



Warringah Council

Hoarding Permit Application

Made under the Roads Act 1993 (Section 126)

Address the application to:

- The General Manager
Warringah Council
Civic Centre, 725 Pittwater Rd
Dee Why NSW 2099
- Or**
- Customer Service Centre
Warringah Council
DX 9118 Dee Why

If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111
- Or**
- Come in and talk to us

Office Use Only

Permit no.

June 09

For applicable fees and charges, please refer to Council's website: www.warringah.nsw.gov.au or contact our Customer Service Centre

Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Roads Act 1993 (Section 126) and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and Council may even have the right to reject your application.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Freedom of Information Act 1989 (NSW), s.12 of the Local Government Act 1993 (NSW), and under the Privacy and Personal Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on DAs Online (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

PART 1 Address of Property

Address of property Unit no. House no. Street

Suburb

Lot no. + DP/SP

PART 2 Applicant Details

Applicant details Mr Mrs Ms Other

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Full family name (no initials) (or company)

Full given names (no initials) (or A.C.N)

Postal address Postcode

We will post all letters to this address

Phone number () Alternate ()

Mobile number Facsimile ()

Contact person

PART 3 Site Contact

Site contact

Name

Phone/Mobile number

Note: Hoardings must not be erected without the prior consent of Council. Such consent will be given in writing following the assessment of your application.

PART 4 Requirements

Requirements

In accordance with S126(1) of the Roads Act 1993, the hoarding guidelines, and relevant policies, application is made for a permit to erect a hoarding on Council property.

Reason for this hoarding permit:

Type A: Fencing and Scaffolding

Type B: Overhead Structure

Type C: Overheads with Offices Sheds & Storage Crates

Details of hoarding

Type of class hoarding
(please refer to guidelines)

A

B

C

Length of hoarding

Width of hoarding

Is a crane or other lifting device proposed?

YES

NO

(If yes, a 'Permit to Stand Plant' must be applied for)

Total number of months required

Construction certificate number

Construction certificate approval date

Date start

Date end

I have examined the hoarding guidelines for the erection of a hoarding on Council's property.

Signature

Date

Council reserves the right to withdraw approval if the conditions of approval have not been satisfied.

PART 5 Required Documents

5.1 Required documents

Documentation to be submitted with this application

- Completed application form
- Payment to Council customer service centre in accordance with Council's fees and charges
- Photographs or brochures of the crane/equipment
- Plans of the proposed hoarding and crane structure, must be to scale and include elevations and accurately locate elements within Council road reserve (ie: trees, driveway crossings, telecommunications, parking meters, signs, mail boxes)
- Details of any equipment to be installed
- Engineer's statement
- Locality sketch (including site plan sketch with height measurements (dimensions) etc.



5.2 Indemnity form

This indemnity form must be completed and signed before a permit can be issued.

Name of applicant

(referred to hereafter as the permit holder) holds Warringah Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind, and however, sustained or occasioned and whether to property or person(s) in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signature Date

5.3 Insurance Information

Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance.

A certificate of currency must be provided to Council by the insurance company before a permit is issued.

I hereby declare that I as permit holder and Warringah Council are insured for legal liability to the public in respect of personal injury or property damage for a limit of indemnity of not less than \$10 million.

Name of insurance company

Public liability policy no.

Period of insurance from to

Limit of indemnity

\$

I understand that this insurance shall not be cancelled or lapse without the agreement of Warringah Council and the policy document shall be endorsed to this effect.

This insurance includes the cross liability clause.

Applicant's Signature Date / /



PART 1 Preface

Preface

The objective of this policy is to provide a clear and concise system under which Council may consider the approval of the erection of a hoarding within public areas, such as a road reserve, footpath, access way, etc.

The hoarding permit system is required to control the practice of erecting hoardings on Council's property without approval which can lead to:

- ▣ Intrusion into the amenity of the area by the blockage of access (both pedestrian and vehicular), visual intrusion, and pollution (noise, silt materials).
- ▣ Dangerous positioning usually associated with location, lack of useability, etc.

PART 2 Introduction

2.1 General

Council's preferred position is that all building activity including the erection of hoardings, should occur entirely within the development / building / construction site.

It will be the responsibility of the persons seeking approval for the use of Council property, to demonstrate that all other alternatives have been exhausted. The issue of a development or building approval by Council does not oblige Council to issue a permit for the erection of a hoarding within the road reserve, pathway, etc. Council is under no obligation to grant approval for the erection of a hoarding within public areas.

In keeping with Council's preferred position, the issuing of a permit for the erection of a hoarding will only be for the shortest period possible, consistent with the activity being undertaken.

At all times, Council reserves the right to rescind any permit issued for the erection of a hoarding on its property. No compensation will be paid for the cancellation of Council's permit. There will be no refund of fees paid in the event of early completion of the works.

2.2 Definitions

"Council Property" – is defined as any public street, road, land, thoroughfare, footpath, or place open to or used by the public, and includes any place at the time open to or used by the public on the payment of a fee or otherwise. Site fencing entirely within the development site does not require a hoarding permit.

"Hoarding" – as defined by Regulation 847, under the Construction Safety Act, 1912, concerning the protection of persons who are or may be in the public place adjoining the boundary of a building or structure which is being demolished and/or constructed or where a protective fence is to be erected for protection of persons as required by the Occupational Health and Safety Act, 1983.

PART 3 Location

3.1 General

When giving consideration to the issue of a permit for the erection of a hoarding on Council property, several general criteria will be considered:

- ▣ Interference with access to property, both in direct obstruction and in visibility and lines of sight to driveways and footpaths
- ▣ The duration of the permit will be limited to the minimum period of placement consistent with the building operation being undertaken
- ▣ The width, slope and visibility of the proposed location
- ▣ Illumination of the proposed area
- ▣ The location and possible interference with Council's stormwater drainage
- ▣ The location of adjacent public utility services
- ▣ Likelihood of damage to trees, both on the street and private property

3.2. Roads and footpaths

In addition to the general criteria listed above, specific consideration will be given to the proposed location of hoarding on public roads and footpaths as follows:

Hoardings will not be permitted where:

- ▣ Their location will obstruct pedestrian traffic entering or leaving premises
- ▣ Their location will obstruct access to utility service access covers or devices which require servicing (eg traffic signal boxes, telecommunications pillars/access covers, sewerage access covers).

Please note

- ▣ In some cases Council may request a traffic management plan in relation to procedures associated with the erection/demolition of hoardings.
- ▣ In the event of any special circumstances, consideration may be given to the issue of a permit for the erection of a hoarding within the prohibited location, provided that the Warringah Traffic Committee recommends to Council such approval and Council accepts the Traffic Committee's recommendation. The applicant's attention is drawn to the additional time required with permit applications within such prohibited areas by the necessity to obtain the above concurrence.

3.3 Undesirable locations

In addition to the prohibited areas listed above, consideration will also be given to the following criteria which indicate areas which are undesirable for the erection of a hoarding and/or storage of building materials:

- ▣ On classified, arterial, sub-arterial roads
- ▣ Narrow streets/lanes whereby the erection of hoarding would restrict normal access
- ▣ Locations that will interfere with the movement of traffic in travelling lanes
- ▣ Locations which interfere with sight lines of vehicles entering and leaving premises
- ▣ On footpaths servicing large volumes of pedestrian traffic
- ▣ On footpaths within 6 m of the property alignment at any intersection whether controlled by traffic signals or not
- ▣ In areas above underground utility services in which there is inadequate protection for such services

PART 4 Hoarding

4.1 General

Type of Hoarding – The hoarding and fences shall be in accordance with the design and specification adopted by the Council and known as type A, B and C Builder’s hoarding as follows:

- Overhead B and C type hoardings shall be constructed where buildings over two (2) storeys or six (6) metres in height above the footpath level and within 30 metres of the street alignment are being erected or demolished, or where the outer part of such building adjoining a public way is being altered.

Where the height of the building or position of the site is such that danger is likely to occur from falling objects, an additional safety hoarding shall be provided. In special cases, where the width of the footway is less than 2.5m or whether the erection of a standard B or C class hoarding is unfeasible, the applicant shall submit plans of a suitable cantilever hoarding for the site.

B or C type hoardings shall also be constructed where material is being hoisted over or across a public way.

Where a B type overhead hoarding is erected it is required that a minimum of 12 gauge 50mm chain mesh wire be placed in a vertical position for the entire length of the hoarding to enclose the gap beneath the top of the A panel type hoarding and the underside of the decking of the B class hoardings.

- A type hoardings shall be constructed in all other cases where buildings within 3.0 m of the street alignment are being erected or demolished; where the outer part of such building adjoining a public way is being altered; and where land abutting a public way is being excavated below the level of the public way.

4.2 Area

The applicant shall clearly define the size and shape of the area for which a hoarding permit is sought. (Note: width for a class A will not generally be more than 1.2m from boundary). If a width of greater than 1.2m is required the Council may impose special conditions or may require the erection of a Class B or C hoarding.

4.3 Safety

Should Council deem it necessary to provide additional protective measures or to reinstate existing measures, the costs shall be borne by the applicant.

The applicant is to clearly define on the application, the safety measures which he/she intends to maintain at all times for protection of the public. The applicant shall maintain the safety measures required by the permit at all times at his/her expense.

4.4 Reinstatement

The applicant shall remove all excess material and reinstate all affected areas at the expiration of the permit. All shall be at the expense of the applicant.

Construction/Maintenance of Hoardings

- All trees whether on the street or private property shall be protected. Hoardings are to be designed and constructed with sufficient cut out to achieve this.
- Hoarding must be finished and maintained free of protrusions, which may snag clothing or cause physical harm to pedestrians. Footpath areas must be maintained free of trip hazards.

PART 4 Hoarding cont

4.4 Reinstatement cont.

- Hoardings shall remain in place until the construction of the building is completed, or in the case of a demolition, until the building is completely demolished.
- Hoardings shall be painted white or whitewashed and kept clean.
- Suitable lighting shall be affixed under the entire length of the hoarding and shall be kept lit from sunset to sunrise.
- No advertisements of any kind shall be affixed to hoarding(s) without specific approval being obtained beforehand, with the acceptance of a board not exceeding 2.5m x 2 m on which may be shown the architects' and builders' names or any particulars regarding the subject building, and notices regarding the existing or further occupancies in the building.
- A sign "Billposters will be prosecuted" shall be attached or printed upon the front of hoarding, and the hoarding shall be sheeted with chain wire or similar to inhibit billposting.
- Hydrants or other utility covers shall not be covered in any way or access to same impeded.
- Uprights shall not be inserted in the roadway or footpath area surfaces but shall be tenoned into sole plates as provided.
- If a hoarding is erected over manhole covers provision shall be made for access to the manholes at all times.
- Building materials or spoil shall not be placed over manhole covers.
- Temporary crossings to buildings in the course of construction shall not be made over manhole covers in the footway unless the covers are adequately protected to the satisfaction of the authority concerned controlling such manhole covers.
- Vehicles shall not cross the footpath to gain access to the site unless a temporary planked crossing is constructed.
- Upon receiving notice from Council the applicant shall set back their hoardings to occupy such part of the footway as directed by Council.
- Provision shall be made by the applicant that where any hut is placed upon the roof of a B type hoarding that the roof of the hut be sloped towards the building. No other equipment shall be placed on the hoarding unless written approval has been obtained from Council.
- Cranes, hoists, concrete pumps and other plant shall not be placed upon the public way unless approval has been obtained. "Plant Permits" and/or "Building Materials on Footpath" application forms are available from Council's customer service centre.
- If a portion of the 300mm x 75mm guard rail is temporarily removed from a B type hoarding for any reason, that portion of the sole plate thereunder must also be removed.
- Where any hoarding panel is temporarily removed, the panel must be placed within the boundary of the A type hoarding.
- Where it is desired to install a gate in the panels of the A type hoarding, the gate shall be constructed to swing inwards only.
- The hoarding must be constructed so that it will not obstruct the view of motorists or pedestrians of traffic lights.
- Pedestrian crossings must be freely accessible at all times.
- The use of the roadway for the loading and unloading of vehicles is not permitted. Should a "Work Zone" be required a separate application should be made to the Councils Roads Traffic and Waste Section. Work Zone Application forms are available from Council Customer Service. The application should indicate the time required for the completion of the work.

PART 4 Hoarding cont

4.4 Reinstatement cont.

- The use of the roadway for the storage of materials or plant is not permitted. Plant Permit/Building Material on Footpath Application forms are available from Council's Customer Service Centre.
- When materials are being hoisted over a public way, a sign shall be attached or printed upon the front of the hoarding at the decking level with the lettering "LIFTING OPERATIONS ABOVE". The lettering shall not be less than 300mm in height.

The following additional conditions of the Council are brought to the notice of the applicant:

- Kerbing and/or guttering shall not be cut or damaged in any way and wheeled or track type vehicles shall not cross over the kerbing unless provision has been made to properly protect the kerbing from damage.
- The water channel shall not be obstructed in any way and shall be kept clean and free from debris.
- When excavated and/or demolition materials are being removed from the site, the applicant shall ensure that at all times the streets over which the materials are being hauled be kept clear and free of debris for a distance of 100m from every exit. The equipment conveying such debris or material shall be suitably covered in such a manner that will prevent such material from dropping on to the roadway. The haulage to be along such streets as may be specified by Council.

The applicant shall indemnify the Council:

- against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this permit.
- against all claims and expenses and costs arising therefrom made or recovered against the Council by any person and against all loss damaged cost and expenses incurred by the Council arising out of the failure of the applicant to comply with the provisions of any Act, Regulation, Ordinance or By-Law or any order or direction lawfully given thereunder by an person relating to any work done or purported to be done by the applicant under the authority of this permit.

The applicant shall, on demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway and roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit.

The applicant must consult WorkCover and comply with all directions, conditions and regulations applicable under relevant Acts.

This permit does not give any approval for the removal or damage to any street tree. Should any street tree be affected by the proposed hoarding, the hoarding shall be designed and erected to protect the tree to clearances approved by the Council and/or any conditions imposed by Council.

A bond shall be lodged with the Council for each tree affected by the hoarding, the amount to be forfeited if the tree is removed, destroyed or damaged.

Council reserves the right to impose an appropriate bond if it is seemed that there is potential for the damage of Council's infrastructure during the course of the erection/demolition of the hoarding.

PART 5 Fees and Conditions of Issuing of Permit

5.1 Fees

The fees payable for the issue of a permit to erect a hoarding on Council property shall be as determined by Council in its "Schedule of Fees and Charges".
A tree bond may be required, if trees are in close proximity of the proposed hoarding.

5.2 Conditions

The following standard conditions will apply to the issue of any permit:

- The size and shape of all hoarding erected on Council property will be to the satisfaction of Council.
- The supplier of the hoarding or the applicant shall provide evidence to the satisfaction of Council of public liability insurance and joint nomination of Council and the supplier to the value of \$10 million.
- Each hoarding shall be in good condition prior to placement.
- Adequate safety lights will be provided to the satisfaction of Council and generally in accordance with AS1742.
- The applicant will provide adequate alternative pedestrian access as required to the satisfaction of Council and generally in accordance with AS1742.
- Council reserves the right to order the removal of any hoarding, or order the removal of any building materials from Council property, despite any previous approval granted.
- Putrescible, dangerous or hazardous substances and waste shall not be placed within or stored in any public area.
- The granting of an approval is done so only on acceptance of the condition that all damage done to Council property in the use and storage of materials will be repaired at the applicant's cost.
- At the time of application for permit the applicant will supply in writing the dimensions of the hoarding to be placed and the duration for the application and shall specify precisely the proposed location of the hoarding.
- A plan and elevation of the hoarding may be required at application stage.

Additional conditions may be imposed depending on circumstances and following assessment of the application. Approval is not to be regarded as automatic.

The applicant should also note that where hoardings are required as a part of a development consent, the failure to maintain such hoarding in accordance with any such approval granted will constitute a breach of that consent.

PART 6 Annexure

Enforcement Act

The applicant's attention is directed to the following sections of the Local Government Act, 1993.

(Excavations and Backfilling)

Section 32: It is a condition of an approval to erect a building that:

- All excavations and backfilling are executed safely and in accordance with appropriate professional standards; and
- All excavations are properly guarded and protected to prevent them from being dangerous to life or property.
- Section 124: Regulatory functions of Council - Part 2, Item 6
- Section 628: Failure to comply with order
- Section 658: Offences - Part 7
- Section 678: To give effect to the terms of an order including Council carrying out of any work required by the order.
- Section 679: The serving of penalty notices of offences prescribed by the regulations.

Further enquiries may be directed to the responsible officer on (02) 9942 2111.

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