

Placement of Scaffolding, Hoarding and Fencing

Application EP04

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 erect a temporary structure in a public place to enclose a work area. This includes hoarding, scaffolding or temporary fencing. This also includes Types A & B hoarding, Types A & B hoarding with scaffolding and Type B hoarding plus site sheds.

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

Is this activity associated with a DA or CDC? ☐ Yes ☐ No

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

Description of development:

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

Activity Detail

Please select **all** that are applicable:

A Class Hoarding	B Class Hoarding
<input type="checkbox"/> Site Fencing	<input type="checkbox"/> Type A Hoarding PLUS scaffolding
<input type="checkbox"/> Type A Hoarding	<input type="checkbox"/> Type B Hoarding, NO site sheds
	<input type="checkbox"/> Type B Hoarding, PLUS site sheds
	<input type="checkbox"/> Type B Hoarding, PLUS scaffolding

Starting Date:

Finish Date:

Number of Months:

Length of Scaffolding, Hoarding & Fencing in Lineal metres:

Street Frontages where the temporary structure(s) will be erected:

Description of works:

Supporting Documentation

Mandatory Documents for all applications	Office Use	
1. General Arrangement 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 required for Hoarding and Scaffolding applications	Office Use	
3. Hoarding Structural Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/>
4. Structural Engineering Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/>
5. Traffic Management Plan- Include installation, removal, and operation phases	<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	\$ 341.00	AP/HP
Fees after lodgement		
A Class – Occupation Fee*	\$ 49.00	AP/HP
B Class – Type A and Type B (No Sheds but may include scaffolding) - Occupation Fee*	\$ 49.00	AP/HP
B Class – Type B Hoarding (with Sheds) - Occupation Fee*	\$ 96.50	AP/HP
Type B Hoarding – Security deposit (for hoardings NOT associated with a DA or CDC) per lineal metre frontage refundable at completion.	\$ 570.00	AP/HP
*Occupation Fee is per lineal metre frontage per month or part thereof		

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. **General Arrangement Plan** – Site plan showing all temporary structures (hoarding, scaffolding, fencing) superimposed over Council assets (footpath, street trees, power poles, signage).
- 5.2. **Hoarding Structural Drawings** – drawings including elevations and sections prepared by a qualified Structural Engineer.
- 5.3. **Traffic Management Plan** – A plan (prepared by TfNSW accredited person) that indicates 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.
- 5.4. **Structural 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.
- 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.

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

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.

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. Complete the Request for Bond Refund Form and submit to Council.
- 7.3. A Public Domain Engineer will conduct the inspection to confirm that no damage to Council assets and land.
- 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 Council's 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

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	/	/	
-----------------------	--	------	---	---	--

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

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

\$

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