Site-based Hoisting Devices Operating Above a Public Road 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 and/or operation on, above a public road (roadway and / or footway) using, for example, the following types of site-based hoisting equipment:

- site-installed cranes - including any part of a crane that slews or luffs over a public road
- personnel and material hoists
- mast-climbing work platforms and suspended scaffold (swinging stages)
- building maintenance unit (BMU)

Before completing this form proponents should refer to the City's 'Code of Practice: Hoisting and Construction Activities On and Above Roads' for details which will assist in completing and lodging the application.

Notes:

- This form can also be used to seek an amendment to an existing approval (permit).
- For hoisting activity using mobile devices use the *Mobile Hoisting Devices Operating from a Road/Footway Application* form.
- To renew a permit for site-based hoisting devices use the *Site-based Hoisting Devices Operating Above a Public Road Renewal 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 7) must be submitted. Failure to provide the required information may result in the application not being accepted and/or delay processing.

Part 1: Type of application

Please tick one of the following options: ☐ New ☐ Amendment to existing permit ▶ Permit number B/

Part 2: Site details

Street number

Street name

Building name (if known)

Suburb name

Lot number

DP/SP

Part 3: Applicant details (crane or equipment hire company, property owner, builder/contractor)

Given name/s

Family name

Business or Company name

Applicant's address

Postal address (if different from above)

Email address

Business phone number

Site contact name

Site contact number

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 Policy must be supplied with the application.

Name of insurance provider:

Cover: From

To

Part 5: Type of equipment to be used (tick the appropriate box)

- ☐ Crane (one per application)
- ☐ Mobile crane onsite hoisting from a public road to the site
- ☐ Building maintenance unit (BMU)
- ☐ Personnel hoist
- ☐ Materials hoist
- ☐ Suspended scaffold (swinging stage)
- ☐ Mast-climbing work platform
- ☐ Other ▶ Specify the type of device:

Application fee: $439

Part 6: Hoisting activity details

a. **Please give a brief description of the hoisting activity and the equipment to be used** (equipment name / type, size and other relevant information - see also Part 7):

b. **Location** (street name or building frontage/s) from which hoisting will take place:

c. **Length (m) of road or building frontage over which hoisting will take place**:

d. **Roads over which any part of the hoisting device will operate including slewing, luffing and wind-vaning.**

e. **Type/s of material/equipment/personnel to be hoisted:**

f. **Period of hoisting activity:**

Commencement (date):

Expected completion (date):

g. **Will hoisting activity be undertaken from an approved works zone on the roadway?**

No ☐ Yes ☐ Please provide the approval reference number:

h. **Has an approval (Permit) for a Type-B hoarding adjoining the hoisting/works zone been approved?**

No ☐ Yes ☐ Please provide Permit number: B/

i. **Will the hoisting device (on-site crane) be mounted or fixed to a concrete footing?** No ☐ Yes ☐ ▶

If yes, has a construction certificate been obtained for the footing? No ☐ Yes ☐ ▶

Please provide the certificate reference number:

Please provide the registered certifier's name:

Part 6: Hoisting activity details... continued

j. **For cranes which will intrude into prescribed airspace (zones of Sydney Airport) has approval been granted under the Commonwealth's *Airports (Protection of Airspace) Regulations 1996*?**

No ☐ Yes ☐ ▶ Please provide a reference number of the approval:

▶ Council requires a copy of the approval letter. Have you attached a copy to this application? Yes ☐ No ☐ ▶ Why? Provide details

k. **Are you planning to install cantilevered materials landing platforms on the building facade in association with any crane hoisting activity where the platforms will overhang the road reservation (roadway and/or footway)?**

No ☐ Yes ☐ ▶ If yes, you will need to seek and obtain a separate approval by completing a Construction-related Temporary Structures Application form.

l. **Will any part of the hoisting device lift, swing, vane, luff or slew over private land or Council land other than roads?**

No ☐ Yes ☐ ▶ You will need to obtain an access agreement with each affected landowner over which the device will operate or swing. Council does not play a role in obtaining agreements from affected landowners. You should commence this process early in the site establishment stages to ensure that there are no delays in commencing the proposed hoisting activity.
Note: In issuing an approval to hoist over a public road Council has no statutory obligation to ensure that access agreements with private landowners have been obtained.

Part 7: Applicant checklist

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

- ☐ Drawings and details (plan, elevation sections etc.).
- ☐ A site plan to a scale of 1:100 (smaller scale permitted for large sites) showing the location of the hoisting equipment on the site or on the building, the area on the roadway from which material will be hoisted and where a crane is proposed, a drawing showing the slewing and/or luffing radius over roadways and surrounding properties.
- ☐ For a building maintenance unit, photographs of the device (if installed)
- ☐ Where proposing to undertake hoisting activity in the vicinity of street trees, particularly near tree canopies, Council will require a report from a qualified arborist reporting on the condition of the trees. This must include any recommendations regarding required trimming and/or tree maintenance and periodic inspections to be undertaken throughout the duration of the hoisting activity (refer to the City's 'Code of Practice': Hoisting and Construction Activities On and Above Roads for further details)
- ☐ Equipment specifications and details. Note: After installation of the device, a certificate from an appropriately qualified person using the City's standard certificate template must be provided. (see note 2)
- ☐ Where a hoisting device is mounted/fixed to a concrete footing, a copy of the construction certificate approval for the footing and anchorage connections including structural design certification. (see note 2).
- ☐ A copy of the applicant's current Public Liability Insurance Policy with a minimum cover of $20 million indemnifying the City of Sydney Council.
- ☐ Where crane intrusions will occur within the Sydney Airport airspace zones, evidence of approval (from the Department of Infrastructure, Transport, Regional Development, Communications, Sport and the Arts) must be provided.

Part 8: Applicant Declaration

I declare that all information in the application and checklist is to the best of my knowledge, true and correct 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 300MB and is named in accordance with the Building Certification digital file requirements, available on the City of Sydney website. I understand that information provided may be publicly available.

Applicant's name (please print)	Applicant's Signature	Date

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. These provisions can be accessed through the NSW Legislation website.

Lodgement Details

You can lodge the completed application and supporting documents by:

EMAIL: **buildingapprovalsadmin@cityofsydney.nsw.gov.au**

If your files are over 25MB please email the completed form only and we will contact you for the supporting documents and required fees.

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 assessing and determining applications for the operation of hoisting devices above a public road in the Council area (Council Land) as required under Sections 68 and 94 of the Local Government Act 1993 and Sections 138 and 139 of the Roads Act 1993.

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.

Note 1

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 300MB in size and be named in accordance with the Building Certification digital file requirements, available on the City of Sydney website.
- Digital files must be virus free.

As all information provided may be publicly available, personal information including credit card details must NOT be emailed to council.

Note 2

Section 93 Certification by qualified persons (Local Government Act 1993)

(1) A council or the Minister may be satisfied that:
- (a) a particular design, material, process or product complies with a criterion for approval, or
- (b) an activity has been carried out in compliance with an approval, by relying on a certificate to that effect from an appropriately qualified person.

(2) A certificate relating to a particular design, material, process or product must specify the particular criterion with which the design, material, process or product complies.

(3) The council or the Minister must rely on such a certificate if it is from an appropriately qualified person and is furnished by a public authority.

NOTE: Sections 92 and 93 specify circumstances in which a council does not have to form an independent judgement about some aspect of an activity for which approval is being sought, but may rely on an accreditation or certification of a competent person.

A component, process or design relating to an activity may be accredited in accordance with the procedure set out in Division 5 of this Part.

Section 732 exempts a council, councillor or employee of a council from liability that would otherwise be incurred as a consequence of relying on an accreditation or certification.