWC	
Public	land Occu	pancy Fee (per sq.m p	er wee	ek)			\$ 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.)										
Activit	ту Туре		Requ	uired	Supporting infor	mation to be submitted	Office Use			
					Please provide documents below to Council on a non-returnable USB drive					
3(c)	plan to pump	Dewatering – Do you out water from a site	Yes No • Dewatering Manager Water Quality Plan							
		s drainage system e road gutter)?								
	(morading the	roda gattor).			Geotechnical Engineering Report					
			Certificate of C \$20million min	Currency (Public Liability imum)						
Startin	g Date				Finishing Date		1			
No. of	Months				No. of Days					
Devel	Development Site Area (m²):									
Exact	location or str	eet name for discharge								
Descr	iption of works									
Fees	Temporary	Dewatering (EP07)								
Applic	ation fee					\$308.00	AP/DW			
Desig	n review and a	approval fee			\$250.50	AP/ DW				
		r pump out site into Counc er month or part thereof	cil Syst	tem (m	ninimum of 1 mont	h) \$0.80	AP/ DW			
Secur	Security Deposit for applications not associated with a DA or CDC \$20,000.00 AP/ DW									
			Diag	ram 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 <u>at</u> 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 Bay	yside 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 Ba	ayside 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.









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.

infosheet



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.