

Works Zone Application

About this form

You can use this form to apply for a works zone adjacent to a construction site.

How to complete this form

Note: The Applicant must have an approved Construction Traffic Management Plan (CTMP) prior to applying for a Works Zone (if applicable). The proposed Works Zone must comply with the CTMP.

- 1: Read Part 8: Notes for Completing the Application and Part 9: Schedule of Conditions. Complete the required information and attach a copy of Schedule 1C of the development consent for the property.
- 2: Provide a plan on A4 sized paper, indicating all existing kerbside parking restrictions and the proposed Works Zone length. An example plan is attached.
- 3: Refer to Part 10: Submission Dates for Works Zone Applications, before lodging your application.
- 4: Your application may be delayed if you do not provide adequate information on this form.
- 5: All fields on this form are mandatory.
- 6: Once completed you can submit this form by e-mail and/or in person. Please refer to the Part 7: Lodgement Details section for further information.
- 7: If you email your application and opt to pay by credit card, our Customer Service Team will contact you on the number provided to obtain payment.

Approval Process

- 1: If City Officers support your application, it will be presented to the Local Pedestrian Cycling and Traffic Calming Committee (LPCTCC) for review and recommendation. The LPCTCC is an advisory body only. Proposals recommended by the LPCTCC must be formally approved by Council or authorised City staff under delegated authority.
- 2: The Applicant must pay 26 weeks kerbside usage fee and security deposit in advance before the installation of the Works Zone. Each following kerbside usage fee payment will be for a minimum of 26 weeks.
- 3: When determining the application, the City may impose additional conditions of approval.
- 4: If the application is approved, the Works Zone will be installed 14 days after the receipt of the security deposit and Kerbside usage fees and notification to nearby properties.

Part 1: Applicant Details

Given Name/s

Family Name

Business/Company Name

ABN

Full Business Address (please include number, street name, suburb and postcode)

Business/Company Relationship to site (e.g. owner, builder, subcontractor etc.)

Note: The Applicant must supply all of the following contact details:

Business Number

Mobile Number

Email Address

Part 2: Site Details (All details below must be completed)

1. Location (Building street frontage)

Street Number and Name

Suburb

Nearest Intersection (e.g. between Smith and Jones St)

Side of street where works zone is required:

North ☐

South ☐

East ☐

West ☐

Building Name (if applicable)

DA number

Has a Construction Traffic Management Plan been submitted for this site:

Yes ☐

No ☐

Not Applicable ☐

Part 2: Site Details Continued...

2. Proposed Activities (e.g unload materials, demolition, excavation, new building, renovation etc.)

3. Please provide reason/s why on-site parking is not available for construction

4. Please provide the proposed length of Works Zone.

(You will also need to provide a diagram which indicates the length of the Works Zone and any existing kerbside restrictions)

Length of Works Zone in metres (minimum 10 metres)

5. Please advise what the current kerb restriction is in this location

6. Are you proposing to swing or hoist goods from a Works Zone across or over any part of the public road by means of a lift, hoistor crane?

No ☐

Yes ☐

► **If yes**, please note that you will need a separate approval under Section 68 of the Local Government Act 1993 from the City's Building Approvals Unit. The Application for Hoisting Activity over a Public Road Approval form is available on the City's website:

7. Are there trees located within, and adjacent to the Works Zone?

No ☐

Yes ☐

► **If yes**, and the trees will constrain loading / unloading from the Works Zone, please note that you must obtain a separate approval from the City's Tree ManagementTeam.

Part 3: General Fees (indication only - final fees will be calculated on application)

Types of Fees - valid until 30 June 2024	Fee
1. Application Fee (non-refundable)	\$1860.00
Invoice Amendement Fee (non-refundable)	\$179.00
2. Deposit: Project value up to \$100,000.00 per street frontage	\$14,200.00
Deposit: Project value over \$100,000.00 per street frontage	\$29,400.00
Security deposit to be paid by: (Tick appropriate) <input type="checkbox"/> Cash deposit <input type="checkbox"/> Bank guarantee <input type="checkbox"/> Performance bond <input type="checkbox"/> Bank cheque	
3. Kerbside Usage Fees	
Outside Core Area	
Works Zone: Up to 12 hours per day for first 12 months, per linear metre per week	\$94.00
Works Zone: Up to 12 hours per day after 12 months, per linear metre per week	\$124.00
Works Zone: Over 12 hours per day for first 12 months, per linear metre per week	\$114.00
Works Zone: Over 12 hours per day after 12 months, per linear metre per week	\$151.00
Core Area Works Zones	
Core Area Works Zone: Up to 12 hours per day for first 12 months, per linear metre per week	\$146.00
Core Area Works Zone: Up to 12 hours per day after 12 months, per linear metre per week	\$188.00
Core Area Works Zone: Over 12 hours per day for first 12 months, per linear metre per week	\$188.00
Core Area Works Zone: Over 12 hours per day after 12 months, per linear metre per week	\$216.00

Please note: Any subsequent fee increase adopted by the City will apply to all existing and new Works Zones.

Part 4: Application Checklist (All check boxes must be completed)

Please tick all applicable boxes

- I have read Part 8: Notes for Completing the Application and Part 9: Schedule of Conditions. ☐
- I have read and complied with the Development Consent for the property. ☐
- I have included a plan with my application which shows all existing kerbside parking restrictions and the length of the proposed Work Zone. Work Zone plan must be submitted on A4 sized paper (in colour). ☐
- I have referred to Part 10: Submission Dates for Works Zone Application. ☐
- I have included the Application Fee of \$1860.00 (non-refundable). ☐
- I have included a copy of the Certificate of Currency for Public Liability Insurance (minimum of \$20 million). ☐
- I have submitted an approved Construction Traffic Management Plan (if applicable). ☐
- I have included the Schedule 1C for the property. ☐

Part 5: Applicant Declaration

I declare that the information I have provided is true and correct and that I have read and understood the Schedule of Conditions and agree to comply with them.

Applicant Name

Applicant Signature

Date

Part 6: Privacy & Personal Information Protection Notice

Purpose of collection: This information is being collected for the purpose of assessing a request for a Works Zone.

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 Services 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 7: Lodgement Details

You can lodge the completed application by:

EMAIL: applications@cityofsydney.nsw.gov.au

Do not include payment details with this form. Our Customer Service team will contact you on the phone number provided to obtain payment via credit card

IN PERSON: Town Hall House - Level 2, 456 Kent Street, Sydney
See our website for details of all customer service centres and opening hours:
cityofsydney.nsw.gov.au/customer-service

WHAT NOW: If further information is required, a Council Officer will contact you. The Local Pedestrian, Cycling and Traffic Calming Committee will review your application. Committee dates can be found in Part 10 of this form.

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

Customer Service Use Only

Receiving Officer Name

Date Received

Receipt Number

Application Fee RC009

NB: This application cannot be processed unless a copy of Schedule 1C of the Development Consent is attached.

Part 8: Notes for completing the application

1. **Application Fee:** The Works Zone Application fee is non-refundable. Once a determination has been made, you will be informed in writing of the outcome of this application, the associated kerbside usage fees and security deposit.
2. **Deposit:** The applicant must pay the deposit for each street frontage on which a Works Zone is to be installed. The deposit must be paid before the installation of the Works Zone.
3. **Kerbside Usage Fees:** The applicant must pay 26 weeks Kerbside Usage Fees in advance before the installation of the Works Zone and kerbside allocation. Each following Kerbside Usage Fees payment will be for a minimum of 26 weeks. Early termination of a Works Zone must be made in writing 14 days prior to termination.
4. **Hours:** The use of Works Zones must conform to the hours of demolition or building works stipulated by the City on the relevant development consent. These hours of operation would normally be 7.30am to 5.30pm from Monday to Friday and from 7.30am to 3.30pm on Saturday. However, the times of operation may be further restricted by the City in accordance with any particular traffic condition near the site. If the Works Zone operating hours need to be outside the approved building hours, the applicant must make a separate Section 4.55 application, together with a non-refundable application fee to the City Planning Unit to amend the approved building hours in the development consent.
5. **Public Liability Insurance:** A copy of the Certificate of Currency for Public Liability Insurance (for a minimum sum of \$20 million) must be attached to this application.
6. **Works Zone:** Works Zones are provided to facilitate the efficient operation of construction projects and to minimise traffic disruption. They are provided in accordance with the Roads Act 1993. Rule 181 of the NSW Road Rules 2014 permits a driver to stop in a Works Zone if the driver is driving a vehicle that is:
 - engaged in construction work in or near the Works Zone; or
 - dropping off or picking up passengers the Works Zone is not to be used for commuting or private parking by builders tradespersons or visitors to the site.

Part 9: SCHEDULE C - Works Zone Approval Conditions

1. The applicant must notify adjacent properties of the Works Zone at least 14 days before the installation of the Works Zone and include contact details for the supervisor responsible for the Works Zone. A copy of the notification letter and distribution map must be provided to the City.
2. The applicant must pay all fees associated with the Works Zone.
3. The applicant must maintain public liability insurance for at least \$20 million during the period of use of the Works Zone. Evidence of this insurance must be provided to the City and the Applicant must:
 - 3.1. effect the insurance policies with an insurer approved by us;
 - 3.2. effect the insurance policies showing the City of Sydney as an interested party; and
 - 3.3. produce to us a Certificate of Currency for the public liability insurance policy
4. The applicant must comply with all relevant legislation, including Rule 181 of the New South Wales Road Rules 2014. The Works Zone is not to be used for commuting or private kerbside parking by builders, tradesperson or visitors to the site.
5. It is an offence under Section 667 of the Local Government Act 1993 to willfully remove, destroy, deface, damage or otherwise interfere with notices or signs erected by the City. The applicant must immediately notify the City's Traffic Works Coordinator of any lost or damaged signs adjoining the building site
6. The applicant must provide safe pedestrian access adjacent to the Works Zone during the hours of operation. All traffic and pedestrian control must be in accordance with the current version of AS1742.3 and its associated handbook and RMS' Traffic Control at Work Sites Manual
7. The City may require the applicant to enter into a separate deed if pedestrian access through private land is required.
8. The Applicant must give the City at least 2 weeks written notice if it wishes to suspend the Works Zone. Suspension of a Works Zone is at the City's discretion. The minimum suspension period is 2 weeks.
9. The Applicant must give the City at least 2 weeks written notice if the Works Zone is no longer required. The applicant must notify the City's Traffic Works Coordinator on cgalabro@cityofsydney.nsw.gov.au for the Works Zone to be removed.
10. The Applicant must continue to pay the Kerbside Usage Fees until the Works Zone is completely removed.
11. Works for major transport projects, such as the Sydney Light Rail Project and the Sydney City Centre Access Strategy, are currently being undertaken in the City's Local Government Area and have priority access and use rights over City owned or controlled land including roads and footpaths. The City may at any time, and with at least 1 business days' notice to the applicant, suspend or restrict the Works Zone if the Works Zone:
 - is required for a major transport project; or
 - is impracticable due to changes arising from a major transport project, such as traffic diversions; or
 - is otherwise unsuitable due to a major transport project.The applicant must make its own enquiries, on a regular basis, about the potential impact of major transport projects on the Works Zone and the construction program for its development site.

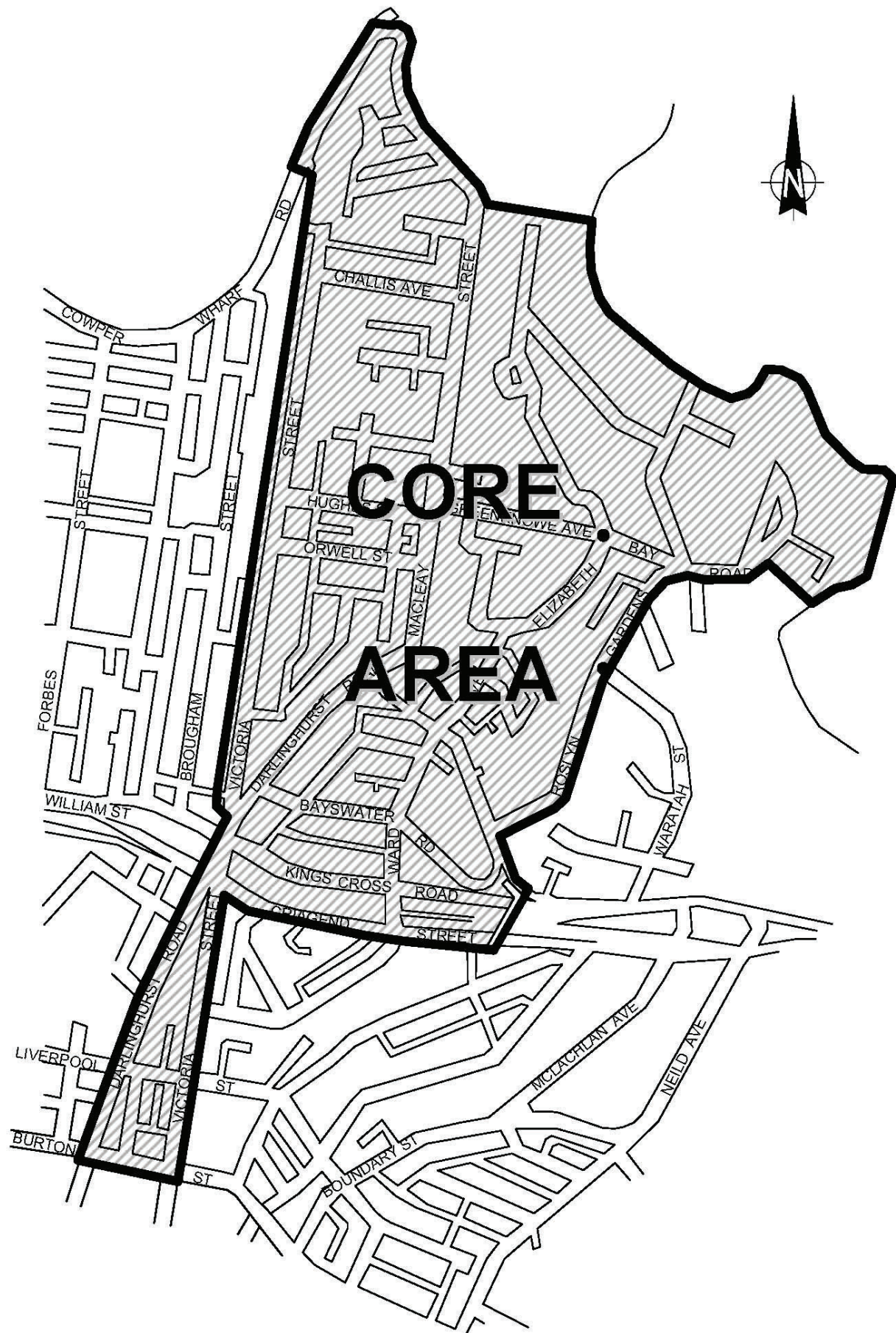
Part 9: Schedule of Conditionscontinued

12. The City may offset any fees owing by the applicant against the Deposit. The balance of the Deposit will be returned to the applicant when the Works Zone has been removed, all damages are rectified and all outstanding fees are paid in full.
13. The City may suspend or restrict the operation of a Works Zone for major events. Special traffic arrangements may be required during the Christmas and New Year period (generally from 1 December to 2 January) and other major event days. The applicant must make its own enquiries, on a regular basis, about any major events near their development site.
14. The applicant uses the Works Zone at its own risk. The City is not responsible for any loss, damage, injury or death relating to the applicant's use of the Works Zone. The applicant releases the City from and indemnifies and keeps the City indemnified against all liability, claims, action or demand associated with the Works Zone.
15. The Applicant shall indemnify and keep indemnified The City of Sydney against all loss (including financial loss), damage, expenses, claims, and liability suffered or incurred by us or our employees, consultants, agents, arising from the Applicant's activities including:
 - 15.1. Loss of or damage to our property and any other property; and
 - 15.2. Damage, expense, loss or liability for personal injury
16. The City is not responsible if the applicant is not able to gain access to the Works Zone.
17. Failure to comply with these Conditions may result in the Works Zone being revoked and not reinstated.

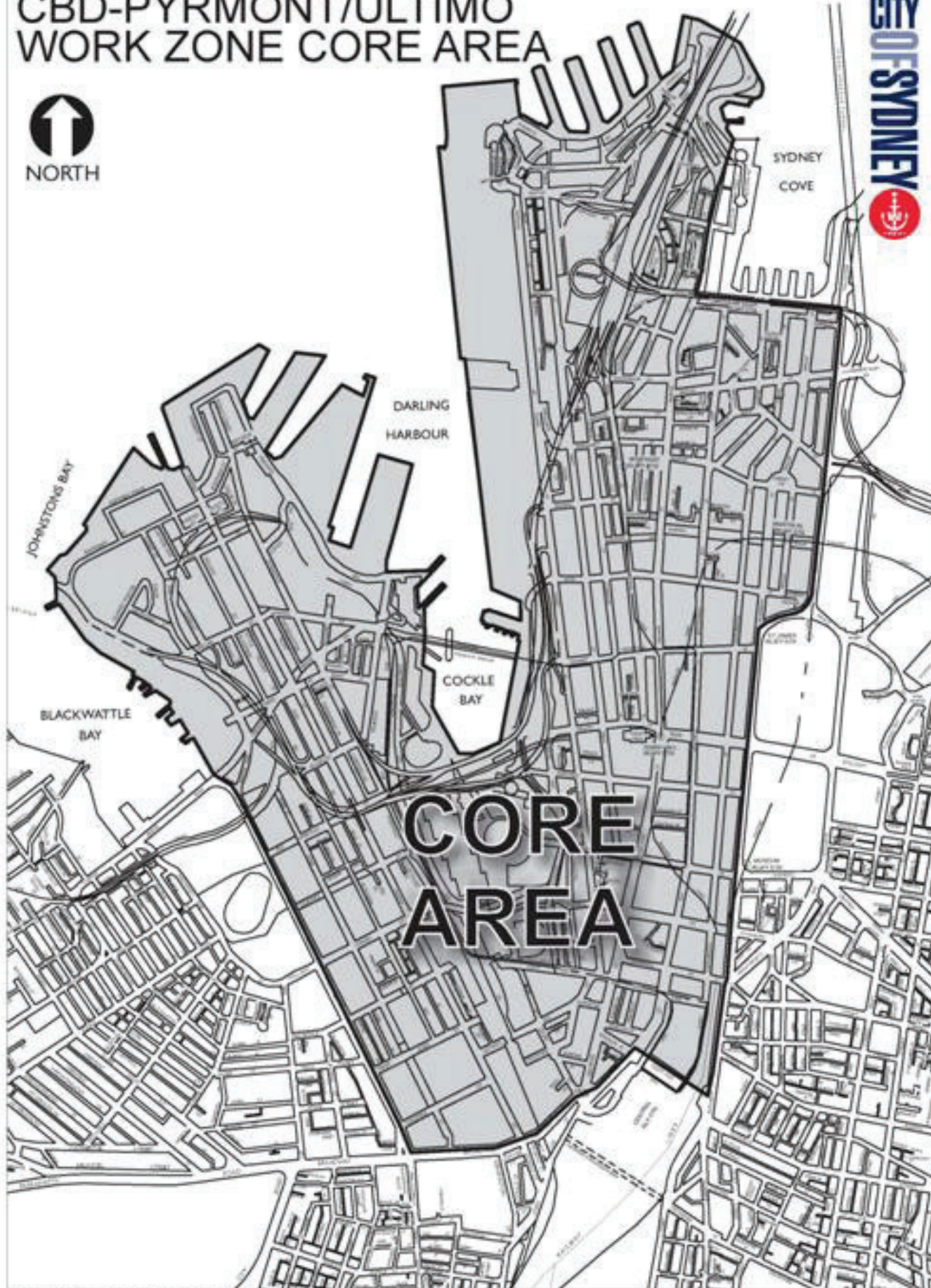
Part 10: Submission Dates for Work Zone Applications

Traffic Committee Dates	Cut-Off Date Application Lodged and Paid in Full
No January 2023 meeting	No January 2023 meeting
Thursday 16 February 2023	Friday 13 January 2023
Thursday 16 March 2023	Friday 3 February 2023
Thursday 20 April 2023	Friday 10 March 2023
Thursday 18 May 2023	Friday 7 April 2023
Thursday 15 June 2023	Friday 5 May 2023
Thursday 20 July 2023	Friday 9 June 2023
Thursday 17 August 2023	Friday 7 July 2023
Thursday 21 September 2023	Friday 4 August 2023
Thursday 19 October 2023	Friday 8 September 2023
Thursday 16 November 2023	Friday 6 October 2023
Thursday 7 December 2023	Friday 27 October 2023

KINGS CROSS WORKS ZONE CORE AREA



CBD-PYRMONT/ULTIMO WORK ZONE CORE AREA



CBD-PYRMONT/ULTIMO WORK ZONE CORE AREA

APRIL 2006

Proposal – Example sketches

Balfour Street, Chippendale Proposed parking changes



Existing

- ■ ■ "No Stopping"
- ■ ■ "P Motor Bikes Only"
- ■ ■ "No Parking"
- ■ ■ "Loading Zone 8.30am-5pm Mon-Fri",
"2P Ticket 5pm-10pm Mon-Fri, 8am-10pm
Sat-Sun & Public Holidays Permit Holders
Excepted Area 32"
- Existing Driveway

Proposed

- "Works Zone 7.30am-5.30pm Mon-Fri, 7.30am-3.30pm Sat",
"2P Ticket 6pm-10pm Mon-Fri, 4pm-10pm Sat, 8am-10pm
Sun & Public Holidays Permit Holders Excepted Area 32"

