

# Work Zone Permit Application EP01

Local Government Act 1993 and the Road Act 1993

## OFFICE USE ONLY

Reference No.

## About this form

Use this form to apply for a Works Zone associated with a development. A Work Zone will allow a vehicle to park in a street while approved works are carried out on the adjacent property. Council will advise you of any additional fees after assessment of the application and payment will be required prior to any approval. Please refer to Council's adopted Fees and Charges.

Depending on the likely impact of the Works Zone on traffic, parking and/or residents/businesses, the application is referred to the Bayside Local Traffic Committee for determination. It could take up to ten (10) weeks for a successful application to be approved.

## Applicant details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

First Name:  Family Name:

Company Name (if applicable):

ABN/ACN (if applicable):

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

## Business trading name details

Business/Trading Name:

ABN/ACN

Business Contact

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

## Property Details

Unit No:  Street No:  Street Name:

Suburb:  Post Code:

### 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

Telephone Interpreter Services: 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

## Description of Associated Development

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

## Activity Details

Location site – list frontage(s)	
Description of Activities/ works	

## Work Zone

Start Date		End Date	
Length of Work Zone in Lineal metres		No. of lanes for Work Zone	
No. of Weeks (Min 10 Weeks)		No. of Council owned parking spaces	

1. Are you proposing to have your work zone near a traffic light?  
If **Yes**: approval from TfNSW must be obtained ☐ 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

## Supporting Documentation

Mandatory Documents			Office Use
1.	Scope of Works/Site Plan -Work Zone general arrangement plan	<input type="checkbox"/> Yes	<input type="checkbox"/>
2.	Traffic Management Plan <ul style="list-style-type: none"><li>Must include vehicle swept paths &amp;</li><li>Traffic Control Plan and information related to DA Consent</li></ul>	<input type="checkbox"/> Yes	<input type="checkbox"/>
3.	Certificate of Currency (Public Liability \$20million minimum)	<input type="checkbox"/> Yes	<input type="checkbox"/>
Other Documents which may be required.			
4.	TfNSW approval ROL (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/>

Please note that other documents may be required during assessment.

Fees - Please refer to Council's adopted <a href="#">Fees and Charges</a>	Application Code
Application Fee	AP/CWC
After Application has been lodged and assessed	
Works Zone – Roadway (per lineal metre per lane per week or part thereof with a minimum period of 10 weeks) Industrial Zone	AP/CWC
Works Zone - Roadway (per lineal metre per lane, per week or part thereof with a minimum period of 10 weeks) – Residential area	AP/CWC
Works Zone – Off-street parking (per space, per week or part thereof with a minimum period of 10 weeks)	AP/CWC

## Work Zone Application Processing

Additional processing time is required to refer applications to the Bayside Traffic Committee for determination as a Work Zone may impact on traffic, parking and/or residents/businesses.

### Approval Process:

1. Your application will be assessed and presented to Bayside Traffic Committee (BTC) for review and recommendation and will 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 6 weeks prior to the expiry date of the approved Works Zone

Consequently, it could take up to ten (10) weeks for a successful application to be approved. Council and Committee meetings schedule can be found here.

## 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. A period of 10 working days is required to access the application.
- 1.4. Longer processing times are required for large works or for activities on [Classified roads](#), which require the concurrence of the TfNSW and relevant stakeholders.
- 1.5. Permits may be issued subject to conditions. It is the permit holder's responsibility to ensure that conditions are satisfied before commencing.
- 1.6. Fines may apply if an activity commences without satisfying the conditions.
- 1.7. Council may require additional information to process the application, if the application is incomplete or unclear.

### 2. Electronic Supply of Supporting Documents:

- 2.1. Council requires electronic lodgement of all plans and supporting documentation in digital form (as PDF documents).
- 2.2. Please also provide a paper copy of the Application Form if lodging in person.
- 2.3. Check the Electronic [Lodgement Guidelines for Engineering Applications](#).

### 3. Extension of Work Zone Permit:

- 3.1. The approved activity is only valid for the approved period. Applicants are responsible to advise Council of any extension of time required.
- 3.2. Extension of time requests must be made at least 6 weeks prior to the expiry date of the approved Works Zone

## 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

You can lodge your application using Bayside Councils online services at [www.bayside.nsw.gov.au](http://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%**

## Privacy notification

Completion of this document is voluntary - partially completed applications may result in refusal of the application. The personal information provided on this form (including your name and other details) will be handled in accordance with the Privacy and Personal Information Act 1998 and may be available to the public under various legislation

### OFFICE USE ONLY

Receipt No	Date	\$
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