

Tower Crane Application EP06

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 swing, slew or hoist over and across Council property (including roadway) using a site-based tower crane.

If you are using a mobile crane on Council land to assemble or disassemble the Tower Crane, you will also require a Stand and Operate Registered Vehicle or Plant EP03 permit, you will need to apply for this permit for both the installation and for the dismantling of the tower crane.

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](#).

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 (if applicable)

DA/CDC Number: DA/CDC Development Cost: \$
Description:

Postal address

PO Box 21, Rockdale NSW 2216

ABN 80 690 785 443

Telephone Interpreter Services: 131 450

Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale

Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

W www.bayside.nsw.gov.au

T 1300 581 299

Служба за преведување по телефон

Activity Details

Starting Date:

End Date:

Number of months:

Number of cranes:

Exact Location for the Tower Crane(s) and the street names that will be slewed over:

Description of works:

1. Do you plan to swing or hoist over private land only?

If **Yes:** this application is only for hoisting or slewing over Council Road or open space. It does not provide approval for the slewing over private property. A separate access agreement with each affected landowner must be obtained. Council has no statutory obligation to ensure that the access agreements with the private landowners has been obtained prior to issuing approval.

☐ Yes

☐ No

2. Do you plan to swing or hoist over a [State/Classified Road](#)?

If **Yes:** approval from TfNSW must be obtained

☐ Yes

☐ No

3. Are you using a mobile crane on council land to erect or dismantle a tower crane?

If **Yes:** you will also require a Stand and Operate Registered Vehicle or Plant Permit EP03

☐ Yes

☐ No

Supporting Documentation

Mandatory Documents		Office Use
1. Traffic Management Plan for erection/dismantling of the Tower Crane	<input type="checkbox"/> Yes	<input type="checkbox"/>
2. Tower Crane Details	<input type="checkbox"/> Yes	<input type="checkbox"/>
3. Slewing Diagrams	<input type="checkbox"/> Yes	<input type="checkbox"/>
4. Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/> Yes	<input type="checkbox"/>
Other Mandatory Documents required during assessment.		
5. Approval letter issued by Sydney Airport Corporation Licences (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"/>
6. TfNSW Approval (if slewing is proposed over State/Classified Road)	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment

Fees

Fees at lodgement		Application Code
Application Fee	\$ 327.00	AP/TC
Fees after lodgement		Application Code
Slewing Fee over council land (per crane, per month or part thereof)	\$ 968.00	AP/TC

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 **10 working days** is required to assess the application.
- 1.5. Longer processing times are required for large works, activities on Classified roads, and works requiring the concurrence from relevant stakeholders.
- 1.6. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing.
- 1.7. Fines may apply if an activity commences without satisfying the conditions.
- 1.8. Council may require additional information to process the application if the application is incomplete or unclear.

2. Fees and Charges

- 2.1. All 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.

3. Damage Reports – Dilapidation:

- 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. Please also provide a paper copy of the Application Form if lodging in person.
- 4.3. Check the Electronic Lodgement Guidelines for Engineering Applications.

5. Specifications for Supporting Information:

- 5.1. **Traffic Management Plan** – Prepared by a qualified person (TfNSW accredited person) that indicate details of installation, operational and removal phases. It must be in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines – AS1742.3 and Work Cover NSW regulations.
- 5.2. **Tower Crane Details** – A set of drawings, elevations and sections for the proposed tower crane.
- 5.3. **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.
- 5.4. **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.
- 5.5. **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.
- 5.6. **TfNSW Approval** – Written consent from TfNSW for approval if the proposal is to slew over a Classified Road.

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, Work Cover 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 charge the applicant.
- 6.4. The Applicant must comply with all the clauses stated within **Work Health and Safety Regulation 2017:**
 - **Clause 54: Management of risk of falling objects** - A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. Note—WHS Act—section 19 (see clause 9).
 - **Clause 55: Minimising risk associated with falling objects** -
 - (1) This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.
 - (2) The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person by providing adequate protection against the risk in accordance with this clause.
 - (3) The person provides adequate protection against the risk if the person provides and maintains a safe system of work, including—
 - (a) preventing an object from falling freely, so far as is reasonably practicable, or
 - (b) if it is not reasonably practicable to prevent an object from falling freely providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.
 - **Clause 235: Major inspection of registered mobile cranes and tower cranes**

- (1) This clause applies to the person with management or control of a registered mobile crane or tower crane at a workplace.
- (2) The person must ensure that a major inspection of the crane is carried out by, or under the supervision of, a competent person—
 - (a) at the end of the design life recommended by the manufacturer for the crane, or
 - (b) if there are no manufacturer's recommendations—in accordance with the recommendations of a competent person, or
- (3) A major inspection carried out under and in accordance with an equivalent provision of a corresponding WHS law is taken to be a major inspection for the purposes of this clause.
- (4) In this clause, a **competent person** is a person who—
 - (a) complies with both of the following—
 - (i) has acquired through training, qualification or experience the knowledge and skills to carry out a major inspection of the plant, and
 - (ii) is registered under a law that provides for the registration of professional engineers,
 - (b) is determined by the regulator to be a competent person.
- (5) The regulator may, on the application of a person, make a determination in relation to the person for the purposes of subclause (4)(b) if the regulator considers that exceptional circumstances exist.

7. **Extension of Permit:**

- 7.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.
- 7.2. Extension of time requests must be made at least 3 weeks prior to the expiry date of the approved permit.

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 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 can't be submitted on behalf of another business, or transferred to another business, company or individual.

Applicant's Signature		Date	/	/	
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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

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

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