

# APPLICATION FOR OCCUPATION OF COUNCIL FOOTPATH



This application form is for the erection of a hoarding and/or the storage of building materials on Council's footpath. **You are not to erect the hoarding or store building materials on Council's footpath until written permission is given by Council and all relevant fees have been paid.**

If you have any questions or require assistance please contact Council's Customer Service Centre on 9083 8000 to be transferred to the appropriate Officer.

<b>Applicant Name</b>				
<b>Applicant Address</b>				
<b>Applicant Email</b>			<b>Contact Number</b>	
<b>Contractor's trading name and address (if not the applicant)</b>				
<b>Contractor email</b>			<b>Contact Number</b>	
<b>Contractor public liability</b>	<b>Insurance Company</b>	<b>Policy No</b>	<b>Expiry Date</b>	<b>Sum Insured</b>
<b>Site Address</b>				
<b>Site Contact</b>	<b>Name:</b>		<b>Mobile:</b>	
<b>Please indicate purpose of Occupation of Council Footpath:</b>				
<b>Is the work part of :</b>				
<input type="checkbox"/> Development Application No. _____ <input type="checkbox"/> Construction Certificate No. _____ <input type="checkbox"/> Complying Development Consent (CDC) No. _____ <input type="checkbox"/> Other: _____				
<b>Date of occupation of footpath:</b>	from _____	to _____	<b>No. of weeks:</b>	_____
<b>Please select type below:</b>				
<input type="checkbox"/> "A" class hoarding or safety fence <input type="checkbox"/> "B" class overhead type of hoarding <input type="checkbox"/> Scaffold <input type="checkbox"/> Storage of materials <input type="checkbox"/> Other (example scissor lift, mobile scaffold, ladder) _____				
<b>Occupation measurement:</b>				
Occupation size (length and width): _____				

# APPLICATION FOR OCCUPATION OF COUNCIL FOOTPATH



WAVERLEY  
COUNCIL

## SKETCH PLAN

### DECLARATION

- I apply for consent to erect a hoarding or occupy Council's footpath as described in this application.
- I declare that the information given is true and correct.
- I understand that if the information is incomplete that the application may be delayed, rejected or further information requested.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY POLICY:

The information requested in this form is required under the *Roads Act 1993* if you are going to occupy Council's footpath. If you do not provide the information to the consent authority, you can not commence the work. The information will be held by Council. Please advise Council if any information you have provided either changes or is incorrect or if you require your address to be withheld for personal or family safety.

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## NOTES FOR COMPLETING THE APPLICATION

UNDER SECTION 68 LOCAL GOVERNMENT ACT 1993 & UNDER SECTION 138 THE ROADS ACT 1993

Where Occupation of Council Footpath is required over the footpath or any public place, the approval of Council must be obtained and the applicable fees paid prior to any occupation.

This application form is for the erection of a hoarding, scaffold, mobile scaffold, scissor lift, ladders, barricades for abseiling work, and/or storage of building materials on Council's footpath.

This is an application only. You are not to erect the hoarding, scaffold, mobile scaffold, scissor lift, ladders and/or storage of building materials on Council's footpath until written permission is given by Council and all relevant fees have been paid. The following documents are required in order for your application to be processed:

- A completed application with applicants name reflecting the name on Public Liability Insurance Policy
- A copy of the applicant's current Public Liability Insurance Policy with a minimum cover of \$10 million.
- If erecting a B Class overhead type hoardings or scaffold the following is also required:

1. Drawing/s for the proposed Occupation of Council Footpath with

- a) Hoarding/scaffold, all utility services (manholes, pits, hydrants) and trees
- b) Location of existing footpath, roads and nature strips.
- c) Location of kerb and gutter
- d) Location of property boundaries
- e) Dimensions and elevations (width, length, height)
- f) Location of anchoring points
- g) Location of lighting if Occupation has gantry
- h) How hoarding/scaffold will be covered up

2. A design certificate for B Class Hoarding by a certifier who holds tertiary qualifications in structural engineering and chartered membership of Engineers Australia and/or National Engineering Registration (NER)

*Note if application is approved, a structural engineer's certificate will be required after the installation and at three monthly intervals thereafter.*

## GENERAL CONDITIONS:

1. Council will endeavor to process all applications as soon as practicable. However, applications for activities which impact upon the use and operation of public roadways or public safety may take longer to be assessed and applications should be made at least 10 days in advance of the proposed date/s.
2. A NON- REFUNDABLE application fee is payable on submission of this form.
3. The applicant must provide safe pedestrian access adjacent to the site and adjoining land during the approved hours of operation. All traffic and pedestrian control must be in accordance with the current version of AS1742.3 and the TfNSW Traffic Control at Work Sites Manual.
4. The applicant is liable for any damage to persons or property arising from the works and must take all reasonable measures to prevent such damage. Council is not responsible for any loss, damage, injury, or death relating to the proposed works.
5. The permit is not transferable for day, time, or location without Council consent. The permit is to be carried by the operator of the unit and produced if required.
6. Works are to be undertaken between 7:00am and 5:00pm, Monday to Friday, or between 8:00am and 3:00pm Saturdays. Works outside these hours must be approved by Council.
7. If an extension of time is needed, please email your request and pay the associated fee before the current permit lapses.

Applications, together with supporting documents, are to be emailed to:

**Building.Compliance.Admin@waverley.nsw.gov.au**

If you have any questions or require assistance please contact Council's Customer Service Centre on 9083 8000 to be transferred to the appropriate Officer.