

# Stand and Operate Registered Vehicle or Plant EP03

## Local Government Act 1993 and Roads Act 1993

### OFFICE USE ONLY

Reference No.

### About this form

Use this form to apply for a permit to stand and operate a registered vehicle or plant (standing plant) on Council roadway. This allows occupation of any part of the road, footpath or carpark to work from a vehicle parked on the street. This permit is required when construction activities involve working from a vehicle parked on the street including mobile crane, concrete truck, concrete pump, or another similar vehicle.

You will be charged an application fee at lodgement. Council will advise of the remaining fees during review and assessment of the application. Payment will be required prior to any approval. Refer to Council's [Fees and Charges](#).

- If proposing to pump concrete, you will need to pay for two (2) lanes:
  - 1 parking lane on the roadway and
  - 1 footpath lane to pump across.
- If proposing to use a Mobile Crane to install **or dismantle** a Tower Crane, you will also need to apply for a Tower Crane Permit.

### Proposed Site Details

Unit No:  Street No:  Street Name:   
Suburb:  Post Code:

### Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other  
First Name:  Family Name:   
Company Name (if applicable):   
ABN/ACN (if applicable):   
Address:   
Suburb:  State:  Post Code:   
Email Address:   
Daytime Telephone No. (Home/Work):  Mobile No:

### Description of Associated Development

DA/CDC Number:   
DA/CDC Development Cost (estimate) \$   
Description:

## Application Type (select one)

- ☐ Mobile Crane\* ☐ Concrete Truck (or Pump) ☐ Lift - Scissor  
(You will be charged for two (2) lanes minimum) (You will be charged for two (2) lanes minimum)

☐ Other work vehicle please specify:

\*If you are using a mobile crane in order to install a Tower Crane, you will **also** need to apply for a Tower Crane Permit.

## Activity Details

Start Date: Finish Date:

Total number of days (including start & finish Date):

Dates of Occupation if multiple or non-consecutive days (if known):

No. of Lanes to be closed. Length of Closure  
(If you choose Concrete Truck or Pump you will be charged for two (2) lanes) (Lineal metres):

Description of works:

Are you proposing to use the whole road or to fully close the road? ☐ No ☐ Yes

Is the footpath going to be closed? (If so, you will be charged for a lane) ☐ No ☐ Yes

Are you proposing to use the Parking Lane (the lane next to the Kerb)? ☐ No ☐ Yes

Are you proposing to use the Carriageway Lane? ☐ No ☐ Yes

Is the proposed location on a State/Classified Road? ☐ No ☐ Yes

If **Yes**: approval from TfNSW will be required

Are you proposing works in a Council Carpark? ☐ No ☐ Yes

If **Yes**: no. of car parking spaces

**Supporting Documentation Please** note that other documents may be required during assessment.

| Mandatory Documents – For all applications   |                              | Office Use               |
|--|------------------------------|--------------------------|
| 1. Traffic Management Plan   | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 2. Certificate of Currency (Public Liability \$20million minimum)  | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| Mandatory Documents – If your application is for a Mobile Crane  |                              | Office Use               |
| 3. Crane details (mass, length)  | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 4. Lift Study  | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 5. Slewing Diagrams  | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 6. 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"/> Yes | <input type="checkbox"/> |
| Other Documents that may be required during assessment.  |                              |                          |
| 7. TfNSW Approval (if applicable)  | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 8. Bus Operator Approval (if applicable)   | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 9. Local Police Approval (if applicable)   | <input type="checkbox"/> Yes | <input type="checkbox"/> |
| 10. Non-Council Asset Owner Approval   | <input type="checkbox"/> Yes | <input type="checkbox"/> |

## Fees

| Fees at lodgement   | Application Code |        |
|---|------------------|--------|
| Application Fee   | \$ 327.00        | AP/CWC |
| Crane/Concrete truck/Other work vehicle occupying whole road or full road closure     | \$ 975.00        | AP/CWC |
| Crane/Concrete Truck/Other work vehicle occupying 1 traffic lane/parking lane per day | \$ 325.00        | AP/CWC |
| Crane/Concrete Truck/Other work vehicle occupying 2 traffic lane/parking lane per day | \$ 647.00        | AP/CWC |
| Crane/Concrete Truck/Other work vehicle off-street car parking (council car park)     | \$ 26.50         | AP/CWC |

## Terms and conditions

### 1. Permit

- 1.1. **This application is NOT a permit to undertake work.** A valid permit must be obtained prior to undertaking the work or activity.
- 1.2. Fines may apply if an activity commences without a valid permit been issued.
- 1.3. The Permit will be issued after assessment and outstanding fees are paid in full.
- 1.4. A minimum period of ten **(10) working days** is required to assess the application.
- 1.5. An application may require longer processing times beyond what is outline in 1.4 for Considerable Works.
- 1.6. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied prior to commencement.
- 1.7. Fines may apply if an activity commences without satisfying the conditions set out in the permit.
- 1.8. Council may require additional information to process the application, if the application is incomplete or unclear.

### 2. Fees and Charges

- 2.1. Applications are subject to an application fee, and additional fees regarding the specific works.
- 2.2. Fees are subject to change during the assessment period, based upon lodged supporting documents.
- 2.3. A refundable security bond may be required and can be in the form of cash, bank cheque or bank guarantee.
- 2.4. Fees may be recalculated based on lodged supporting documentation or by remeasurement.
- 2.5. Not Used

### 3. Dilapidation Reports

- 3.1. 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.
- 3.2. 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.
- 3.3. 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.

### 4. Electronic Supply of Supporting Documents

- 4.1. Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents).
- 4.2. Electronic documents must comply with the Bayside Council [Lodgement Guidelines for Engineering Applications](#).

### 5. Specifications for Supporting Information

- 5.1. **Traffic Management Plan** – A plan (prepared by person holding a PWZTMP licence) in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines, AS1742.3, and SafeWork NSW regulations.
- 5.2. **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. Should a Certificate of Currency expire within the approved permit period, the applicant is responsible for obtaining and providing a valid copy for the remaining duration of the permit.
- 5.3. **TfNSW Approval** – A Road Occupancy Licence must be obtained from TfNSW for approval of the occupation of roadway on a Classified Road.
- 5.4. **Bus Operator Approval** – external written approval/acknowledgement from Sydney Buses if works to impact an existing bus route.
- 5.5. **Non-Council Asset Owner Approval** – Asset owners may have specific asset protection requirements. The Applicant acknowledges that the Council Permit does not authorise working within a specified protection zone, or no-go zone, around assets which are not owned by Council. The Applicant acknowledges that it is their responsibility to receive approval from the relevant asset owner and comply with any requirements set out by those asset owners regarding protection of their asset.
- 5.6. Not Used
- 5.7. Crane Details – A technical datasheet or specification from an equipment/plant manufacturer
- 5.8. Lift Study – A set of drawings, elevations and sections for the proposed tower crane.
- 5.9. Slewing Diagrams – A site plan showing the location of the hoisting equipment on the site or on the building, the area of the roadway from which material will be hoisted over and where the crane is proposed. A drawing showing the slewing movement of the crane boom or crane jib in a horizontal plane over roadways and surrounding properties.
- 5.10. SACL / CASA letter – Written consent from Sydney Airport Corporation Licences (SACL) or Civil Aviation Safety Authority that provides concurrence for the occupation of the airspace.

## 6. Safety legislation

- 6.1. The Applicant shall maintain no adverse impact on road safety for road users including pedestrians and cyclists. Provision is to be made for service vehicles, resident vehicles etc. to gain access to properties at all times.
- 6.2. The Applicant must comply with all of the agreements, declarations and conditions of the Work, Health and Safety Act 2011, SafeWork NSW, NSW Dial1100 Before You Dig Service, Council's Fees & Charges, Environmental and other Legislation, Council policies and any other Regulation applicable to the activity.
- 6.3. Where in Council's opinion, inadequate barricading and/or lighting has been provided around the works or activity, Council may, without prior notification, install additional barricades and/or lamps and recover the cost of barricading and/or barricading from the applicant.

## 7. Bond Return

- 7.1. Upon completion of your works, contact the Responsible Officer listed on your Permit to book an inspection for refund of securities.
- 7.2. Submit the Request for Bond Refund Form and submit to council.
- 7.3. A council Public Domain Engineer has conducted the inspection and has been established that no damage has been sustained to Council assets, Council will process your bond refund.
- 7.4. Inspections may take fourteen (14) working days from initial request.
- 7.5. Bond refunds may take up to 6 weeks from submission of form and completion of the inspection.
- 7.6. Council advises that you supply your bank details so an EFT refund can be initiated.
- 7.7. If you have not received your bond after this time period, contact the Councils Accounts Department on 1300 581 299.

## 8. Extension of Permit

8.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.

8.2. Council reserves the right to reject Extension of Time requests if:

- 8.2.1. it is made more than ten (10) business day after the permit has lapsed.
- 8.2.2. the request is made less than ten (10) business days prior to the proposed extension start date; or
- 8.2.3. the proposed scope of works has considerably changed from the original application.

## 9. Filming and Photography Related Applications Not Used.

## 10. Minor Maintenance Works Not Used.

11. **Considerable Works** are propositions which:

- 11.1. Remove a travel route or intend to reroute a travel route with detours or other traffic diversions.
- 11.2. Have a duration of longer than 30 days.
- 11.3. Are on Classified roads and impacts the Council Road network; or
- 11.4. Require the concurrence stakeholders outside of Bayside Council.

## Declaration

I have read, understood, and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application on the dates prescribed.

I also understand that:

- Before the application is approved, I will be provided with an invoice of the outstanding applicable fees.
- More information may be requested after the date of lodgement.
- I declare that the information given is true and correct.
- I understand that if incomplete, the application may be returned to me, delayed, rejected or more information may be requested within twenty-one (21) days of lodgement.

As the applicant I am accepting the responsibility for all charges relating to the application by submitting this application and/or licence. I understand that I must pay additional charges in line with our current fees and charges when council advises of any additional fees, after assessment of the application, and payment will be required prior to any approval. Additional fees may also be levied when Bayside Council Officers determine the application has exceeded the initial estimation or measurements at lodgement.

Applications and costs cannot be submitted on behalf of another business, or transferred to another business, company or individual.

|                       |  |      |   |   |  |
|-----------------------|--|------|---|---|--|
| Applicant's Signature |  | Date | / | / |  |
|-----------------------|--|------|---|---|--|

## Classified Roads

TfNSW has responsibility for the road pavement and kerb and gutter on Classified Roads. If the main traffic route is a classified Road, the applicant shall apply for a permit from TfNSW as well as obtaining written approval from the Police Traffic Branch. Council is responsible for works, activities, occupation, and restoration on footpaths of all roads including State Roads and will be responsible for the issuing of permits for such.

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.

## 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.

## How to lodge this application

You can lodge your completed application form and any required supporting documents:

### Online

Visit [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

### Email

Send your completed application form to [CS.applications@bayside.nsw.gov.au](mailto:CS.applications@bayside.nsw.gov.au) for email lodgement. 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.

### In person

At any of Council's Customer Service Centres:

- **Rockdale Customer Service Centre:** 444-446 Princes Highway, Rockdale NSW 2216
- **Eastgardens Customer Service Centre:** Westfield Eastgardens, 152 Bunnerong Road, Eastgardens NSW 2036

### By mail

Post to **Bayside Council:** PO Box 21, Rockdale NSW 2216 with payment via cheque or money order (do not send cash)

**Payment is preferred by cheque, money order, debit or 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.**

## Privacy notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council Officers. Members of the public will not be provided with access to the personal details contained on this form.

### 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  
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299