

**Note before filling this form:**

A Licences Agreement is required before the installation of ground anchor/s on Council land.

Council recommends your application be lodged online via [ePathway Portal \(https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/\)](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/). By using online lodgement, Council will receive your application in real time, resulting in faster approval times.

### 1 Applicant Details

Please complete all fields below—

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email

### 2 Location

Street No. Street Name

Suburb

Postcode

Lot No

Deposited / Strata Plan No:

### 3 Proposed Work

Proposed Work

Number of Temporary Ground Anchors:

How many meters lower than ground levels will anchors be placed?

	Yes	No
Is there other readily available method of stabilising council's land?	<input type="checkbox"/>	<input type="checkbox"/>
Will the construction, operation or removal of the rock anchors affect pedestrian or vehicular traffic?	<input type="checkbox"/>	<input type="checkbox"/>
Will the ground anchors affect any existing properties? (If yes, the applicant must seek specific written consent from the other Owners of the affected adjoining premises)	<input type="checkbox"/>	<input type="checkbox"/>
Will the ground anchors impact on any services or utilities?	<input type="checkbox"/>	<input type="checkbox"/>
Will the development/building works obscure any public or street signage?	<input type="checkbox"/>	<input type="checkbox"/>

### 4 Development & Construction Approval

Related Development Application/Complying Development Certificate Number:

Related Construction Certificate Number:

### 5 Construction Period

Commencement Date

End Date

24hr Emergency Contact

Contact Phone Number

### 6 Required Documents

You are required to provide following information with this application:

- Public Liability Certificate of Currency (value at a minimum of \$20 million)
- Detailed structural plan showing the position and the extent of the anchors
- Plans, elevations, and sectional view illustrating the location of all services
- Site plan
- Traffic/Pedestrian control plan (if necessary)
- Structural engineers' design certificate
- A full dilapidation report and survey on the visible and structural condition of all neighbouring structures within the 'zone of influence' of the required excavations. The report and survey are to be prepared by a consulting structural/geotechnical engineer agreed to by both the applicant and Council.
- Written approval from relevant authorities or utilities that are closer to the anchors

### 7 Applicant's Declaration

If the applicant is a company or owner's association, this application must be signed by a director or secretary under common seal.

1. I/We the undersigned, hereby apply for a Temporary Ground Anchor license described above in the specifications and documents accompanying the application.
2. I/We undertake to carry out that development/activity in accordance with any approval granted by the Council to conform to the provisions of the relevant act 9s), regulations, codes and planning instruments.
3. I will notify council a minimum of two days prior to the commencement of the construction of the Temporary Ground Anchor Structure
4. I will notify council a minimum of three days prior to the removal of the Temporary Ground Anchor structure.
5. I/We understand that prior to pour and basement slabs or beams:
  - a. A joint inspection shall be arranged with council's engineers to locate and record the anchors in the councils GIS system.
  - b. Failure to arrange the above joint inspection will forfeit the total submitted security bond.
6. I also understand that:
  - a. If incomplete, the application may be delayed or rejected.
  - b. More information may be requested.
  - c. Security bond will be released after 12 months from the date of de-stressing the anchors and subject to a damage assessment report.

I also give consent for authorised council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Signature:

Date:

### 8 Privacy Policy

Some of the information that council is collecting from you in this form is 'personal information' for the purposes of the 'Privacy & Personal Information Protection Act 1998 ('PIIP Act'). The supply of the information by you is voluntary. If you do not provide the information, council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the Environmental Planning and Assessment Act 1979. You may make an application for access or amendment to your personal information. The information will be retained by council and stored in a register that can be viewed by the public at any time in accordance with the Local Government Act 1993. Your application may be advertised to the public for comment, in accordance with council policies and relevant legislation. You may make a request that council suppress your personal information from a public register in accordance with the PIIP Act.

For more information about your privacy please contact Liverpool City Council.

### 9 Legislative context

A licences agreement that permits the installation of ground anchor/s on Council land and shows the proposed location of the anchor/s.

All requirements under Part 3 of the Design and Building Practitioners Regulations 2021 – Division 3A (Requirements for building work with ground anchors) shall be complied with.

## General Requirements

### Applicant's responsibility and compliance

- 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
- The applicant shall contact Council for any extension of time required for the work, prior to the original expiry date

### Temporary restoration

- The applicant will be held responsible for all damage in the vicinity of their work unless they have reported damage prior to 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
- The applicant of the proposed activity shall maintain it in a safe condition until temporary restoration is accepted by Council.

## How to lodge an application

All applications are accepted in following ways:

- Submit online at Council's [ePathway Portal](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/>); or
- Lodge at Council's Customer Service Centre on Shop R1, 33 Moore Street Liverpool.

## Refunds

- Any refunds will be made only to the person/company that paid the fee, and
- Where a refund is required, the applicant must provide contact details for the person/company (if different from applicant) to arrange refund.

## OFFICE USE ONLY

Application Number

Date Received

Fees

Amount (\$)

Receipt Number

Receipt Date

Application




Security Bond




Performance Bond