

# LIVERPOOL CITY COUNCIL

## HOARDINGS POLICY

Adopted: 27 July 2016

TRIM: 084297.2016



## HOARDINGS POLICY

### PART 1: INTRODUCTION

#### 1.1 LEGISLATIVE REQUIREMENTS

*Environmental Planning and Assessment Act 1979*

*Local Government Act 1993*

*Roads Act 1993*

*Work Health and Safety Act 2011*

#### 1.2 POLICY OBJECTIVES

The objectives of this policy are:

- a) To provide a clear and consistent process by which Council may consider the approval and erection of hoardings on footpaths located within road reserves;
- b) To provide well designed, safe and quality hoardings across the Liverpool Local Government Area and adhere to all current work, health and safety requirements, to ensure pedestrian access and safety at all times;
- c) To ensure the visual quality of hoarding imagery through the implementation of consistent Council and proponent branding in appropriate locations.

### PART 2: POLICY OVERVIEW

#### 2.1.1 Application of policy

2.1.1 This policy applies to the erection of hoardings within the Liverpool Local Government Area.

2.1.2 Hoardings should protect the public from the hazards of construction, excavation or demolition works. All building sites within the Liverpool Local Government Area must be secured to prevent unauthorised entry and to provide safe access in accordance with current work, health and safety requirements.

2.1.3 The policy sets out requirements for the installation of hoarding imagery to provide consistent and attractive marketing and advertising.

2.1.4 Approvals for hoardings (which are temporary structures) will be made by Council in accordance with section 68 of the *Local Government Act 1993* (an activity under category E(2) of the table to that section) and section 115 of the *Roads Act 1993*. Any permit for a hoarding issued by Council will be subject to conditions with which an applicant must comply.

2.1.5 Where it is proposed that a temporary structure is erected on a classified road, the concurrence of the NSW Roads and Maritime Services (RMS) must also be

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obtained (s138(2) of the *Roads Act 1993*). A list of classified roads is available on the RMS website.

- 2.1.6 Where a temporary structure is proposed to be placed on or above a classified road, Council must refer the application to RMS for their concurrence. It is therefore important that applicants allow sufficient time in their work program to obtain the required concurrences and approvals.
- 2.1.7 This policy does not apply to site fencing which are located wholly within private properties (This type of fencing may be of open cyclone mesh form with dust preventative measures and a minimum of 2100 mm in height).

### PART 3: HOARDINGS

#### 3.1 General: type of hoardings

The hoarding is to be designed in accordance with the design and specifications adopted by Council and known as Type A and Type B hoardings. The following outlines the requirements:

##### 3.1.1 Type A hoarding

Type A hoardings include fences, traffic barriers and jersey curbs and has the following requirements:

- a) The hoarding must be a minimum height of 2100 mm;
- b) The hoarding must be constructed of solid timber panels, a minimum of 17 mm thick, securely fixed with no protruding bolts and nails, the panelling fixed flush and evenly;
- c) The width of the footpath or nature strip is to be a minimum of 1500 mm to allow for pedestrian access;
- d) The quality and standard of the pedestrian access provided must be of the same level prior to the construction of the hoarding;
- e) The hoarding must not obstruct the view of traffic lights or signage.

##### 3.1.2 Type B hoarding

Type B Hoardings can either be stand alone or incorporate site shed/offices. A Type B Hoarding must be erected where it is proposed to construct, demolish, carry out façade remedial works or maintenance to a building adjoining a public way, which:

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- a) Is 7500 mm or greater in height and less than 3500 mm from the street alignment; or
- b) Has a vertical height above footpath level of less than 4000 mm; or
- c) The least horizontal distance between footpath and the nearest part of the structure is greater than half the height of the structure.

The following requirements apply:

- a) Have a minimum clear distance of 250 mm from the edge of the kerb to any part of the hoarding structure. If this distance is greater than 400 mm, pedestrian access between the structure and the kerb is to be blocked off at each end;
- b) Have a minimum overhead clearance of 2200mm to any bracing, beams or any other part of the structure;
- c) The street side should be open for at least two-thirds of its height for the full length of the structure to prevent a “tunnel effect”;
- d) A clear span of 1500 mm is required for continual pedestrian access at all times;
- e) All materials must be solid in construction and provide a smooth finish to a minimum height of 2.1 metres to prevent injury to persons. All material must be securely fixed;

Attachment 1 to this policy depicts some diagrams of various types of hoarding to assist applicants.

### **3.2 Barrier fencing**

- 3.2.1 Barrier fencing can be provided for a temporary period to secure open trenches, the construction of pathways, kerb and gutters, driveways, pipe laying and the like to protect the public from injury.
- 3.2.2 This type of fencing or barricading must be well constructed, lit and sign posted with appropriate warning and directional signs, as required.
- 3.2.3 All works requiring temporary fencing must be expedited to ensure timely completion and removal.
- 3.2.4 Demountable open panel fencing, that is,. ATF fencing, reinforcing mesh or similar structures and structures, not permanently fixed, shall not be permitted to form part of a hoarding structure situated on Council’s road reserve.

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### 3.3 Lighting

- 3.3.1 Hoarding lighting, connected to mains power supply, must be provided to ensure the pedestrian pathway or footpath is well lit for pedestrians. Lighting is to be equal to the level and distribution pattern of the existing street lighting in the area.
- 3.3.2 Where pedestrian hazards associated with the hoarding are present, significantly higher lighting levels will be required by Council.
- 3.3.3 All lighting associated with hoardings must not impact on surrounding traffic.

### 3.4 Office sheds

- 3.4.1 All site office and work sheds are to be located on private property, where possible. Where this is not possible, a Type B hoarding must be erected to facilitate this requirement.
- 3.4.2 Sheds placed above Type B Hoardings must be a minimum of 2.4 metres in height and are to be tied down to the deck by suitable structural fixings and certified by an engineer.
- 3.4.3 The office sheds and work are to incorporate a hoarding material to conceal the sheds from public view.

### 3.5 Use of cranes

- 3.5.1 A crane must not be used to convey material over a public way, unless a Type B Hoarding is in place and an appropriate approval has been obtained from Council.
- 3.5.2 The use of cranes, hoists, and concrete pumps shall not be placed on the public property unless prior approval has been obtained from Council.

### 3.6 Safety and access

#### 3.6.1 Protective Footway Crossings

- a) If a vehicle crossing is required, the footpath must be protected and maintained and must not cause a tripping hazard or danger to the public. The vehicle crossing must be in place prior to the construction or demolition of a hoarding.
- b) Vehicles must not cross the footpath to gain access to the site, unless a temporary crossing is constructed to the satisfaction of Council.

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### 3.6.2 Utility Services

- a) Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.
- b) If the structure is in close proximity to overhead electricity wires, electrical hazards are likely.. Applicants must consult the relevant electrical authority if the structure is within two metres of wiring. All electrical distribution boards required for site works are to be located within the site and not attached externally to the structure.
- c) Applicants must consult with the appropriate utility authority to ensure tthat here is no adverse impact on infrastructure from the proposed work.

### 3.6.3 Footpaths and Provision for People with Disabilities

- a) When required, pedestrian detours or alternative pathways must be designed to provide for disabled access. These routes must provide appropriate widths, levels, gradients, tactile indicators and colour schemes to assist people with disabilities.
- b) Pathways must be repaired immediately, if damaged to ensure pedestrian safety. Footpaths must be reinstated to their original condition to the satisfaction of Council, when a hoarding is removed.
- c) Any obstruction to the footpath from a proposed concrete pour, laying of cables, conduits, drainage pipes, service lines and the like requires Council's prior approval.

## **3.7 Maintenance of hoardings**

### 3.7.1 Graffiti Prevention

- a) Graffiti must be removed or painted over on all hoarding structures within 48 hours of detection or Council notification. Hoardings must consist of appropriate coverings to assist in graffiti removal or measures to reduce the occurrence of graffiti.
- b) In the event of non-compliance with these requirements, Council reserves the right to remove or paint over the graffiti and invoice the developer for associated costs incurred by Council.

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### **3.8 Protection of Council street trees**

- 3.8.1 The design of a hoarding, including the type and location of posts, counter weights, crossings, and overhead decking must be designed to minimise impact on the street trees and vegetation.
- 3.8.2 Tree preservation measures may be required, if there is an impact on the street trees. No tree cutting, lopping or removal is permitted without the prior consent from Council.

### **3.9 Council assets**

- 3.9.1 Council's infrastructure and assets must not be interfered with or damaged during the construction or operation of the hoarding. This includes the drainage system, kerb and gutters, footpaths and the like. Prior approval of Council is required for any modification to Council's infrastructure.
- 3.9.2 The use of the roadway for storage of materials, loading and unloading is not permitted at any time, unless prior Council approval is obtained.
- 3.9.3 Council's footpaths, roadways and ancillary infrastructure assets, such as litter bins, public seating and signage must be reinstated to their original condition when a hoarding is removed. An initial dilapidation report must be prepared and submitted to Council prior to the commencement of works and a second dilapidation within one week of the completion of work.

### **3.10 Traffic management plans**

- 3.10.1 A traffic management plan (TMP) must be prepared by an accredited traffic engineer, if a hoarding is likely to affect pedestrian or traffic movements during the construction, operation or removal phase. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents a TMP.
- 3.10.2 A TMP must refer to relevant Council, Police and/ or RMS requirements. Special conditions may apply, especially in high traffic areas of the City and in the vicinity of pedestrian malls, and transport interchanges.
- 3.10.3 The TMP should provide for traffic control in accordance with the Guide to Traffic Engineering Practice and AS 1742 Part 3 Manual of Traffic Control devices. Details should be included in a Traffic Management Plan as required.
- 3.10.4 A copy of the TMP must be available onsite at all times for the inspection of an authorised officer of Council, the NSW Police or the RMS.

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### 3.11 Obstruction to traffic lights, RMS cameras and CCTV cameras

- 3.11.1 All hoardings must be constructed so that they will not obstruct the sight lines of motorists and pedestrians to traffic lights.
- 3.11.2 Visibility from driveways, pedestrian's crossings and intersections must not be obstructed.
- 3.11.3 The hoarding application site plan must set out the location of all traffic lights, RMS monitoring cameras, closed circuit television cameras and the like. The application must ensure there is no interference in the operation of these facilities. Referrals to the appropriate authority or Council or private organisations may be required to confirm there is no proposed interference.

## PART 4: HOARDING IMAGERY

### 4.1 Advertising and artwork on hoardings

#### Overview

- 4.1.1 Council strongly encourages the provision of public art, graphics and images on hoardings. Good imagery is an opportunity for a developer to show how their development is contributing to the vibrancy and growth of Liverpool. Good graphics beautify a site and minimise the likelihood of graffiti or vandalism.
- 4.1.2 Council aims to work with developers to ensure that marketing and advertising opportunities on hoardings are high quality designs which combine the promotion of the new development with the potential economic growth and benefit to Liverpool.
- 4.1.3 Council will work with individual applicants to advise on brand style, supply artwork guidelines and examples, and give final approval to proceed with artwork designs.
- 4.1.1 Hoarding artwork must be limited to messages that relate to the adjacent development, the partners in the project and the planned benefit to the development of Liverpool City.
- 4.1.2 The planned benefit of the development to Liverpool City is to be aligned with Council's brand standards. (See Attachment 2.)
- 4.1.3 Graffiti or advertising not associated with the development of Liverpool City branding must be removed within 48 hours of a notice to the developer being provided by Council.

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- 4.1.4 In the event of non-compliance with clause 4.1.3, Council reserves the right to remove or paint over the advertising and invoice the applicant for actual costs incurred by Council.

### **PART 5: GENERAL OPERATING PROCEDURES**

#### **5.1 General**

- 5.2.1 Planning and Growth (Development Assessment) is responsible for processing applications for hoardings.
- 5.2.2 All hoardings must be designed, constructed and operated in accordance with this policy and the Hoarding Procedure attached to this policy. (See Attachment 3.)
- 5.2.1 All hoardings must comply with the conditions of the relevant hoarding permit. Breaches of this policy and the conditions of any hoarding permit approved by Council are dealt with in Part 6 of this policy.
- 5.2.2 Conditions contained in hoarding permits must be read in conjunction with any conditions of development consent pertaining to the development of the particular site. Specific conditions in a development consent relating to the protection of Council's assets, street trees, site management and construction layout may impact on the hoarding design must be complied with. Failure to adhere to any development conditions would constitute a breach of that consent.
- 5.2.3 A copy of all approvals must be available onsite at all times for inspection by Council and WorkCover personnel. The hoarding must be erected in accordance with this Policy and any conditions contained in the approval.

#### **5.2 Modifications to a hoarding approval**

- 5.2.3 Any modification to an approved hoarding design and permit requires the submission of a further application for Council approval, accompanied by a payment prescribed in Council's fees and charges.
- 5.2.4 A development application must be submitted to Council for any proposed change from one type of hoarding to another, stating the reasons for the proposed change and including the amended architectural and structural details.

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### 5.3 Extending an approval

- 5.3.1 Council may determine to extend an approval under section 107 of the *Local Government Act 1993* if it is satisfied that there is good cause for doing so. An approval will not be extended beyond five years.
- 5.3.1 An approval to extend a Permit must be obtained before it lapses. The application must:
- a) Provide reasons for an extension of approval;
  - b) Set out the proposed extended period required for the hoarding; and
  - c) Set out any actual changes from the original approval.
- 5.3.2 A certificate from an appropriately qualified person may also be required to confirm that the temporary structure remains structurally sound.
- 5.3.3 A renewal hoarding permit application must include payment, as prescribed in Council's Fees and Charges.
- 5.3.4 Failure to renew an application can cause all building or demolition works to cease on site.
- 5.4 Council's standard conditions for a hoarding permit can be downloaded from Council's e-planning Portal.
- 5.5 When a hoarding permit approval has expired, Council will notify the applicant and may direct that the hoarding be removed. Council will undertake a site inspection within 48hours after the notification letter has been issued to ensure that the heading has been removed.

## PART 6: BREACHES AND ENFORCEMENT OF THIS POLICY

- 6.1. Section 672 of the *Local Government Act 1993* states that a non-compliance with an approval issued under this Act is a breach of the Act.
- 6.2. If Council becomes aware of non-compliance with the conditions relating to an approval of a hoarding permit, Council may:
- a) Issue penalty infringement notices for failing to comply with the approval;
  - b) Issue a court attendance notice at Local Court. The Local Court can impose penalties for a corporation or for an individual;
  - c) Issue Orders requiring compliance with the conditions of approval;

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- d) In circumstances where Council has issued an order requiring compliance with the permit and the terms of the order have not been complied with, Council may commence legal action on land and environment court or local court to enforce the orders.

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### **AUTHORISED BY**

Council Resolution

### **EFFECTIVE FROM**

27 July 2016

### **DEPARTMENT RESPONSIBLE**

Planning and Growth (Development Assessment)

### **REVIEW DATE**

27 July 2018

### **VERSIONS**

<b>Version</b>	<b>Amended by</b>	<b>Changes made</b>	<b>Date</b>	<b>TRIM Number</b>
1	Adopted by Council	Not applicable	27 July 2016	084297.2016

### **THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH**

Chief Executive Officer (Strategic Communications and Research)

Corporate Services (Governance and Legal Services)

### **ATTACHMENTS**

Attachment 1: Hoarding types

Attachment 2: Standards for hoarding imagery

Attachment 3: Hoardings Procedure

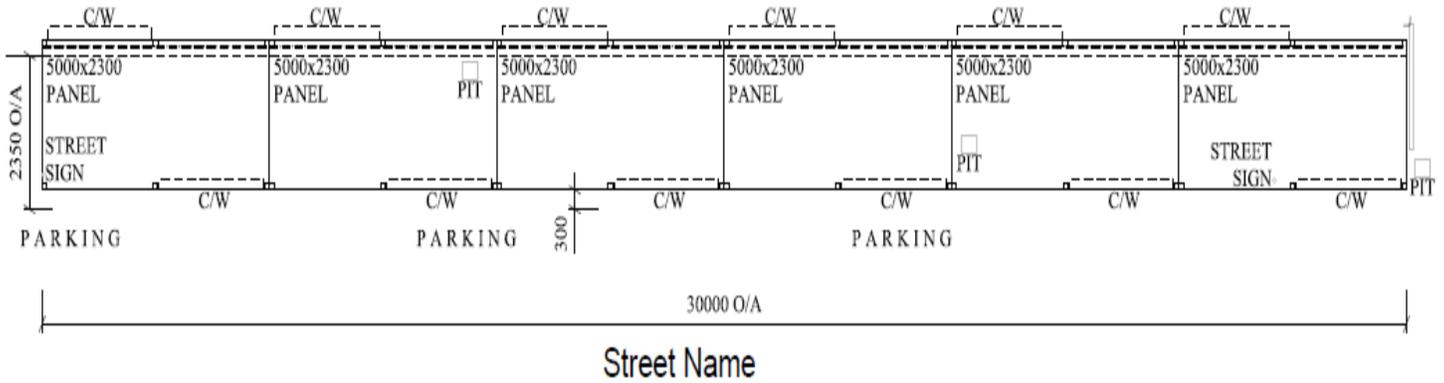
### **REFERENCES**

AS 1742 Part 3 Manual of Traffic Control devices

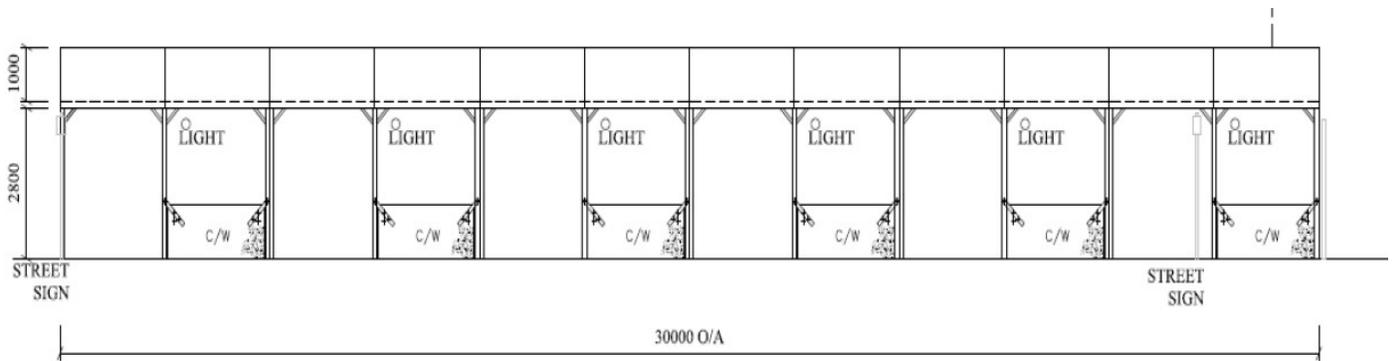
Guide to Traffic Engineering Practice

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## ATTACHMENT 1: Hoarding types

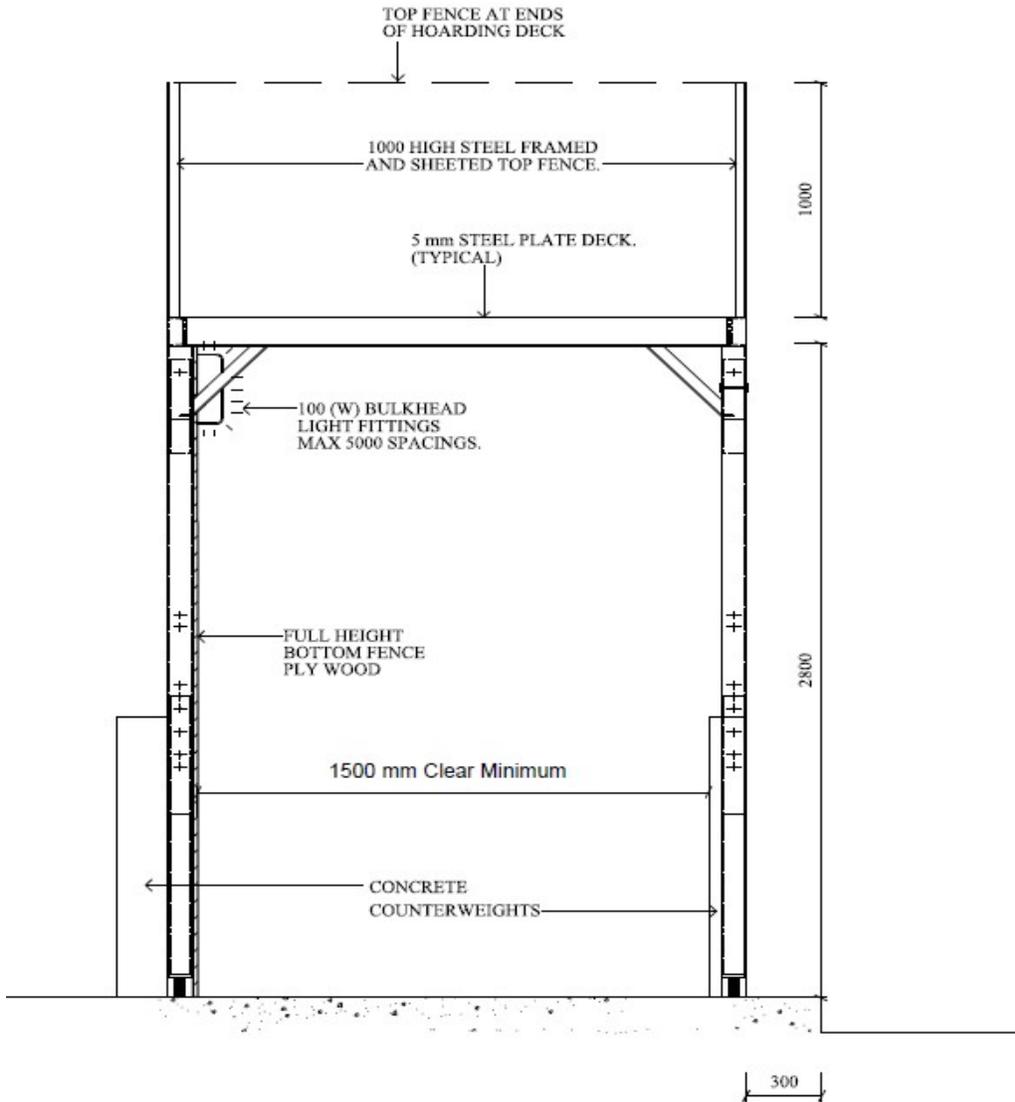


**Figure 1:** Typical Site Plan for Type B Hoardings



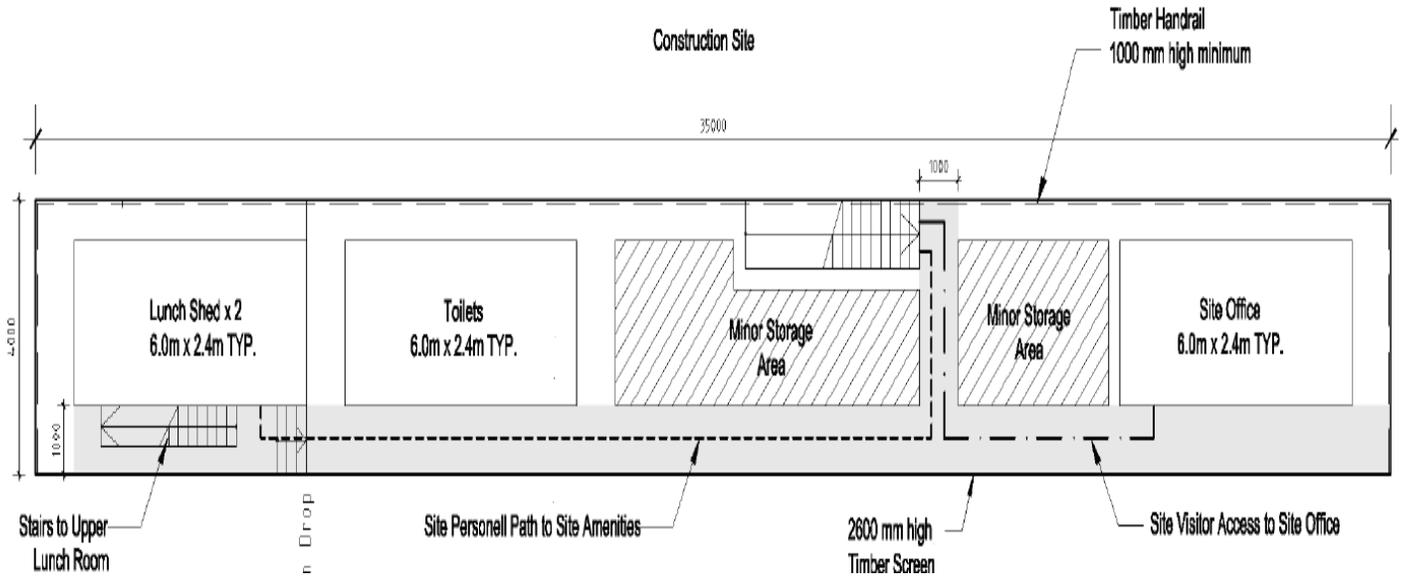
**Figure 2:** Typical Elevation for Type B Hoarding

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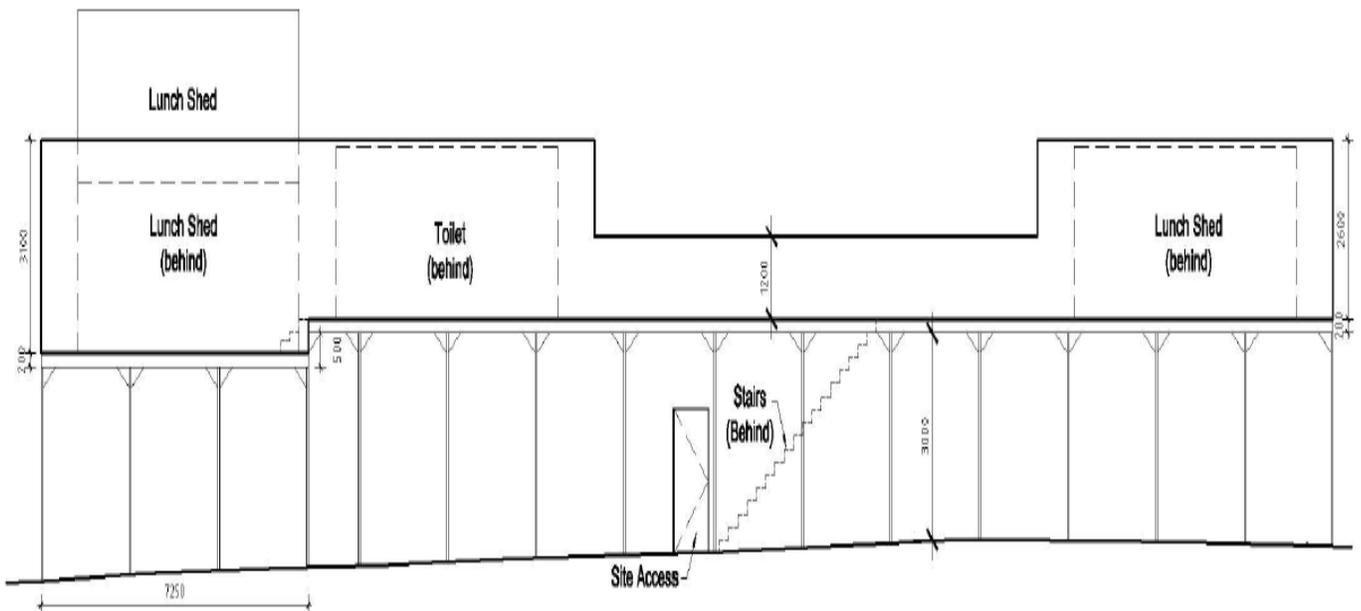


**Figure 3:** Typical Section for Type B Hoarding

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**Figure 4:** Typical Site Plan for Type B hoarding with Site Sheds



**Figure 5:** Typical Elevation for Type B Hoarding with Site Sheds

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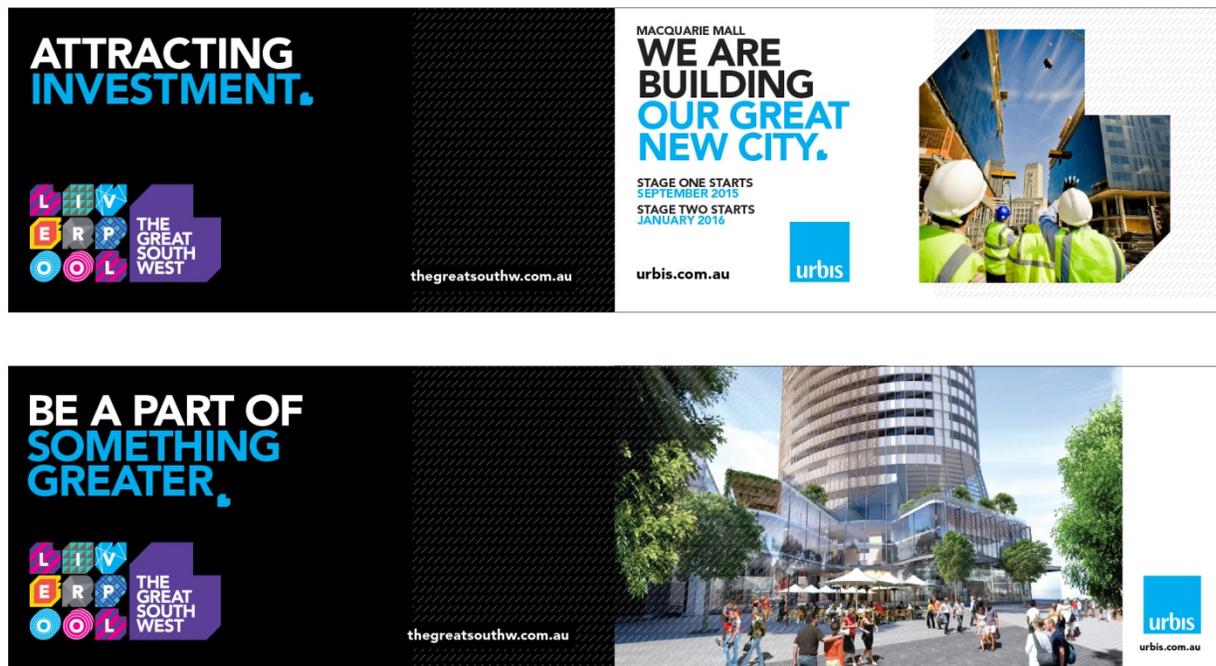
### ATTACHMENT 2: Standards for hoarding imagery

Council seeks to work with developers to ensure that hoarding designs align with The Great South West brand and is appropriate for the location. Hoardings around building sites will help promote the redevelopment and reputation of Liverpool.

Text and images should include: how the final building will look (artists' impressions), partners (logos) in the development, and positively reflect The Great South West brand.

Council's Communications Team will work with individual applicants to provide advice on brand style, supply artwork guidelines and examples and give final approval for the designs.

Examples of artwork incorporating the Great South West brand are set out below:



For more information about The Great South West brand, go to [www.greatsouthw.com.au](http://www.greatsouthw.com.au), which contains Liverpool's Stakeholder Toolkit style guide to assist with brand design.

ATTACHMENT 3: Procedure



HOARDING PROCEDURE



## HOARDINGS POLICY

### 1. PURPOSE

This procedure relates to Council's Hoarding Policy, setting out specified requirements for applicants. These requirements should be read in association with the policy.

### 2. SCOPE

This procedure applies to the erection of hoardings on Council property within the Liverpool Local Government Area.

### 3. PROCEDURE

#### 3.1 Council requirements for hoarding construction

#### 3.2 Application submission requirements

The following documents must be submitted with an application for approval to construct a hoarding:

- a) **Completed hoarding application** indicating the type of hoarding, the length, the duration the hoarding will be erected for, site sheds, traffic barriers. A hoarding application form can be obtained from Council's website and is attached to this Procedure (Attachment A).
- b) **Site and elevation plans** for the proposed hoarding indicating the number of street fronts, hoarding locations, footpath widths (minimum of 1500mm required for pedestrians at all times), utility services, trees, traffic lights, swing of gate and lighting.
- c) **Structural drawings and certification** prepared by a practising structural engineer for all types of hoarding.
- d) **Evidence of public liability insurance** (not less than \$10,000,000), which indicates the property address and proof of cover for the time the hoarding is erected. Council must be indemnified for the period of construction and until the removal of the temporary structure. The indemnity is for any third party claims arising from injury to persons and, damage to property including consequential loss) in the course of works. Such indemnity must be for a minimum amount of \$10,000,000 (including the excess on the policy for any one accident or event).

A certificate of currency must be submitted with the application. It is the applicant's responsibility to ensure that insurance is current while the hoarding is erected on Councils property. The hoarding approval is

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considered void should the insurance lapse prior to a new current copy being provided to Council.

- e) **Bond** is to be paid in full. A bond is required to be paid for all hoardings located within the Liverpool Local Government Area based on the type of hoarding (i.e. A,B) and the number of street frontages which will be used. Refer to Council's Schedule of Fees and Charges.
- f) **Traffic management plan** where pedestrian or vehicle traffic is being modified due to the construction, operation or removal of the hoarding (if applicable). Refer to 3.10 of the Policy.

These requirements are subject to the site specific requirements (such as impacts on roads and on the public).

### 3.3 Further enquiries

Council recommends that applicants should contact Council's Building Compliance Team regarding Council's requirements prior to lodgement of an application.

### 3.4 Payment of fees

- 3.4.1 The fees payable for the issue of a permit to erect a hoarding on Council property are determined by Council in its 'Schedule of Fees and Charges'.
- 3.4.2 Application fees are payable at lodgement. Permit fees are payable on approval.
- 3.4.3 A bond is also payable in full on approval.

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**ATTACHMENT A: Hoarding application form and checklist**

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