



TO CARRY OUT WORK OR AFFECT TRAFFIC WITHIN A ROAD, PARK OR DRAINAGE RESERVE

APPLICATION FORM ONLY

Work is not to commence without a permit issued by Council

Made under Section 138 Roads Act 1993 / Section 68 of the Local Government Act 1993

Property Key:	Office Use Only
Application Type / No:	
Development App No:	
Construction Cert No:	
Date Received:	

050889.2014 (July 2018)

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Type of application: (Please tick appropriate box)

- (A) Road Opening (white)
- (B) Road Opening requiring Restoration (pink)
- (C) Road Occupancy (blue)
- (D) Work Zone (mauve)
- (E) Road Opening – Within a Road, Park or Drainage Reserve (green)
- (F) Hoarding (orange)
- Other (please specify)

Address details of development

Shop/Unit No:	House No:	Office Use
Street:		
Suburb:	Postcode:	
Lot No:	Deposited / Strata Plan No:	Section:

Proposal of work to be carried out

Proposed work:		Office Use	
Proposed Use:			
Linear / Square metres:	Months / Weeks:		
Type and number of vehicles expected:			
Start date:	End date:		Proposed times:
Site contact person:			Site phone:
Owner's / Principal Contractor's Public Liability Insurance Co:			
Policy number:	Expiry date:		

General requirements**General information**

1. **No works to be commenced until permit/consent is issued by Council**
2. The application shall quote the application number for any future queries/correspondence
3. The applicant shall contact Council and provide this information at least seven (7) working days prior to the intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work

Relevant Acts

The extracts from the Roads Act 1993 & Local Government Act 1993 that are relevant to your application, are Section 138 of the Roads Act 1993 and Section 68 of the Local Government Act, 1993.

Processing and Approval

The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.

1. An appropriate fee, in accordance with Council's Fees and Charges must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. **Cheque clearance is required prior to issue of the permit.**
2. At the time of lodgement, a copy of the owner's and/or principal contractor's public liability insurance cover to the order of at least \$10m, including number/expiry date, needs to be submitted and if there are any unknown details such as start and end dates of the work, etc.

Applicant's Responsibility and Compliance

1. The owner is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/consent conditions and likewise responsible for compliance in respect of all agents, subcontractors and anyone else carrying out part or all of the activity authorised under the permit/consent
2. A copy of the Council endorsed application and the permit/consent must be held onsite and be available for inspection whilst the activity is being carried out
3. The works shall proceed to completion without undue delay
4. The applicant shall contact Council for any extension of time required for the work, prior to the original expiry date

Temporary Restoration

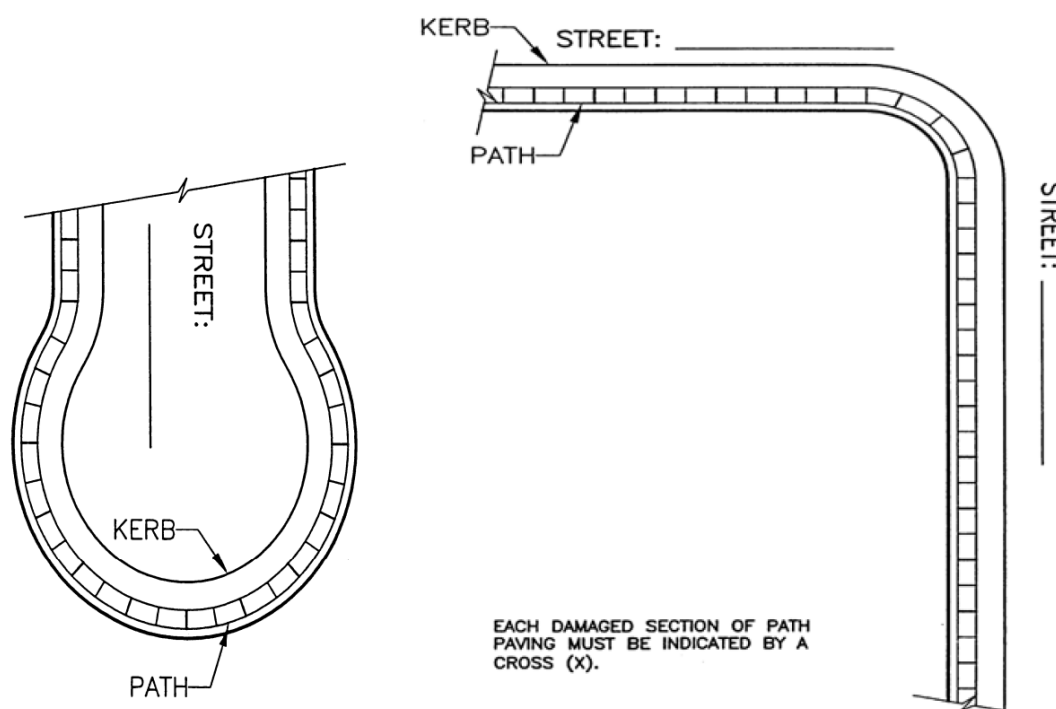
1. The applicant will be held responsible for all damage in the vicinity of their work unless they have reported such in advance of commencing the work. This report will be either a dilapidation report prepared by the applicant or a pre-inspection prepared by Council prior to commencement of any work. At locations with significant defects, a joint inspection is required with the Council officer on completion of works
2. The applicant of the proposed road occupancy, opening or carrying out of the proposed activity, shall maintain it in a safe condition until temporary restoration is accepted by Council.

**CONDITION OF FOOTPATH/ KERB & GUTTER /ROADS
PRIOR TO COMMENCEMENT OF BUILDING WORKS**

Is there any damage to the KERB AND GUTTER?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	Office Use Only
Is there any damage to the FOOTPATH?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	
Is there any damage to the ROADWAY?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	
Is there any damage to the STORMWATER LINE?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	<input type="checkbox"/>
Is there any damage to the SERVICE PITS?	<input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	

REQUIREMENTS:

- **This form must be completed, signed and submitted with application**
- Show reference point eg House No / landmark on diagram
- Show length of damage on diagram
- Attach photos to verify damage



Details below are to be completed in full:

Development Application / Construction / Complying Certificate No: (if applicable)			Office Use Only
Lot:	DP:	House No:	
Street:	Suburb:		
Inspection Date:			
Name:	Initials:		
Company:			
Contact Phone Number:			
Office Use Only			<input type="checkbox"/>
Code AP/MISC/RO (Rest)/ ROC-WZ /SD-RR /HA-TC Fees:	Receipt No:	Date:	
OR			
Code: AP-DA/CC/CD Fees:	Receipt No:	Date:	
<input type="checkbox"/> Inspected – no further action	<input type="checkbox"/> Inspected – referred to Civil Maintenance		<input type="checkbox"/>
Signature of Officer:	Name:	Date:	

(A) Road Opening (white)
Connection to utility services (eg gas, electricity, water, sewer, telecommunication etc)
(RO) – Connection C/C - (To Building)

Document Details:

Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the proposed activity. A Permit/Consent will not be issued if sufficient information or details are not provided. Details to be provided include:

Dilapidation Report or Pre-Inspection Report completed

All requirements have been checked and provided?

Yes No

Office
Use

Notes on Scheduled Fees:

- All fees are payable in advance. Dilapidation/Damage Inspection Fees are to be paid at the time building plans are submitted, i.e. at the same time the building fee is paid.
- In the case of road openings where no building plans are submitted, the fees are to be paid prior to any road openings being made.
- The fee payable will be assessed by the City Maintenance and/or Traffic and Transport Unit according to the schedule of fees.
- The road opening application fee payable is for the issue of a Road Opening Permit and usually will not cover the cost of restoration. Restorations will be assessed by Council prior to commencement of proposed work according to Council's schedule of restoration rates and paid prior to issue of the road opening permit. Additional charges for restoration will be measured on completion.
- No bitumen sealed, concrete or asphalt pavements shall be opened without first obtaining written approval from Council. Wherever possible, all pipes are to be placed under pavements by boring or trenchless technology.

Application Fee +	\$140
<i>Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)</i>	\$155 residential work \$185 Commerc/Indust/Flats/THouses
Dilapidation / Damage Inspection Fee – at completion of works	\$155 residential work \$185 Commerc/Indust/Flats/THouses

(B) Road Opening requiring Restoration (pink)
Repairs / Restoration of: (please tick relevant boxes)
 Roads Footpath Kerb and Gutter Saw Cutting
(RO) – Restorations Only - (To Civil Maintenance)

Document Details:
Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the proposed activity. A Permit/Consent will not be issued if sufficient information or details are not provided. Details to be provided include:

- A site plan or a locality sketch / Dilapidation Report or Pre-Inspection Report
- Engineering plans if applicable
- A certificate of currency as evidence of holding public liability insurance valued at a minimum of \$20 million and suitable for the
- A Traffic Control Plan (TCP) or Traffic Management Plan (TMP) is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS1742.3 and Work Cover regulations. Pedestrian control and management is to be included in the Traffic Control Plan (TCP)

All requirements have been checked and provided?
 Yes No

Office Use

Notes on Scheduled Fees:

- All fees are payable in advance. Dilapidation/Damage Inspection Fees are to be paid at the time building plans are submitted, i.e. at the same time the building fee is paid.
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- No bitumen sealed, concrete or asphalt pavements shall be opened without first obtaining written approval from Council. Wherever possible, all pipes are to be placed under pavements by boring or trenchless technology.

Application Fee +	\$140
<i>Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)</i>	\$155 residential work \$180 Commerc/Indust/Flats/THouses
<i>Dilapidation / Damage Inspection Fee – at completion of works</i>	\$150 residential work \$180 Commerc/Indust/Flats/THouses

Restorations – Roads – per location		
<i>Full depth Asphaltic Concrete Road per sqm</i>		
Establishment fee		\$70.00 per location
(a)	1 – 10 sqm	\$328.00 per sq metre per location
(b)	11 – 25 sqm	\$305.00 per sq metre per location
(c)	26 - 50 sqm	\$215.00 per sq metre per location
(d)	51 - 100 sqm	\$235.00 per sq metre per location
(e)	101 - 250 sqm	\$190.00 per sq metre per location

(B) Road Opening requiring Restoration (pink)
Repairs / Restoration of: (please tick relevant boxes)
 Roads Footpath Kerb and Gutter Saw Cutting
(RO) – Restorations Only - (To Civil Maintenance)

Restorations – Roads – per location continued

Sheet Asphaltic Concrete Road per sqm

Establishment fee	\$ 70.00 per location
(a) 1 – 10 sqm	\$ 328.00 per sq metre per location
(b) 11 – 25 sqm	\$ 305.00 per sq metre per location
(c) 26 – 50 sqm	\$ 270.00 per sq metre per location
(d) 51 – 100 sqm	\$ 235.00 per sq metre per location
(e) 101 – 250 sqm	\$ 190.00 per sq metre per location

Bitumen Sealed Road per sqm

Establishment fee	\$ 70.00 per location
(a) 1 – 10 sqm	\$ 165.00 per sq metre per location
(b) 11 – 25 sqm	\$ 150.00 per sq metre per location
(c) 26 – 50 sqm	\$ 130.00 per sq metre per location
(d) 51 – 100 sqm	\$ 115.00 per sq metre per location
(e) 101 – 250 sqm	\$ 95.00 per sq metre per location

Unsealed Road per sqm

Establishment fee	\$ 70.00 per location
(a) 1 – 10 sqm	\$ 110.00 per sq metre per location
(b) 11 – 25 sqm	\$ 100.00 per sq metre per location
(c) 26 – 50 sqm	\$ 85.00 per sq metre per location
(d) 51 – 100 sqm	\$ 75.00 per sq metre per location
(e) 101 – 250 sqm	\$ 60.00 per sq metre per location

Road – other

Establishment fee	\$ 70.00 per location
Cement Concrete Road per sqm	\$ 697.00 per sq metre
Asphaltic Concrete on Cement Concrete Road per sqm	\$ 750.00 per sq metre

Note: Road restoration cost for area over 250m² per location may be assessed on an individual basis

Restoration – Footpath and Cycle ways

Cement Concrete Footpath Areas per sqm – Full Panel Replacement per location

Establishment fee	\$ 70.00 per location
(a) 1 – 10 sqm	\$ 230.00 per sq metre per location
(b) 11 – 50 sqm	\$ 200.00 per sq metre per location
(c) Above 51 sqm	\$ 180.00 per sq metre per location

Cement Concrete Cycle way Areas per sqm – Full Panel Replacement per location

Establishment fee	\$ 70.00 per location
(a) 1 – 10 sqm	\$ 275.00 per sq metre per location
(b) 11 – 50 sqm	\$ 250.00 per sq metre per location
(c) Above 51 sqm	\$ 215.00 per sq metre per location

Footpath – Other

Establishment fee	\$ 70.00 per location
Footpath Area (Nature Strip) – Earth/Gravel/Turf per sqm	\$ 95.00 per sq metre
Asphaltic Concrete Footpath per sqm	\$ 165.00 per sq metre
Clay Paved Footpath on Concrete Sub Base per sqm;	\$ 380.00 per sq metre
Clay Paved Footpath on Road Base per sqm;	\$ 250.00 per sq metre
Concrete Paved Footpath on Concrete Sub Base per sqm	\$ 470.00 per sq metre

Pram Crossing	
Establishment fee	\$ 70.00 per location
Reinstatement of Concrete Pram Crossing including Bitumen Restoration	\$ 1307.00 per ramp
<i>Note:</i>	
1. Footpath and Cycle way Restoration cost for area over 100 sq m per location may be assessed on an individual basis	
2. Stencil, colour concrete and decorative footpath additional 20% to standard rates applied	
3. Periphery paving footpath within CBD area additional 35% to standard rates applied	
Restorations – Driveways Vehicular Crossings	
Establishment fee	\$ 70.00 per location
Concrete vehicular crossing – 125mm per sq m Full panel replacement	\$ 285.00 per sq metre
Concrete vehicular crossing – 150mm per sq m Full panel replacement	\$ 330.00 per sq metre
Concrete vehicular crossing – 225mm per sq m Full panel replacement	\$ 385.00 per sq metre
Concrete dish crossing – per sqm – full dish crossing replacement	\$ 270.00 per sq metre
<i>Note:</i>	
1. Stencil and colour vehicular driveway additional 15% to standard rates	
2. Vehicular crossing additional 35% to standard rates	
3. Patterned vehicular crossing require replacement from layback to property boundary	
4. Other driveways require replacement from property boundary to the front of footpath or from layback to the front of footpath	
5. Concrete vehicular crossing (225mm) restoration may require full driveway and layback restoration	
6. All driveways that are over 20 sq m will have a 10% discount applied	
Restorations – Kerb and Gutter	
Establishment fee	\$ 70.00 per location
Layback – full layback replacement per metre	\$ 275.00 per metre
Kerb and gutter – full panel replacement per metre	\$ 275.00 per metre
Kerb and gutter 200mm – full panel replacement per metre	\$ 290.00 per metre
Restorations – Drainage Structures	
Concrete kerb inlet lintels (including saw cutting and reinstatement of adjacent kerb and gutter 0.5 metre each end)	
Establishment fee	\$ 70.00 per location
(a) Opening size 0.9m to 1.2m each	\$ 1640.00 each
(b) Opening size 1.8m each	\$ 1717.00 each
(c) Opening size 2.4m each	\$ 1769.00 each
(d) Opening size 3.0m each	\$ 1794.00 each
(e) Greater than 3.0m	POA
Restorations – Saw Cutting	
Saw cutting establishment fee	\$ 140.00
Minimum saw cutting charge (incl establishment fee)	\$ 290.00 incl estimated fee
Saw cutting up to 100mm depth + establishment fee)	\$ 30.00 per metre + estimated fee
Additional for saw cutting over 100mm depth	\$ 25.00 for every additional 25mm
Saw cutting kerb and gutter per cut + establishment fee	\$ 50.00 + estimated fee
Restorations – Miscellaneous Items	
Reinstatement of Line Markings and Traffic signs	POA
Reinstatement of Traffic Sensor	POA
Reinstatement of Median Island, Roundabout etc	POA
<i>Note: Additional costs to be negotiated outside normal working hours</i>	

(C) Road Occupancy (blue)
Road and Footpath (including all plant and equipment eg crane permit) (please tick relevant boxes)
 Full closure Partial closure

(ROC) – (To Traffic)

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All requirements have been checked and provided?
 Yes No

Office Use

Traffic Control and Pedestrian Management

1. The applicant is to provide adequate barriers, lighting and warning signs in accordance with Australian Standards (AS 1742.3 – Traffic control devices for works on roads). Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening or road occupancy has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening or road occupancy.
2. The applicant should always maintain no adverse impact on road safety for road users including pedestrians. The applicant is responsible for making the site safe after normal operational hours.
3. Provision is made for service vehicles and resident's vehicles etc to gain access to properties at all times.

<i>Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)</i>	\$155 residential work \$185 Commercial /Industrial / Units/Town Houses
Dilapidation / Damage Inspection Fee – at completion of works	\$155 residential work \$185 Commercial /Industrial / Units/Town Houses

Road Closure Fees	
Application Cost for Permanent Road Closure	\$ 1,265 per application
Application Cost for Temporary Road Closure Fee with TMP Assessment	\$ 1100 per application
Land and Property Management Authority Permanent Road Closure	\$ 1,965
Advertising Cost for Road Closure	\$ 574
Temporary Full Road Closure - Liverpool CBD	\$1,915 per road per week
Temporary Full Road Closure - Non CBD	\$ 330 per road per week

NOTE: Permits must be authorised by Council's Traffic and Transport Manager, and the local Police, prior to approval

(D) Work Zone (mauve)

(WZ) – (To Traffic)

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All requirements have been checked and provided?

Yes No

Office
Use

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Guidelines for Work Zone

1. Work zones are generally to operate between 7.00am and 6.00pm Monday to Saturday, which encompasses the normal hours of operation for construction sites.
2. Work Zones will normally only be permitted along the frontage(s) of the construction site.
3. Work Zones in areas designated "No Parking" or "No Stopping" for reasons of traffic flow or public safety will only be permitted under exceptional circumstances.

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Dilapidation / Damage Inspection Fee – at completion of works	\$155 residential work \$185 Commerc/Indust/Flats/THouses

Construction / Work Zone Application Fees	
Application Fee for Construction Work Zones on the road	\$ 600 per application
Kerbside rental of road for purpose of construction (first year) Unmetered locations only	\$ 7.00 per linear metre/per week
Kerbside rental of road for purpose of construction (in excess of first year)	\$ 9.00 per linear metre/per week

<input type="checkbox"/> (E) Road Opening – Within a Road, Park or Drainage Reserve (green) (please tick relevant boxes)	
<input type="checkbox"/> Drainage works within the drainage reserve	<input type="checkbox"/> Drainage works within the road reserve
<input type="checkbox"/> Construction of kerb and gutter	<input type="checkbox"/> Construction of footpath/roadway (RR/SD) – (To Land Development)

Document Details:

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All requirements have been checked and provided?

- Yes** **No**

Office
Use

Traffic Control and Pedestrian Management

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2. The applicant should always maintain no adverse impact on road safety for road users including pedestrians. The applicant is responsible for making the site safe after normal operational hours.
3. Provision is made for service vehicles and resident's vehicles etc to gain access to properties at all times.

Dilapidation / Damage Inspection Fee – at completion of works	NIL
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Permit Approvals – Section 68 – Stormwater Drainage	
Base Fee	\$ 700
Per linear metre of service to be provided	\$ 18 per linear metre
Permit Approvals – Section 138 – Road Reserve	
Base Fee	\$ 700
Per linear metre of service to be provided	\$ 18 per linear metre
Supervision of Civil Engineering Works - Inspections	
<i>Road Construction and Drainage (Road Reserve)</i>	\$ 40 per metre of roadway(min \$500)
<i>Drainage Construction only (Road Reserve) (Stormwater Drainage)</i>	\$ 16 per metre of drainage(min \$200)
Refundable Bonds	
(b) Mtnce Bond (per lin metre of roadway) (<i>Road Reserve</i>)(<i>Stormwater Drainage</i>)	\$ 110 per linear metre

- ((F) Hoarding (orange)** (please tick relevant boxes)
 "A" Type "B" & "C" Type Tower Crane

(HATC) – (To Building)

Document Details:

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All requirements have been checked and provided?

- Yes No

Office
Use

General Conditions for Erection of Hoarding

1. Hoardings are required to be erected in accordance with guidelines prepared by the NSW Work Cover Authority. These construction guidelines are hereby adopted as a minimum requirement for Type 'A', Type 'B' and Type 'C' hoardings within Liverpool City.
2. Hoardings shall be constructed to the satisfaction of Council and shall remain in position until construction of the building is completed or in the case of demolition, until the building is demolished.
3. The hoarding is to be designed that it will not obstruct the view nor present a danger (for either motorists or pedestrians).
4. Cranes shall not be placed upon the public way unless a road occupancy permit has been obtained from the Traffic and Transport Manager.

Hoarding Type – Solid Fencing

This type of temporary system is made up of solid self-supporting panels (often referred to as a hoarding) used on its own or provided in association with an overhead protective structure and/or scaffolding.

Where Required:

Fences of solid construction are required:

- In town centres or high pedestrian traffic areas where a portion of the road reserve or public way is to be enclosed
- On land adjoining a public way where that land is excavated below the level of the public way
- On the demolition sites that adjoin a public way, unless the least horizontal distance between the common boundary and the nearest parts of the structure is greater than twice the height of the structure
- Where determined as a risk control measure under Work Health and Safety Regulations and/or any Australian Standard.

- ((F) Hoarding (orange) (please tick relevant boxes) cont'd
 "A" Type "B" & "C" Type Tower Crane

(HATC) – (To Building)

Key Standards

Reference to an Australian Standard, Code of Policy should also include any subsequent update. Temporary fencing systems must comply with the Work Health and Safety Regulations and the provisions of any relevant Australian Standard. In particular:

- The design, materials, products, components, installation, maintenance and removal must be in accordance with AS4687: Temporary fencing and hoardings. Testing in accordance with AS4687, is to be undertaken to ensure the fence structure is stable under loads likely to be imposed on it. In terms of the wind force test, the structure is to be designed and tested against 'Region A' wind speed and site exposure multipliers as outlined in AS1170.2: Structural design actions – Wind actions.
- Demolition work must be carried out in accordance with AS2601: The demolition of structures.

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Dilapidation / Damage Inspection Fee – at completion of works	\$155 residential work \$185 Commere/Indust/Flats/THouses

Hoarding Application Fees	
Hoarding Application Fee - "A" Class	\$ 314
Hoarding Fee – "A" Class	\$ 63 per metre / per month
Hoarding Application Fee – "B" Class	\$ 585.50
Hoarding Fee - "B" and "C" Class	\$ 136 per metre / per month
Tower Crane Fees	
Tower Crane Application Fee (Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway)	\$ 300
Tower Crane Fee with Work Zone (per month)	\$ 824
Tower Crane Fee without Work Zone (per month)	\$ 3,845

Digital requirements and naming convention

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document must be single sided and must be submitted as a separate PDF file and named separately** eg Application form, floor plans, elevation plans, site plan etc.
- **Signatures are not to be placed on supporting documents or plans** ie Waste Management Plan, Statement of Environment Effects, floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

Office
Use

Example:

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf
- **Elevation Plans** – 33 Moore Street Liverpool.pdf
- **Engineering Details** – 33 Moore Street Liverpool.pdf
- **Floor Plan** – 33 Moore Street Liverpool.pdf
- **Insurance** – 33 Moore Street Liverpool.pdf
- **Section Plans** – 33 Moore Street Liverpool.pdf
- **Site Plan** – 33 Moore Street Liverpool.pdf
- **Specifications** – 33 Moore Street Liverpool.pdf
- **Traffic Plan** – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- RO Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes No

Documentation checklist

Copies of documents required:

- 2 hardcopies of all plans and documents are required as detailed on the checklist
- Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.

Office
Use

Site, floor, elevation, section plans and drawings must include the following:

- Plans are to be A3 size or larger
- Plans to scale 1:100, 1:200
- North point and site address
- Date
- Description of plan/drawing
- Architect/designer name and contact details
- Number each set of plans eg 1 of 10
- Number and brief description of amendments
- Alterations/additions or modifications are to be coloured/shaded/highlighted
- Copies of plans are to be folded to A4 size with a title block on the front
- Section plan to show driveway gradient
- Levels to Australian Height Datum (AHD)
- Personal details are not to be placed on plans or documentation

Owner's consent is required with the application.

Failure to carry out these instructions will lead to the rejection of this application.

All requirements have been checked and provided?

Yes No

Applicant's details and declaration

NOTE: Pages 15 - 16 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		Office Use	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

Applicant(s) Declaration
I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.

Yes No

Signature(s):	Date:	<input type="checkbox"/>
Print Name(s)		

Release of determined application

Would you like your assessed application to be: (Please tick relevant box)

Posted Held for collection at Council

Signature when collected:	<input type="checkbox"/>
(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)	
Date:	

Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit <https://eplanning.liverpool.nsw.gov.au>

Office Use Only:				
Fee Type	Application	\$	Receipt No.	Date
AP/MISC/				
RO/ ROC-WZ /SD-RR /HA-TC				
TOTAL				

Owner's / Asset Owner's consent and declaration

Note: Pages 15 – 16 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):

Office
Use

Full Given Names or Company Contact Person:

House/Unit No:

Street:

Suburb:

Postcode:

Home Phone:

Business Phone:

Mobile:

Fax:

Email:

Owner(s) / Asset Owner's Declaration

- I/We will comply with all environmental and other legislation, Council policies and any other Regulation applicable to the proposed activity
- I/We accept that there will be conditions to any consent the Council decides to give in relation to this application and declare that we will abide by those conditions
- I/We accept that there will be conditions to all consents issued by Council in relation to this application
- I/We accept that, if the opening is found to exceed the initial estimation/measurement, the applicant and the owner(s) are jointly and severally liable for additional charges
- I/We accept the dilapidation report or pre-inspection report which identifies the existing condition of Council's assets prior to commencing work and any further damage identified will be repaired by Council and charged to the applicant

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes No

Signature(s):

Date:

Print Name(s)

Owner(s) consent requirements

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
 - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.