

# APPLICATION TO OCCUPY ROAD AND/OR FOOTPATH



- Complete ALL sections on this form - Applications that are incomplete will be rejected.
- A minimum of 5 business days is required for all applications. There must be 5 business days between lodgement of a complete application with \$200 application fee paid and date of works. (For example, apply Thursday to work the following Friday).
- All relevant fees to be paid in full prior to the activity taking place. This also applies to change of date applications.
- There will be no refund or credit of fees where an application is unsuccessful.
- Excavation affecting parking meters requires a minimum of 10 business days' notice. (There must be 10 business days between applying and date of works).
- Independent applications are required for multiple activities in separate locations or dates.

## SECTION 1

**Application Number:** /23

APPLICANT DETAILS					
Name/Position		Business Name			
Business Address		ABN			
Mobile		Work Phone			
Email for Permit Communications					
PROPERTY DETAILS					
Site Address		DA number	<input type="checkbox"/>		
		CDC number	<input type="checkbox"/>		
Exact Location		Exempt Development/Type	<input type="checkbox"/>		
Brief Description of Works		Occupying length and width of whole work area, including traffic control measures		Length:	
				Width:	
DATE AND TIME REQUIRED					
Dates Required	From:	To:		Number of Days:	
Hours Required	From:	To:		Standard hours Mon-Fri 7am to 5pm, Sat 8am to 1pm – No works Sunday	
Is this a change of date of a previously submitted permit?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Change of Date - Please inform Council of works not occurring before midday on approved date. New application form required. Attach updated application form showing new dates with 5 days' notice.					
Permit number	___/___	Reason for change		Requested new dates	

Send application to [customerservice@northsydney.nsw.gov.au](mailto:customerservice@northsydney.nsw.gov.au)



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Please attach any updated forms with new dates.

Does the application include work outside standard hours?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please provide a valid reason	Pedestrian safety/congestion <input type="checkbox"/>	Traffic safety/congestion <input type="checkbox"/>	Other <input type="checkbox"/>
	If other, specify:		

Attach a Schedule of Works that outlines the considerations that have been made to minimise the effect of noise on residents and any other noise management that will be used onsite such as noise reduction barriers, equipment used etc

## DESCRIPTION OF ACTIVITIES

Description of works <i>(select more than one if required)</i>	Concrete pour <input type="checkbox"/>	Crane works <input type="checkbox"/>
	Machinery on road <input type="checkbox"/>	Works on building façade <input type="checkbox"/>
	Excavation (If restoration fees have already been paid, provide evidence, if not fill out Table in Section 2) <input type="checkbox"/>	Public domain works/permanent restoration <input type="checkbox"/>
	Skip bin <input type="checkbox"/>	Delivery of materials <input type="checkbox"/>
	Other <input type="checkbox"/>	
If other, specify:		

Where you are planning to have building materials, equipment, machinery or vehicles <i>(select more than one if required)</i>	Whole footpath <input type="checkbox"/> ____ m <sup>2</sup>	Partial footpath (safe pedestrian access maintained) <input type="checkbox"/> ____ m <sup>2</sup>
	On Road <input type="checkbox"/>	Parking lane <input type="checkbox"/>
	Other <input type="checkbox"/>	Full road closure <input type="checkbox"/>
	If other, specify:	
	Related Works Zone, please advise the permit number # ____ plus length of Work Zone ____ m	

Do your works impact parking metres?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Type of machinery or vehicles being used <i>(attach specifications of equipment weight, length and width – your equipment provider will often be able to provide a spec sheet or website address)</i>	Concrete Truck/Pump <input type="checkbox"/>	Length ____ m	Width ____ m	Weight ____ kg/t
	Delivery Truck <input type="checkbox"/>	Length ____ m	Width ____ m	Weight ____ kg/t
	Excavator <input type="checkbox"/>	Length ____ m	Width ____ m	Weight ____ kg/t
	Crane <input type="checkbox"/>	Length ____ m	Width ____ m	Weight ____ kg/t
	Scissor lift/EWP <input type="checkbox"/>	Length ____ m	Width ____ m	Weight ____ kg/t

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	Skip Bin (max of 2 weeks) <input type="checkbox"/>	Length_____m	Width_____m	Weight_____kg/t
	Hand Tools/Other <input type="checkbox"/>	Length_____m	Width_____m	Weight_____kg/t
	If other, specify:			
How many parking spaces do you require? ( <i>indicate exact spaces with photos or TGS</i> )	_____spaces	How many of each type?	Metred _____	Non-metred _____
Metre ID(s)		Bay Number(s)		
1				
2				
3				
<p>Refer to Council's interactive mapping system via the link below to locate and view parking meter IDs (four digits) and related bay numbers under 'Map Features' -&gt; 'Parking'.</p> <p><a href="https://www.northsydney.nsw.gov.au/development/view-interactive-mapping-services">https://www.northsydney.nsw.gov.au/development/view-interactive-mapping-services</a></p>				
<b>ATTACHMENTS</b>				
Attachments ( <i>mandatory</i> )				
<input type="checkbox"/> Community Notification Letter inc. company, dates, times, 24hr site contact and approved permit number <input type="checkbox"/> Public Liability Insurance Certificate <input type="checkbox"/> Traffic Guidance Scheme (TGS) – Attach extra if works are not in the same area (not required for Skip Bins)				
Attachments as required				
<input type="checkbox"/> Road Occupancy Licence (ROL) - applicable if works are on a state road or within 100m of traffic lights <input type="checkbox"/> Skip Bin (max of 2 weeks) - Photos of where Skip Bin will be placed in parking space <input type="checkbox"/> Swept paths for any Heavy Rigid Vehicle <input type="checkbox"/> Police Approval - applicable for road closures, if ROL is required or State Projects (eg. Metro) <input type="checkbox"/> Schedule of works - for 'Out of Hours' works <input type="checkbox"/> Excavation - 3 Photos of work area (top, bottom and side view of work site and can be from Google maps) <input type="checkbox"/> Written correspondence where work affects neighbours, taxis, buses etc				
<p>NOTE: Road Closures require a completed application, including payment, with a minimum 25 business days notice to Council. Residents notified 7 business days prior and again 2 business days prior to works</p>				

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## SECTION 2

### RESTORATION FEES

Please fill in the table and sign the agreement below if you are digging/excavating/opening Council land. If you are working under the Public Utilities Act, please provide a letter showing works are under the Act.

### EXTENT OF EXCAVATION AND RESTORATION CHARGE

Type	Material	Length (m)	Width (m)	Area (m <sup>2</sup> )
1. Roadway	Asphalt/Concrete (mainly CBD)			
2. Footpath	Asphalt/Pavers/Concrete (full panel)			
3. Driveway	Pavers/Concrete (full panel)			
4. Other				

I/We have read the below conditions and guidelines and agree to abide by these conditions in full. I/We understand that:

- The restoration charge is only an estimate based on my / our measurements and subject to adjustment in accordance with the measurement of the actual area opened and to comply with Council infrastructure specifications and requirements.
- This permit does not grant the Permit Holder permission to carry out permanent restoration, as these restorations are only temporary.
- That all information I have provided is true and correct, and failure to meet any of the conditions can result in the immediate cancellation of the permit and recovery of any associated costs.
- At completion of works, Council MUST be contacted ASAP for a final inspection. Please call Customer Service on (02) 9936 8100 and once inspected by Council, requests for refunds or to carry out permanent restoration, must be in writing and approved by Council.
- Please see attached link to Fees & Charges, conditions, specifications on North Sydney Councils website
- The indemnity and insurance form under item 1.9.3 and 1.9.4 must be completed signed and submitted before a permit can be issued

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## SECTION 3

### INDEMNITY AND INSURANCE DETAILS

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

Name of Applicant: \_\_\_\_\_

COUNCIL WILL ONLY RESPOND TO THE APPLICANT AND THE PERSON THEY NOMINATE, SUCH AS PROJECT MANAGER FROM THE SAME COMPANY

(referred to hereafter as the Permit Holder) holds North Sydney 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 persons 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.

Permits will not be issued unless you have public liability insurance for the area you want to use. Complete this section, 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.

All Certificates must include the following information:

- A limit of liability of at least \$20M.
- Amounts to be denominated in Australian dollars (AUD) in the first instance.
- Relevant jurisdiction to include the Australian Commonwealth.

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

I/We have read the conditions of the Permit, Privacy Statement, Indemnity and Insurance Details (sections 3-5) and agree to abide by these conditions in full. I/We understand that failure to meet any of the conditions can result in the immediate cancellation of the permit and recovery of any associated costs. I/We undertake to comply with the conditions and requirements of WorkCover Authority NSW and Council Crane Policy that apply to this application. I/We agree to make safe the footpath and roadway during and after completion of the work. I/We agree to abide by the conditions of this permit and understand that the permit can be cancelled if I fail to do so. I/We declare that my public liability insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective. I declare the information supplied in this application is correct in every detail.

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

Date: \_\_\_\_\_

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## SECTION 4

FEES	
Service	Fee
Application fee to occupy road or footpath ( <i>minimum one-week notice</i> ) <b>This non-refundable fee is requested upon lodgement.</b>	\$200
Parking spaces ( <i>regardless of kerb side restriction</i> )	\$350 ( <i>per metered space, per day</i> ) \$240 ( <i>per non-metered space, per day</i> )
Skip Bin (max of 2 weeks)	Refer to parking spaces per day
Footpath Occupancy ( <i>retains consistent 1.2m footpath width</i> )	\$65 per m <sup>2</sup> /per week
Digging/Excavation/Opening	Restoration Fees are site dependent and include Parking & Footpath Occupancy Fees
Temporary Full Road Closure	\$1884 plus parking per day
Out of Normal Constructions Hours	\$645 covers 3 nights per week
Change of date (5 business days' notice, 3 business days if due to weather)	\$120