

Application to Renew Existing Hoardings Scaffolding and other Temporary Structures



Under Section 78 of the Local Government Act 1993 & Section 138 of the Roads Act 1993

About this form

You can use this form to renew an approval for an existing hoarding, scaffolding and/or other temporary structures installed on or above a public road.

How to complete this form

- 1: Ensure that all fields have been filled out correctly before submitting the application.
- 2: Once completed you can submit this form by email. Refer to the Lodgement details in Part 4 for further information.

Part 1: Applicant Details

Given Name/s

Family Name

Organisation Name

Postal Address

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number

Business Number

Mobile Number

Email Address

Applicant's Signature

Date

Part 2: Site and Application Details

Property Number

Street Name

Suburb

Building Name (if known)

Application Number (original hoarding application number)

Are there any changes to the hoarding/scaffolding proposed to be carried out?

☐

Yes (amendment application is required)

☐

No

How many additional weeks will the structure be in place? (see point 2 under 'Required documents' on the following page)

Details of graphics on site fences and fascias.

If the hoarding does not currently display a graphic, will the proposed additional period of installation require a graphics installation? (see 'Note' on p2)

No

☐

Yes

☐

▶ If yes, provide details of the type of graphic (Council standard artwork (site work, historic or bespoke graphic)

Part 2: Site and Application Details...continued

Note: The City's Guidelines for Hoardings and Scaffolding require the display of graphics on hoardings and scaffolding in prescribed circumstances including installations that exceed specified durations (see Clause 3.4 and Table 1 in the Guidelines for details). Where a graphic display was not required under the initial application/approval but the extension requested in this application now requires a graphic installation, an extension of the Permit will not be granted unless a graphic display is installed.

Is the installed structure compliant?

Is the temporary structure (hoarding/scaffolding) fully compliant with the Permit and the City's Guidelines for Hoardings and Scaffolding? (see categories below). Please tick the applicable type of hoardings:

- ☐ **Type- A and Type- B hoardings** - remains structurally sound; clear of graffiti and bill posters; tidy condition; graphics/artwork (where required) remain in good condition; and the footway surface is clear of debris and safe for pedestrians.
- ☐ **Type- B hoardings**- lighting systems are fully operational; the deck is watertight; and no material or equipment is stored on the hoarding deck (unless otherwise specifically approved).

Required documents:

- ☐ Public Liability Insurance Policy covering the full renewal period.
- ☐ Structural Certification
(required if the hoarding and/or scaffolding has been in place for more than 6 months from the initial approval date).

Part 3: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing and determining applications for the renewal of existing hoarding, scaffolding or other temporary structure.
- Intended recipients:** City of Sydney employees. Any other relevant state government agency and any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. 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 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](https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan).

Part 4: Lodgement Details

You can lodge the completed application by:

EMAIL: buildingapprovalsadmin@cityofsydney.nsw.gov.au

WHAT NOW: Once your application is received a Council Officer may contact you to discuss your application, which may include a request for further information and / or clarification of the information provided.

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