Mobile Hoisting Devices Operating from a Road/Footway Application

CITY OF SYDNEY

Under Section 68, Local Government Act 1993 and Section 138, Roads Act 1993

About this form

This application form must be used when applying to undertake hoisting activity on, over or above a public road (roadway and / or footway). Examples of mobile hoisting equipment includes the following types:

- Mobile cranes including crane trucks and Hiabs
- Elevated work platforms (EWP)
- Concrete boom pumps
- Scissor lifts

Note: Before completing this form proponents should refer to the City's 'Code of Practice: Hoisting and Construction Activites On and Above Roads' for details which may be helpful in lodging this application. For hoisting activity using site-based devices use the S*ite-based Hoisting Devices Operating Over a Public Road Application* form.

How to complete this form

1. Ensure that all fields have been filled out correctly before submitting the application.
2. All documentation as listed in the Applicant Checklist (Part 8) must be submitted. Failure to provide the required information may result in the application not being accepted.
3. Applications must be submitted at least 48 hours (two (2) working days, excluding weekends and public holidays prior to the proposed start of hoisting activity (work).

Note: The issuing of permits for hoisting activity during the month of **December** within the city centre will be restricted due to extended retail trading hours, school holidays and other activities leading up to the Christmas/New Year festivities. A map showing exclusion zones and the applicable dates can be found at: **cityofsydney.nsw.gov.au/lists-maps-inventories/construction-approvals-end-of-year-exclusion-zones**

Part 1: Type of application and nature of works

Please tick one of the following options:

☐ New ☐ Amendment to an existing permit ☐ Renew/extend a permit (number) ▶

Details of works to be carried out and the materials to be hoisted:

Part 2: Site details

Street number

Street name

Suburb name

Lot number

DP / SP

Part 3: Equipment details (tick the appropriate box)

☐ Mobile crane ☐ Elevated work platform ☐ Concrete pumping boom ☐ Scissor lift ☐ Truck-mounted hoist

☐ Other ▶ Please specify type of mobile device:

Vehicle width *	Vehicle length *	Footway/s	Lanes used	Works zone	Parking lane	Through-lane

NSW Police acknowledgement number

Transport for NSW Road occupancy licence

Transport NSW (Sydney Buses) approval

* Measurements when the hoisting equipment is in full operational configuration including outrigger footprint and counterweights.

Part 4: Applicant details (crane or equipment hire company, property owner, builder/contractor)

Given name/s

Family name

Business or Company name

Applicant address

Postal address (if different from above)

Email address

Business phone number

Site contact name

Site contact number

Part 5: Traffic Controllers, Agent or Contractor details (if different from Part 3)

Given name/s

Family name

Role in organisation

Business or Company name

Email address

Business phone number

Site contact name

Site contact number

Part 6: Hoisting location details

1st Location

Street number | Street name | Side: North ☐ South ☐ East ☐ West ☐

Between (street name) | And (street name)

2nd Location **(same building, different frontage)**

Street number | Street name | Side: North ☐ South ☐ East ☐ West ☐

Between (street name) | And (street name)

3rd Location **(same building, different frontage)**

Street number | Street name | Side: North ☐ South ☐ East ☐ West ☐

Between (street name) | And (street name)

Part 7: Fees summary (all fees are per day minimum and Dates/Times)

Fee type	Fee amount (per day)	Total
Usage/change of date fee	$225/vehicle	
Kerb lane / Minor Road, through-lane (per day)	$717	
Single residential lane fee	$251	
Major Road, through-lane (per day)	$1,458	
Number of days required:		
Total payable		

Works date	Start time	Finish time

To assist with fee calculations or quotations, a list of the major roads within the City of Sydney Council Local Government Area can be found at the following link: **cityofsydney.nsw.gov.au/construction-permits-approvals/apply-for-road-closure**

Note: Streets and roads not on this list are to be considered minor roads.

Part 8: Applicant Checklist

The following information has been provided to enable the application to be processed:

☐ Traffic/Pedestrian Control Plan - a full traffic/pedestrian control plan, in accordance with AS1742.3 & the Transport for NSW 'Technical Manual for Traffic Control at Work Sites' prepared by a person holding a Training Card Issued by SafeWork NSW. Accreditation details and site checklist must be included with the submission.

Part 8: Applicant checklist (continued)

- [ ] All external approvals, acknowledgements or permits. i.e. Transport for NSW, NSW Police or Sydney Buses.
- [ ] Where required by a condition of development consent, a City of Sydney Works Zone permit has been applied for.
- [ ] A copy of the applicant's current Public Liability Insurance Policy with a minimum of cover of $20 million.
- [ ] A safe work method statement &/or Material Data Safety sheets for the proposed works.
- [ ] If the proposed hoisting activity is being carried out as part of a City of Sydney Project, the City of Sydney Project Manager's details must be included with the application.
- [ ] The maximum weight of any machinery proposed to operate on an asphalt footway is 1500kg, and 3000kg on concrete/granite paving (total weight, not point loads). The manufacturer's / hirer's specification for the machinery is to be attached.
- [ ] A full lift study has been provided, showing the crane's location, including outrigger locations.

Part 9: Applicant Declaration

I declare that all of the information I have provided is true and correct and I am authorised to make this application on behalf of the company.

Applicant name (please print)	Applicant Signature	Date

Office use only

Receiving Officer name	Date received

Information relating to hoisting activity and public safety

The approval of hoisting activity over a public road (roadway and/or footway) is regulated through the Local Government Act 1993 and the Roads Act 1993 including associated Regulations. Any approval granted for this activity does not endorse or approve the design or structural adequacy of a hoisting device, system or operation for the purposes of satisfying a person's responsibilities under the Work Health and Safety Act 2011 and regulations including the provisions of Sections 34, 35, 54, 55 and 235 of the Work Health and Safety Regulation 2025.

Lodgement Details

You can lodge the completed application by:

EMAIL: cru@cityofsydney.nsw.gov.au

WHAT NOW: If additional information is required, a Council officer will be in touch with you to discuss the matter.
Otherwise allow at least 2 working days for your application to be assessed.
No payment is required at the application stage.

PAYMENT: **Online:** Once the permit has been processed, our team will email you a link to make an online payment.

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of providing approval to hoist over or on a public road.

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** 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**.