

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: cityofsydney.nsw.gov.au/construction-permits-approvals

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 on-site/tower crane use a [Site-based Hoisting Devices Operating Over a Public Road Application form](#)

*** Upfront payment is not 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 ► **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

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

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

Application Type (please tick applicable box) New ☐ Amended ☐ ►

Please provide previous Permit Number

Part 3: Works Location

1st Location

Street Number

Street Name

Suburb

Between Street Name

(and) Street Name

2nd Location (same building different street frontage)

Street Number

Street Name

Suburb

Between Street Name

(and) Street Name

3rd Location (same building different street frontage)

Street Number

Street Name

Suburb

Between Street Name

(and) Street Name

4th Location (same building different street frontage)

Street Number

Street Name

Suburb

Between Street Name

(and) Street Name

Part 4: Fees Summary

Assessment fee - per week or part thereof / change of date	\$110	Date	Start time	Finish Time
Single residential loading and unloading fee - per week or part thereof	\$327			
Lane fees are charged on a per day basis				
Single residential lane fee - per day	\$243			
Kerb lane or Minor road through lane per day	\$696 **			
Major road through lane per day	\$1415**			
Number of weeks required				
Total fees payable:				

** Kerb Lane fees are applicable where a site does not have a City of Sydney approved / signposted works zone.

To assist with fee calculations or quotations, a listing 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 5: Applicant Checklist - To be used when filling out this application form

The following information is required to accompany this application to ensure it will be processed.

- ☐ A full traffic / pedestrian plan, in accordance with AS 1742.3 & the RMS manual for traffic control at work sites drawn by a red or orange ticket RMS accredited person. Current RMS accreditation must be included on the plan.
- ☐ Where required, all external approvals / acknowledgements or permits; such as RMS, NSW Police, StateTransit Authority are attached.
- ☐ Where required by conditions of a site specific DA consent, a City of Sydney Works Zone must be approved / installed or awaiting assessment / approval.
- ☐ A copy of the applicant's current Public Liability Insurance certificate. The policy must be for minimum coverage of \$20 million.
- ☐ Where required, a safe work method statement and/or Material Data Safety sheets for proposed works.
- ☐ If these works are being carried out as part of a City of Sydney project, please ensure the City of Sydney Project Manager's details are included in this submission.
- ☐ If this application is for the construction of a temporary driveway/layback for vehicle access, **a Road Opening application must be submitted before this assessment process can begin.**

Part 6: Applicant Declaration

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

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 Name - please print

Applicant Signature

Date

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 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.

Part 8: Lodgement & Collection 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

Office Use Only

Receiving Officer Name

Date Received

Team Leader Name

Date Received