

**Note before filling this form:**

Works zone Permit are provided to aid the efficient and safe operation of construction activity at development sites. Generally, all loading and unloading associated with construction will be accommodated within the development site. If this is not feasible, Council may consider an on-street works zone.

Council recommends your application is lodged online via Council's [ePathway Portal](https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/>). By using online lodgement, Council will receive your application in real time, resulting in faster approval time. .

## 1 Applicant Details

Please complete all fields below—

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

## 2 Location

Road Name

Suburb

Start Location

End Location

## 3 Proposed Work

Proposed Work

Relevant DA/CC Number (if applicable)

Start Date

End Date

Road Occupation Time

e.g. 8:00 am to 5:00 pm

Site Contact Person

Site Phone

## 4 Works Zone Details

Please tick the relevant types of development and fill in the corresponding dimensions

Kerbside rental of road (unmetered locations only)

Kerbside rental of road (metered locations)

Duration (Weeks):

Length (m):

Site Contact Person

Site Phone

## 5 Required Documents

You are required to provide following information with this application:

A site plan or a locality sketch

A copy of community notification letter to affected residents and businesses

Public Liability Certificate of Currency (at least \$20m)

A copy of the proposed signposting plan

## 6 Applicant's Declaration

All required documents are attached.

All attached documents are free of copyright for Council use only.

Signature:

Date:

## General Requirements

### General information

- Council requires a minimum three(3) weeks to assess the application, to get necessary approvals and to organise installation of signs.

### Processing and approval

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

### Applicant's responsibility and compliance

- The applicant shall contact Council for amendments prior to expiry of the original approval.
- The applicant is to advise Council when Works Zone are no longer required and to request Council to reinstate signs. Failure to do so the applicant will be charged for the Works Zone till Council replaces the signs.

## Notes on Scheduled Fees

- Current Council fees and charges are available on Council's website ([www.liverpool.nsw.gov.au/fees](http://www.liverpool.nsw.gov.au/fees)):
- All applicable fees and charges are payable in advance
- The fee payable will be assessed by the Traffic and Transport Unit according to the schedule of fees and any additional fees payable will be advised.

### Refunds

- Request for refund of fees and charges should be made by the applicant in writing stating the reasons for the request, and
- Provide bank details for the refund, if approved

## How to lodge an application

All applications are accepted in following ways:

- Use a web-form at Council's [ePathway Portal](https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://epathway.liverpool.nsw.gov.au/ePathway/Production/web/>); or
- Email to [lcc@liverpool.nsw.gov.au](mailto:lcc@liverpool.nsw.gov.au); or
- Post to Locked Bag 7064 Liverpool BC NSW 1871; or
- Lodge at Council's Customer Service Centre Shop R1, 33 Moore Street Liverpool;

### Electronic files

- Attached files are to be named using the following naming convention.  
**Example file name format:**  
**Application Form – street name**

## Complying Conditions

- 'Works Zone' is to be used by delivery vehicles but does not allow parking by other work vehicles. 'No Parking' restrictions will prevail within the 'Works Zone'.
- 'Works Zone' is to be used for the standing of delivery and construction vehicles (*excluding a station wagon*) whilst engaged in pick up or set down of construction materials.
- 'Works Zone' should not be used to operate construction plant, such as mobile crane, concrete pump etc., unless prior road occupancy approval is obtained.
- 'Works Zone' should not be used to store materials and the area is to be kept free of debris.
- 'Works Zone' applies to the kerb side lane and is suitable for use by vehicles up to 2.5m in width. Vehicles more than 2.5m in width are restricted vehicles requiring National Heavy Vehicle Regulator (NHVR) approval.

## OFFICE USE ONLY

Additional Information required? Yes  No

Pathway Application Type:

WZ: Works Zone

Application Number:

Comments

Date Received:

Fees

Amount (\$)

Receipt Number

Receipt Date

Application




Damage Inspection