

Public Land Access Application EP08

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 gain access through, or to occupy Council land (e.g., parkland, reserves etc.).

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 adopted Fees and Charges.

Proposal Site Details

Site/Park to be Accessed:

Street Name of Land Access:

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: \$

Description:

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

T 1300 581 299

Proposal Details

Do you plan on accessing or occupying Council land (please select one of the below):

- ☐ Access over Council land (i.e. to access a private property)
- ☐ Access over and occupy Council Land

Park/Reserve name and street location you propose to access/occupy:

Start Date:

End Date:

Number of Weeks :

Number of Days:

Dates of Occupation
(If multiple or non-consecutive days/ weeks):

Proposed area of public land to be occupied (m²):

Description of activities and purpose of access:

Supporting Documentation

Mandatory Documents		Office Use
1. Plan showing access (with dimensions)	<input type="checkbox"/> Yes	<input type="checkbox"/>
2. Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/> Yes	<input type="checkbox"/>
Supporting Documents		Office Use
3. Conditions/Dilapidation – Photos of area before work/access	<input type="checkbox"/> Yes	<input type="checkbox"/>
4. Traffic Management Plan or Traffic Control Plan (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment

Fees at lodgement		Application Code
Application Fee	\$327.00	AP/CWC
Fees after lodgement		Application Code
Public Land and/or Easement Temporary Access Fee – Passage over	\$391.00	AP/CWC
Public Land Occupancy per square metre per week	\$ 2.20	AP/CWC
Security Deposit per sq.m (Minimum bond \$1,500)	\$ 37.00	AP/CWC
Key Deposit – to be charged for the allocation of all keys. (Fully refunded on return of key)	\$ 60.00	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 **10 working days** is required to assess the application.
 - 1.5. Longer processing times are required for large works or for activities on Classified roads, which require 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.
 - 2.3. A refundable security bond may be required and may be in the form of cash, bank cheque or bank guarantee.
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. **Plan showing the extent of access with dimensions** – a diagram indicating the entry point into the area for occupation/access, with dimensions of occupation.
 - 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. The Certificate of Currency must have an expiry date at least three (3) months later than the finish date for the proposed work activity.
 - 5.3. **Traffic Management Plan** – A Plan (prepared by TfNSW accredited person) in compliance with TfNSW Traffic Control at Work Sites Manual Guidelines – AS1742.3 and Work Cover NSW regulations..
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.
7. **Bond Return:**
 - 7.1. If you have paid a security deposit and you complete your work, contact the Public Domain Engineer listed on your Permit to book an inspection.
 - 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 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. Extension of time requests must be made at least 3 weeks prior to the expiry date of the approved permit.
9. **Key Bond**
 - 9.1. A refundable key deposit may be charged for the allocation of keys and/or access cards as listed in the relevant schedule of Fees & Charges.

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:

On-line

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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