

# Application for Construction-related Temporary Structures

Under the Roads Act 1993 and Local Government Act 1993

## About this form

You can use this form to obtain approval (or to amend an existing approval) to place construction-related temporary structures on and/or above a public road. The City's 'Code of Practice: Construction-related Temporary Structures On and Above Roads' (the 'Code of Practice') will assist in developing your proposal and lodging this application.

## How to complete this form:

1. Please read the 'Notes' carefully, specifically Note 1 on page 6 in relation to work health and safety obligations.
2. Ensure that all fields have been filled out correctly and all required details are included before submitting the application (see Note 5).
3. Once completed, you can submit this form by email. Refer to the Lodgement Details section in Part 7.

TYPE OF APPLICATION (X)

New

Amendment to an existing approval

Approval/ Permit Number

B/

## Part 1: Site Details (adjoining the public road)

Property number

Street name

Suburb

Lot number (if known)

DP/SP (if known)

## Part 2: Applicant Details

Given name/s

Family name

Organisation name

Postal address

**Note:** Before this application can be lodged, at least one contact number must be supplied.

Business number

Mobile number

Email address

Applicant's name (please print)

Applicant's Signature

Date

**Note:** If you are signing on behalf of a company please state capacity below:

Capacity within the Company

### Part 3: Temporary Structure and Associated Activities

**(a) Type of Temporary Structure/s on, above or beneath a public road: (tick as applicable)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Type-A hoarding   | <input type="checkbox"/> Type-B hoarding   | <input type="checkbox"/> Site sheds  |
| <input type="checkbox"/> Scaffolding (supported from ground level; hoarding deck; cantilevered platform)                       | <input type="checkbox"/> Cantilevered facade-mounted materials land platform/s             | <input type="checkbox"/> Facade retention structure  |
| <input type="checkbox"/> Cantilevered work platform (needle beams/deck)  | <input type="checkbox"/> Cantilevered overhead protective platform                         | <input type="checkbox"/> Cantilevered catch-scaffold / netting capture system                |
| <input type="checkbox"/> Work compound   | <input type="checkbox"/> Facade-fixed screens, shutters, slip-forms and similar structures | <input type="checkbox"/> Tower crane structure (supported from a road or cantilevered above) |
| <input type="checkbox"/> Other form of temporary structure (specify): <input style="width: 500px; height: 20px;" type="text"/> |  |  |

Refer to the City's Code of Practice for further details regarding the various types of temporary structures that require approval when located on and/or above a road.

**(b) Detailed description of all proposed temporary structure/s including any site-specific conditions or constraints you may wish to highlight.**

**(c) Description of the proposed work to be carried out on the building or site adjoining the road.**

**(d) Locations of the temporary structure/s (Note: For amendments, include all street frontages that will be affected)**

Frontage	Street Name	Length of the proposed structure in linear metres (typically hoarding and scaffolding)
1st Street		
2nd Street		
3rd Street		
4th Street		

**(e) Are you proposing to use the deck of a Type-B hoarding (material/personnel hoists, plant/equipment)? Refer to 3.11.5 in the Code of Practice**  No  Yes ► **Provide details below - see also question (l)**

**(f) When do you wish to commence installation? How many weeks will the structure/s be in place?**

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**(g) Will the temporary structure/s such as hoardings and/or scaffolding, including any associated required traffic barriers, be installed in a laneway?**  No  Yes ► **see below**

**Are there any vehicle access openings or driveways of the subject building and/or neighbouring properties that could be impacted such as restricting safe and convenient vehicle access and manoeuvring to and from properties?**  No  Yes ► **see below**

### Part 3: Temporary Structure and Associated Activities

Describe the potential obstructions/impacts and provide details indicating how compliance with the Code of Practice will be achieved (refer to 'Note 5' on page 7 for details that must be provided with the application including vehicle swept-path diagrams).

(h) Will the temporary structure extend in front of properties adjoining the worksite or be installed in a laneway?

No  Yes ► The following must be addressed:

Refer to clause 2.14 and 3.8.12 in the Code of Practice in relation to fire safety risks and other impacts. See also 2.15 for details regarding consultation that must be undertaken with likely affected building owners and occupants. List details (addresses) of the affected properties or area and provide details of feedback received including details of how the design has addressed any concerns raised (attach a separate document if needed).

(i) Will the proposed temporary structure (hoarding, scaffolding, facade retention, compound or other structure) adjoin and/or be located above a roadway that could affect the operation of any traffic lane or area used by buses including, but not limited to, a bus transitway, bus lane, shared traffic lane (such as a kerb lane), bus stop or commuter shelter?

No  Yes ► The following must be addressed:

The design of the proposed structure must satisfy the matters listed in clause 3.8.4 (e), (f) and (g) in the Code of Practice. As part of the design process proponents and/or designers should contact Transport for NSW to seek input/feedback on the design relating to potential impacts on their operations - contact:

[BusApproval@transport.nsw.gov.au](mailto:BusApproval@transport.nsw.gov.au)

Please provide details of the consultation undertaken including name/s and contact information of TfNSW personnel and the feedback/outcomes reached (attach separate documents if necessary):

(j) Is there any street infrastructure such as signage stems, parking control signage, street furniture, bollards, bus shelters, bicycle racks, parking ticket machines, smart poles etc that may be impacted or need to be modified/ temporarily removed to accommodate the temporary structure?

No  Yes ► Please provide details below

### Part 3: Temporary Structure and Associated Activities

**(k) Will the proposed temporary structure obscure public viewing of any existing business identification signage installed on building/s?**  No  Yes ► **Please provide details below**

Include the number of signs that will be impacted (photos can be included with the application).

**Note:** At least 7 days' notice must be given to affected business operators prior to the installation of the planned temporary structure. This includes advising operators that the City will allow the replication and display of temporary business identification signage on the temporary structure subject to satisfying the City's requirements, as conditioned in an approval (permit). Refer to clause 2.16 in the Code of Practice for further details.

**(l) Where a Type-B hoarding is proposed, are site sheds planned to be placed on the hoarding deck?**

No  Yes  ► **Please provide details below including addressing the matters in the 'Note' below**

**Note:** Approval to place shed/s and other items on the deck of a Type-B hoarding will only be considered where the City determines that an existing occupied building, locality and/or surrounding land uses will not be adversely impacted. In some circumstances deck usage may not be permitted, or proposed usage could be restricted. Refer to Code of Practice, particularly clauses 2.14 (fire safety risks), 3.8.12 (general impacts on surrounding buildings/occupants), 3.11.5 (deck usage), 5.5.1 and 5.5.2 (site shed impacts), that must be considered and addressed to the City's satisfaction.

**How many sheds are proposed?**

**Total length of the hoarding to be occupied by sheds (linear metres)**

Single stacked sheds

Double stacked sheds

Double row sheds

**(m) Hoarding and scaffolding graphics** (refer to 'Note 2' on page 6 for information and requirements to complete this section).

Provide details of the graphic display required to be installed on a hoarding. There are three (3) forms of graphics – please indicate the type of graphics you intend, or are required, to use:

- Bespoke** (optional) site-specific commissioned artwork. Before lodging an application, a bespoke proposal must be discussed with the City's Cultural Projects Team to seek guidance and approval of a concept design. Please provide details of the consultation and outcomes.

- Historic Images** (mandatory for heritage-listed buildings and significant heritage conservation areas as determined by the City) - A selection of historic images for various areas of the city is available on the City Archives webpage. Note: Images from other collections can be used in conjunction with images from the City's collection - refer to the Creative Graphic Design Guide for further information.

- City licensed artwork** - Select three (3) preferred artworks from the collection (refer to the Creative Hoardings Program webpage for artwork images) by placing numbers (1-3) in the applicable boxes below. You will be advised during the assessment process which artwork is most suitable for your hoarding (Note: you may be required to display an alternative artwork other than the three selected):

### Part 3: Temporary Structure and Associated Activities

- Unlauded Legends
- Through their eyes
- Fan of Feeling Portriffs
- Garrigarrang Nura (Sea Country)
- mermaids
- The gardens we plant
- Country: water and sandstone
- 16 Ways to fold a dumpling

**(n) Is this application associated with building work under a Development Approval?**

No  ► go to the next question relating to 'minor works'

Yes  ► please provide Consent number ► Development Consent number

Some minor works termed 'exempt development' can be carried out under the State Planning SEPP without the need to obtain development consent. **Can the work be carried out as exempt development?**

Yes  ► Specify the SEPP Code under which the work can be carried out:

No  ► a Development Application (DA) or Development Application (DA) Exemption - Heritage Works application will need to be lodged.

Refer to 'Note 3' on page 6 for further details

**(o) Are you seeking any variations to the provisions of the City's Code of Practice?**

No  ► Complete the checklist/certification form attached. (see page 9)

Yes  ► Complete the checklist/certification form attached (see page 9) and identify the variation/s being sought including providing reasons to support your request.

### Part 4: Public Liability Insurance (see Note 5)

The City requires public liability insurance of at least \$20 million (refer to Clause 1.15 in the Code of Practice). 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

### **Note 1: Important information regarding public safety**

Before completing and lodging this application you must read the following:

The approval of temporary structures erected in, on or above a public road is regulated through the Roads Act 1993. Additionally, under the Local Government Act 1993 a person or entity can only carry out various activities in relation to public roads with the prior approval of Council.

Any approval granted does not endorse or approve the design or structural adequacy of a structure for the purposes of satisfying an employer's responsibilities under the Work Health and Safety Act 2011 and Regulations particularly the provisions of Sections 54 and 55 of the Work Health and Safety Regulation 2025 (see below). It is the responsibility of a person conducting a business or undertaking (typically the principal contractor and suppliers of temporary structures) to ensure that the design, installation, maintenance and usage of temporary structures is safe in relation to public spaces and usage by the public. The principal contractor is also responsible for the ongoing satisfactory maintenance of temporary structures including any information and conditions issued by the supplier of a temporary structure.

The City's Code of Practice: Construction-related Temporary Structures On and Above Roads prescribes minimum design criteria to address public amenity including aspects relating to the visual design for several types of temporary structures and pedestrian access within public spaces adjoining a worksite and in a workplace as defined in the Code. It must be noted that compliance with the Code of Practice does not absolve a builder, contractor and/or supplier of temporary structures from meeting any statutory responsibilities under the provisions of the Work Health and Safety Act 2011 and/or Codes of Practice issued or adopted by SafeWork NSW or published by Safe Work Australia. Safety alerts and formal industry directions issued by SafeWork NSW must also be followed.

### **Note 2: Creative artwork and historic images on temporary structures (hoardings and scaffolding)**

Applying creative graphic treatments on hoardings and scaffolding increases:

- creativity in our streetscapes;
- opportunities for artists to present their work to broad audiences;
- ways of exploring and celebrating Sydney's history with archival images and historical anecdotes.

The City's Code of Practice requires the installation of artwork or historic images in prescribed circumstances (see Table 1 in Part 06 of the Code). Where artwork is required to be displayed details must be provided by nominating the type of graphic to be used. Refer to the City's Creative Hoardings Program webpage for further guidance and information including the 'Creative Graphic Design Guide for Construction-related Temporary Structures (hoardings and scaffolding)'.

Please also note:

- irrespective of your artwork/historic images selection, the City reserves the right to require the display of site-specific graphics and/or community information;
- artwork/historic images must be displayed when a hoarding is in place for a period exceeding the durations prescribed in the Code. This requirement also applies in circumstances where an approval is sought to extend (renew) a Permit where the extension will result in the hoarding installation exceeding the prescribed duration periods; and
- where scaffolding is installed in a prominent and high exposure locality for a period exceeding 6 months a scaffolding wrap (artwork or historic image display) can be required either through a condition of development consent or as part of a temporary structures approval as set out in Part 06 of the Code (Table 1 and clause 6.1.8).

### **Note 3: Minor works to buildings**

Some minor works can be carried out without the need to obtain development consent. There are two categories:

- minor work that is specified as 'exempt development' under the NSW 'State Environment Planning Policy (Exempt and Complying Development) Codes 2008'. Further details including other Planning Policies are available on the NSW Department of Planning Housing and Infrastructure's website and the NSW legislation website; and
- minor work on heritage items or buildings located in heritage conservation areas. In these cases approval is required from the City which can be obtained by lodging a 'Development Application (DA) Exemption-Heritage Works' form which is available on the City's website.

**Works that do not fall within the above categories will require development consent.**

#### **Note 4: False or misleading information**

It is an offence under Section 665 of the Local Government Act to make any statement, in relation to an application under that Act, that the certifier knows to be false or misleading. An approval granted through reliance on the certificates forming part of this application can be revoked in any circumstances as set out in Section 109 of the Local Government Act (see below). Under s140 of the Roads Act 1993 an approval can be revoked at any time and for any reason.

##### **109 In what circumstances can an approval be revoked or modified?**

*An approval may be revoked or modified in any of the following circumstances:*

- (a) if the approval was obtained by fraud, misrepresentation or concealment of facts,*
- (b) for any cause arising after the granting of the approval which, had it arisen before the approval was granted, would have caused the council not to have granted the approval (or not to have granted it in the same terms),*
- (c) for any failure to comply with a requirement made by or under this Act relating to the subject of the approval,*
- (d) for any failure to comply with a condition of the approval.*

##### **665 False or misleading information**

- (1) A person who, in or in connection with an application under this Act, makes any statement that the person knows to be false or misleading in a material particular is guilty of an offence.*

*Maximum penalty: 20 penalty units.*

#### **Note 5: Checklist - What you need to include with your application including 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.**

##### **Temporary Structures (including hoardings):**

- Site plan to a scale of 1:100 (smaller scale permitted for large sites) showing all footway detail (width and surface finish), street tree locations (see also Point 4 below), street furniture, parking ticket machines, street lighting poles and traffic control and pedestrian signals.
- Architectural drawings including plan view, elevations and sections to a scale of 1: 100.
- Temporary structures installed in laneways (generally hoardings, scaffolding and traffic/pedestrian barriers) - maintaining acceptable vehicle access to and from neighbouring properties. The following details must be lodged with the application:
  - accurate scaled (min. 1:20) vehicle swept-path drawings using the templates in 'AS/NZS 2890 Parking facilities - Part 1: Off-street carparking' prepared by a qualified traffic engineer and overlaid on the drawings; (see 3.10.5, 4.5 and Figures 3.35 and 3.39 in the Code) and
  - written confirmation that consultation with affected neighbouring properties has taken place to establish the type/size of vehicles accessing properties including details of existing driveway dimensions/configuration/s and manoeuvring space that must be considered and included in the preparation of the swept-path drawings. (refer to clause 2.15 in the Code of Practice).
- Details of all street trees located within five (5) metres of the proposed temporary structure, as well as any other trees where branches will be affected by the structure including:
  - diameter, approximate height and extent of canopy;
  - method of tree protection;
  - any required pruning to accommodate the proposed structure
  - where required by Council, a report from a qualified arborist reporting on the condition of the affected trees and recommendations as to any required pruning and tree maintenance during the period the structure is in place and/or after its removal, if required.

- Construction details, structural drawings and other details.
- Lighting plan to ensure pedestrian safety is maintained along the footway (Type-B hoardings).
- Certification using Council's standard Certification Form (refer to form attached) by an appropriately qualified and experienced practising structural engineer confirming the structural adequacy of the proposed temporary structure.
- The site has been checked for any likely pedestrian obstructions such as trees, poles, parking ticket machines, seats, litter bins that may result from the installation of the proposed temporary structures? If any street furniture is required to be temporarily removed please include details in your application (see 3.8.7 in the Code of Practice).
- It would assist Council in the assessment and processing of your application if photographs of the site are provided with the application.

**Note:** For further information on the details required to be lodged with an application refer to Clauses 2.7 and 2.9 in the Code of Practice.

**Scaffolding (see Part 04 in the Code of Practice):**

- Drawings (elevation, plan and sections) of proposed scaffolding.
- Any proposed containment netting and/or other mesh products comply with the flammability performance criteria as set out in the Safety Alert issued by SafeWork NSW on 20 August 2018 (and updated on 29 September 2021) including AS 1576-Part 7 'Safe use of encapsulation on scaffolding'.

**Performance Bond:**

For some hoarding types a performance bond in the form of cash (only for bonds up to \$5,000), bank cheque, documentary performance bond such as a bank guarantee or EFTPOS payment may be required for any of the circumstances set out in Clause 1.15 of the Code of Practice.

If a bond is required you will be contacted when your application is processed. Any required bond must be lodged before the Approval is issued.

If a documentary performance bond is to be lodged it must comply with the City's Performance Bond Policy including the following:

(a) be denominated in Australian dollars; and

(b) be an unconditional undertaking meeting the following requirements:

- be irrevocable, unconditional and non-cancellable as to settlement;
- be issued and signed by an APRA regulated authorised deposit taking institution or an insurer authorised by APRA to conduct new or renewal insurance business in Australia\*.
- have at all times an investment grade security rating from an industry recognised rating agency of at least rating agency of at least:
  - BBB+
  - Baa1 (Moody's); or
  - bbb (Bests);
- be issued on behalf of the customer required to lodge the security;
- have no expiry or end date;
- have the beneficiary as the Council of the City of Sydney;
- state either individually, or in total with other lodged compliant unconditional undertakings, the relevant amount required to be lodged as a security; and
- state the purpose of the deposit required in accordance with the contract.

(c) include a reference to the site address and the temporary structures application/permit number.

\*The issuers of documentary performance bonds are limited to APRA regulated and authorised institutions only.

**Public Liability Insurance (all application types):**

An appropriately qualified person must assess the nature of proposed work and the associated risk to public safety (including vehicle users, bicycle riders and pedestrians). The certified design documents must incorporate any recommendations of a risk assessment. Council must be indemnified against any claims for injury to persons, damage to adjoining properties and/or public road, or excess on the policy arising out of any claim during the installation, placement period and removal of temporary structures. Such indemnity must be expressed in the form of a public risk insurance policy with the minimum amount of \$20 million for any individual claim, which may be made. Refer to clause 1.16 in the Code of Practice for further details.

## Checklist - Key Design Elements for hoardings (non-structural aspects)

This checklist (see Note below) must be completed by the hoarding designer / supplier / contractor. Additional to this checklist, hoarding designs must comply fully with all design requirements as set out in the City's 'Code of Practice: Construction-related Temporary Structures On and Above Roads'.

Property address

Permit number (for amended applications only)

Item No.	Hoarding design elements (includes the applicable Code clause reference) Note: The elements listed are key items only. Hoarding designers must comply fully with the Code of Practice.	Compliance (Yes; No or N/A) If No, you must request a variation	Request for variation to Code Provide detailed reason/s why a variation should be granted (use a separate sheet if necessary)
<b>General (Type-A and Type-B hoardings)</b>			
1	<b>Footway width:</b> encroachment minimised & the clear pedestrian width maximised – 3.8 and 3.10		
2	<b>Drawings:</b> all infrastructure i.e. light poles, parking sign stems, trees, pits, kiosks etc. are accurately shown - 2.9.2 and any access stairway enclosures to scaffolding and hoarding decks - 3.12		
3	<b>Protection of excavations</b> - 2.13		
4	<b>Colour of various elements:</b> indicated on drawings - 3.14		
5	<b>Public viewing windows:</b> shown on the drawings (applies where excavations exceed 1.5m in depth) - 3.10.6		
6	<b>Access gates:</b> open inward or slide internally and extend to the U/S of the deck - 3.10.8 and 3.15.3		
<b>Type-A hoarding</b>			
7	<b>Fence height:</b> minimum height 2.1m - 3.10.2 and Fig. 3.5		
8	<b>Plywood fence:</b> trimming top & bottom and shown on dwgs. - Fig. 3.5		
<b>Type-B hoarding</b>			
9	<b>Deck height:</b> 3m min. 3.8.1(a) except on steeply sloping footways (3.11.2(d)). At truck entries and above roadways, min. 4.5m - 3.8.1(d) and 3.15.3(c)		
10	<b>Column/counterweight spacings:</b> along the kerb, not less than 4m (city centre) & 2.5m outside city centre - 3.8.2. Joined/grouped columns minimised - 3.8.2 (d)		
11	<b>Counterweights:</b> minimised at kerb & placed vertically (mandatory in city-centre, 3.9.3, & optional elsewhere). Installed horizontally and not continuous (at least every second bay open) except where kerbside parking is impacted requiring vertical - 3.9.4		
12	<b>Street intersections/corners:</b> Column placement minimised and clear of pedestrian ramps & general pedestrian queuing area - 3.8.17 and Fig. 3.34		
13	<b>Site fence (where provided):</b> fixed on the public-side of the rear columns (smooth uninterrupted surface) - 3.10.2(h)		
14	<b>Longitudinal bracings:</b> screening by fascia - 3.8.8; 3.8.9 (and cross-bracings - 3.8.10)		
15	<b>Access stairways/enclosures:</b> to hoarding decks - 3.12; doors comply with 3.12.5(j)		
16	<b>Facias:</b> deck area including end fascia panels at high-bay truck access points and all sheds/permitted equipment, are fully screened - 3.13 and Fig 3.57		
17	<b>Supplementary beams/trusses/lateral bracing elements:</b> members are fully covered by fascias including at the ends of hoarding - 3.13.2(b)		
18	<b>Light fittings and wiring:</b> wiring contained in conduits and of the correct colour - 3.16.1		
19	<b>Other elements</b> (when seeking a variation) - specify clause provision:		

I, (individual's name)

of (business name of hoarding designer/supplier

contractor):

verify (see 'Note' below) that the proposed hoarding design and drawings (excluding structural design - see separate certification form) comply fully with the 'Code of Practice: Construction-related Temporary Structures On and Above Roads' including the principal design elements listed above, except where a variation is identified for consideration / approval by the City. Note: Separate structural certification must also be completed and lodged – refer to the template certificate in this application form.

Signed

Date

Note: If during the assessment of the application it is found that this checklist has not been completed accurately and/or the hoarding design is non-compliant with the Code of Practice (except in circumstances where a variation is sought for approval), the City may reject or formally refuse the application without prior notice. Under these circumstances the application fee will not be refunded.

## Design Certification (Structural) - Temporary Structures

**This certificate is issued under the provisions of Section 93 of the Local Government Act 1993 (see 'Note')**

Property Address

Approval (Permit) Number (amended applications only):

B/

I hereby certify that the proposed temporary structure (as described below) complies with the applicable structural provisions of the City of Sydney Council 'Code of Practice: Construction-related Temporary Structures On and Above Roads' and, in relation to hoardings, the SafeWork NSW Code of Practice: Overhead Protective Structures.

Given Name

Family Name

Name of Employer (self or company)

Address

Business Number

Mobile Number

Email

Qualifications \*

NER Number \*

Brief description of the temporary structure being certified

Certified drawings and details - please list below including revisions, if applicable.

Comments/notes (if applicable)

**Certifier's declaration:**

I declare that I am appropriately qualified and experienced to issue this certificate pursuant to the provisions of Section 93 of the Local Government Act 1993 (see 'Note')

Certifier's Name (please print)

Certifier's Signature

Date:

\*The certifier must hold:

- tertiary qualifications in structural engineering; and
- chartered membership of Engineers Australia and/or National Engineering Registration (NER). Refer to clause 2.8 in the City's Code of Practice for further details.

**Note:** Sections 93 and 732 of the Local Government Act 1993 absolves the Council of the City of Sydney of all liability by relying on this certificate.

See also 'Note 4' in '**Notes for completing the application**' in relation to false and misleading information.

## Schedule of documents accompanying the application

### Document


### Document


## Part 5: Applicant Checklist & Declaration

I have included/attached the following:

- |   |   |
|---|---|
| Applicant's signature <input type="checkbox"/>    | Artwork/historic images details (see note 2) <input type="checkbox"/>                   |
| Location plan <input type="checkbox"/>            | Public Liability Insurance <input type="checkbox"/>                                     |
| Site plan <input type="checkbox"/>                | Design checklist/certification <input type="checkbox"/>                                 |
| Elevations and sections <input type="checkbox"/>  | Completion of Schedule- documents accompanying the application <input type="checkbox"/> |
| Structural drawings <input type="checkbox"/>      |   |
| Structural certification <input type="checkbox"/> |   |

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.

### 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

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Applicant's name (please print)

Applicant's Signature

Date

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## Part 6: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing and determining applications for temporary structures in the City of Sydney Council area.
- Intended recipients:** City of Sydney employees. Any other relevant state government agency and 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 [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 7: Lodgement Details

You can lodge the completed application by:

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

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

**WHAT NOW:**

Once your application is received a Council Officer may contact you to discuss your proposal which may include a request for further information and/or clarification of the proposed work.

For further information regarding your application please contact us by visiting [cityofsydney.nsw.gov.au/contact-us](http://cityofsydney.nsw.gov.au/contact-us)