

# Application to Install Temporary Ground Anchors

Under Section 138 of the Roads Act 1993

## About this form

Use this form to obtain approval or to amend a previous approval to install temporary ground anchors used to anchor shoring when deep excavation works are undertaken.

**Note:** The only area of jurisdiction of City of Sydney is land under its ownership or control which includes road reserve. The City of Sydney will not issue a permit for permanent anchors or rock bolts. No ground anchors are permitted within the top two (2) metres of the road reserve as measured from the gutter invert level or surrounding ground surface where gutter is not present. Prior to completing this application please ensure you have read and understood Part 5: Applicant Declaration and Checklist and notes for completing the application on pages 6, 7 and 8.

## How to complete this form

1. Ensure that all fields have been filled out correctly before submitting the application.
2. Please note that fields on this form marked with an \* are mandatory.
3. Once completed submit this form by email, mail or in person. Please refer to the lodgement details section in Part 7 for further information.

## Fees and charges

The City of Sydney's Schedule of Fees and Charges can be accessed at [cityofsydney.nsw.gov.au/policies/revenue-policy-fees-charges](http://cityofsydney.nsw.gov.au/policies/revenue-policy-fees-charges). Refer to the public domain charges section: Section 138 Roads Act to Install Temporary ground anchors in the road reserve.

**Note:** The application will only be accepted if the correct fee is paid and the relevant documentation and/or drawings are provided electronically. If you require further information regarding this application, please contact the Public Domain Team on 02 9265 9333 or email: [publicdomain@cityofsydney.nsw.gov.au](mailto:publicdomain@cityofsydney.nsw.gov.au)

## Part 1: Site Details (adjoining the public road)

Property number\*

Street name\*

Suburb\*

Lot number (if known)

DP/SP (if known)

Development Application Number (if applicable)

## Part 2: Applicant (Primary Contact)

**Note:** All correspondence will be directed to the applicant

### Applicant Details\*

First Name\*

Last Name\*

Business/Company Name \*

Business/Company Address \*

Business/Company Postal Address (if different from above)

Contact Number\*

Email Address\*

### Part 3: Type of Work

#### Type of Temporary Structure on, above or beneath a public road:

☐ Installing temporary ground anchors to support a public road or public open space

#### Detailed description of the proposed structures and locations

#### Description of the proposed work to be carried out

#### Estimated cost of work to erect / install the temporary structure/s

Note: The cost of work is the estimated or contract cost inclusive of GST (labour & material).

#### When do you wish to commence installation?

#### How many weeks will the structure be in place?

### Part 4: Public Liability Insurance

The City requires public liability insurance of at least \$20 million. The applicant must be named in the Policy as the insured person/company. A copy of the current Public Liability Insurance Certificate must be supplied with the application.

Name of insurance provider:

Cover: From

To

### Part 5: Applicant Declaration and Checklist

I have attached the following:

Applicant's signature ☐

Location plan ☐

Site plan ☐

Public Liability Insurance ☐

Structural certification (Refer to page 4) ☐

Geotechnical certification (Refer to page 5) ☐

USB/email of all plans & documentation ☐

I declare that all information in the application and checklist is to the best of my knowledge, true and correct. I also understand that the electronic data provided is a true copy of all plans and associated documents submitted with this application and the data is not corrupted or does not contain any viruses. Each plan and document is supplied as a PDF file no larger than 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided via email or on the USB may be publicly available.

#### Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councillor or are related to a Council employee or Councillor.

I am an employee/Councillor or relative of an employee/Councillor of City of Sydney Council

☐ No

☐ Yes

If yes, state relationship

Applicant's name (please print)

Applicant's Signature

Date

## Part 6: Privacy and Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of approving temporary shoring and ground anchors in the City of Sydney Local Government area.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is required by law. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Planning, Development and Transport Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 7: Lodgement Details

You can lodge the completed application by:

- EMAIL:** [applications@cityofsydney.nsw.gov.au](mailto:applications@cityofsydney.nsw.gov.au)  
Digital copies of applications must be supplied on a USB memory stick if lodging by mail or in person.
- MAIL:** City of Sydney  
GPO Box 1591  
Sydney NSW 2001
- IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
[cityofsydney.nsw.gov.au/council/contact-us/customer-service-centres](http://cityofsydney.nsw.gov.au/council/contact-us/customer-service-centres)
- WHAT NOW:** Once your application is received a Council Officer may contact you to discuss your proposal which may include a request for further information and/or clarification of the proposed work.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)

## Customer Service Use Only

Receiving Officer

Date Received

Receipt Number

## Structural Certificate for Design - Temporary Ground Anchors

Address

Development Application Number

Construction Certificate Number

Pursuant to the provision of Section 93 of the Local Government Act 1993(i), I hereby certify that the Structural Drawings listed below have been checked and comply with:

- a) The relevant clauses of the Building Code of Australia (A2.3, and Section B).
- b) The Construction Certificate Plans released for construction.
- c) Any other relevant documents. (Specify)

Date of Development Consent (compulsory)

Date/s of Construction Certificate/s (compulsory)

Full Name of Structural Certifier

Qualifications and Experience (ii)

Address of Certifier

Certifier Business Contact Number

Certifier Business Contact Mobile Number

Certifier Business Fax Number

Certifier Email Address

Certifier's name (please print)

Certifier's Signature

Date

Certifier's Name of Employer (self or company)

Certified Structural Drawing numbers and revision list (attach a separate referenced list if necessary):

Notes:

- (i) The Local Government Act 1993 absolves Council from liability by relying on this Certificate;
- (ii) Please submit Curriculum Vitae including certification from an engineer registered on Engineers Australia National Engineering Register – NER or CPEng. Note this requirement is mandatory.

## Geotechnical Certificate

Address

Development Application Number

Construction Certificate Number

I hereby certify that I am an appropriately qualified and competent person in the field of geotechnical engineering and as such can certify that:

1. I have reviewed the Geotechnical Report No.  dated:   
including:
  - a) Borehole/test pit logs or inspection records;
  - b) Field/laboratory test results;
  - c) General geotechnical description of site;
  - d) Recommended safe bearing values and likely settlements of foundation material;
  - e) Discussion of the effect of the new works on existing buildings and recommendations for any underpinning or other measures required to maintain stability;
  - f) Method of proving and assessing foundations underpinning and/or excavation stability in accordance with design.

2. I have reviewed the Inspection and Test Plan, Reference No.  dated:   
in accordance with the requirements of the above geotechnical report and the details shown on the following drawing (list) in relation to foundations and the support of neighbouring property.

Date of Development Consent (compulsory)

Date/s of Construction Certificate/s (compulsory)

Full Name of Certifier

Qualifications and Experience (i)

Address of Certifier

Certifier Business Contact Number

Certifier Business Contact Mobile Number

Certifier Business Fax Number

Certifier Email Address

Certifier's name (please print)

Certifier's Signature

Date

Certifier's Name of Employer (self or company)

### Notes:

- (i) The Local Government Act 1993 absolves Council from liability by relying on this Certificate;
- (ii) Please submit Curriculum Vitae including certification from an engineer registered on Engineers Australia National Engineering Register – NER or CPEng. Note this requirement is mandatory.

### Risk Assessment and Public Liability Insurance

- An appropriately qualified person must assess the nature of proposed work and the associated risk to public safety (including vehicles and pedestrians).
- The certified design documents must incorporate any recommendations of this assessment, if applicable.
- Council must be indemnified against any claims for injury to person, damage to adjoining properties and/or public road, or excess on the policy arising out of any claim.
- Council must remain indemnified during the period of installation or construction until a permanent structure is built and any temporary retention structure is removed.
- Such indemnity must be expressed in the form of a public risk insurance policy with the minimum amount of \$20 million for any individual claim, which may be made.

### Digital File requirements

- All plans and documents, including the application form must be submitted in digital format.
- Each group of plan types, e.g. site plan, floor plans, sections, elevations and documents must be supplied as separate PDF files, not larger than 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website.
- Digital files must be virus free.
- As all information provided via email or on the USB or may be publicly available, personal information including credit card details must NOT be emailed or copied onto the USB.

### Supporting Documentation

The following information must be included with the application:

- One set of all drawings and documents (plans on A3).
- Architectural plan/s for bulk excavation showing relevant details including location of proposed excavation, footprint and levels of proposed excavation.
- Written consent from all relevant utility service authorities if installation of proposed ground anchors is likely to affect any services supplied by that Authority.
- Structural details and specifications including typical section/s and connection details. Provide details of the type, strength and manufacturer's details of the ground anchors as applicable to the rod, wire screw and grouting.
- A dilapidation report of the footway/roadway adjoining the site/work area.
- A survey of all utility services and underground structures (location and depth) in the area of the proposed ground anchor location including utility service access points/hatches.
- A pedestrian and or traffic management plans (where applicable)
- A report on the potential impacts on any Council street trees including root system and details of any required trimming of limbs (where applicable).
- Environmental control measures (shoring works) such as noise and dust control and the method to be employed to dispose of water collected in the excavation.
- Construction plan showing location, numbers, length, depth and angle of inclination of the proposed ground anchors.
- Notate on the plan that no ground anchors are permitted within the top two (2) metres of the road reserve as measured from the gutter invert level or from surrounding ground surface where no gutter is present.
- Plan/s must be signed by a NER Registered Professional Engineer.
- A copy of current public liability insurance policy of not less than \$20 million.

## **CERTIFICATION (MANDATORY)**

### **Structural**

- A completed Structural Certificate submitted to Council in the form of a Structural Certificate of Design.
- Template located on page 4 of this application form.
- Submissions to include structural drawings confirming compliance with;
  - a) The relevant current Codes of Practice of SafeWork NSW
  - b) The relevant current Australia Standards; and
  - c) Other documents (e.g. risk assessment recommendations)

Note: The temporary anchors and piers shall be designed to a depth of minimum 2 metres below the existing natural ground.

### **Geotechnical**

- A completed Geotechnical Certificate submitted in the form of a Geotechnical Certificate.
- Template located on page 5 of this application form.
- The Certificate is to be completed by the Project/Principal Geotechnical Engineer which includes the following information as appropriate;
  - a) Borehole/test pit logs or inspection records;
  - b) Field/laboratory test results;
  - c) General geotechnical description of site;
  - d) Recommended safe bearing values and likely settlements of foundation material;
  - e) Recommendations for stability and protection of excavations;
  - f) Opinion on the effect of the new works on existing buildings and recommendations for any underpinning or other measures required to maintain stability; and
  - g) Method of proving and assessing foundations, underpinning and/or excavation stability in accordance with design.

Note:

An appropriately qualified practising structural engineer/geotechnical engineer must have;

- Tertiary qualifications in civil or structural engineering/geotechnical engineering; and
- Corporate Membership of Engineers Australia or equivalent; and
- Evidence of relevant experience, registration with Engineers Australia (NER) in the form of a Curriculum Vitae; and
- Appropriate current professional indemnity insurance.

## **INSTALLATION OF TEMPORARY GROUND ANCHORS**

- Appointed Geotechnical Engineer must carry out inspections during the installation of temporary ground anchors. A Certificate of Inspection must be submitted. (The Certificate requirement to be submitted will be a condition of the permit and a template will be included in the permit)

## **REMOVAL OF TEMPORARY GROUND ANCHORS**

- Please arrange an inspection with the Public Domain team (refer to page 1 of this form) when the temporary ground anchors have been de-stressed & removed and all the supporting documentation as per the conditions of approval (refer to the temporary ground anchor approval letter).
- If repair works to the public domain are required to be carried out the works will need to be undertaken prior to the release of the damage security bond/deposit. If any works instructed are not undertaken, Council will carry out the work and deduct costs from the damage security bond/deposit held.

NOTE: The security bond and final completion sign-off will be held for six months after confirmation is provided in writing that the ground anchors have been de-stressed and completely removed.

## **SECURITY BOND**

- A security bond is mandatory in accordance with the City of Sydney Schedule of Fees and Charges before approval is issued.
- Once this application form is submitted and processed, you will be contacted and confirmation of the damage security bond amount will be determined.

## THE WORK HEALTH AND SAFETY REGULATION 2017

### Clause 54: Management of risk of falling objects

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. Note: WHS Act - section 19 (see clause 9)

### Clause 55: Minimising risk associated with falling objects

1. This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.
2. The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person by providing adequate protection against the risk in accordance with this clause.

Maximum penalty:

- (a.) in the case of an individual - 70 penalty units or
- (b.) in the case of a body corporate - 345 penalty units

3. The person provides adequate protection against the risk if the person provides and maintains a safe system of work including:
  - a) preventing an object from falling freely, so far as is reasonably practicable, or
  - b) if it is not reasonably practicable to prevent an object from falling freely - providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.

#### Examples:

1. Providing a secure barrier.
2. Providing a safe means of raising and lowering objects.
3. Providing an exclusion zone persons are prohibited from entering.

### Clause 103 of the Roads Act 1993

1. Risks associated with vehicles crashing through barrier and falling into an excavated site.

### Clause 305: Management of risks to health and safety associated with excavation work.

1. A person conducting a business or undertaking must manage risks to health and safety associated with excavation work, in accordance with Part 3.1.
2. The risks this clause applies to include the following:
  - a) a person falling into an excavation,
  - b) a person being trapped by the collapse of an excavation,
  - c) a person working in an excavation being struck by a falling thing,
  - d) a person working in an excavation being exposed to an airborne contaminant.
3. In complying with subclause (1), the person must have regard to all relevant matters, including the following:
  - a) the nature of the excavation,
  - b) the nature of the excavation work, including the range of possible methods carrying out the work,
  - c) the means of entry into and exit from the excavation, if applicable.