

# Temporary Works Application

Under Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993

## About this form

This application must be used to obtain approval to use the public way for minor construction works involving - ladders, mobile scaffolding, concrete line pumps, abseiling, suspended scaffold (swinging stage) in association with barricading in the public place to undertake minor facade maintenance work, or temporary vehicle driveways/laybacks or other works not covered by Road Opening Applications, Site-based Hoisting Devices Operating Over a Public Road Applications or the Mobile Hoisting Device Operating From a Road/Footway Applications. This application may be used for multiple frontages of the same building.

## How to complete this form

- 1: All documentation listed in **Part 5 - Applicant Checklist** must be submitted or the application may not be assessed.
- 2: All fields on this form requesting information for the applicant are mandatory and must be correctly completed before submitting the application.
- 3: Applications must be submitted a minimum of 48 hours (2 working days excluding weekends and public holidays) prior to the proposed start date of works.
- 4: **December Works:** The issuing of permits during the month of December within the Sydney CBD will be restricted due to extended retail trading hours, school holidays and other activities leading up to Christmas and New Year festivities. A map showing exclusion zones and the applicable dates can be found at: <http://www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation>

**NOTES:** If requesting approval for fixed scaffolding/hoardings use an Application for Hoardings, Scaffolding and other Temporary Structures form. If using a mobile crane or other lifting devices use a [Mobile Hoisting Devices Operating from a Road/Footway Application form](#). For an onsite/tower crane use a [Site-based Hoisting Devices Operating Over a Public Road Application form](#)

\*\*\* No payment is required when submitting this form.\*\*\*

## Part 1: Equipment & Work Details

- Ladders  Concrete Line Pump  Barricading of a roadway and/or footway is required to allow the operation of a suspended scaffold (swinging stage) for minor works only. **Note:** A separate approval is required for the operation of the suspended scaffold (refer to the Hoisting Application form).
- Mobile Scaffold  Abseil/Rope Access
- Temporary Driveway  ► Please note: a Road Opening Permit is also required.

Police Acknowledgement number

RMS Road Occupancy licence

STA (Sydney Buses) approval

Please specify the nature of works proposed below:

## Part 2a: Applicant / Equipment Hire Company Details

Title

Given Name/s

Family Name

Business/Company Name

Applicant Address

Postal Address (if different from above)

Business Phone Number

Mobile Number


Site Contact Name

Site Contact Phone Number

Email Address



Part 2b: Traffic Controller / Agent / Contractor details - if different from above

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Company Name		
<input type="text"/>		
Applicant Address		
<input type="text"/>		
Postal Address (if different from above)		
<input type="text"/>		
Business Phone Number	Mobile Number	
<input type="text"/>	<input type="text"/>	
Site Contact Name	Site Contact Phone Number	
<input type="text"/>	<input type="text"/>	
Email Address		
<input type="text"/>		
Application Type (please tick applicable box)    New <input type="checkbox"/> Amended <input type="checkbox"/> 		
Please provide previous Permit Number <input type="text"/>		

Part 3: Works Location

**1st Location**

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

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

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

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

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

**4th Location (same building different street frontage)**

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	



## Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of approving the usage of the public way for construction and related activities.
- Intended recipients:** City of Sydney employees. 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](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 (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

## Part 8: Lodgement & Collection Details

You can lodge the completed application by:

**EMAIL:** [cru@cityofsydney.nsw.gov.au](mailto: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:

Telephone: (02) 9265 9333 or visit our Website: [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Office Use Only

Receiving Officer Name

Date Received

Team Leader Name

Date Received