

Temporary Structures on Council Land & Crown Land - Application for Approval

Tents, Marquees, Stages, Mobile Television Screens, Stalls etc.



About this form

You can use this form to obtain approval to erect temporary structures on Council land and Crown Land, e.g. tents, marquees, stages, mobile TV screens and stalls etc.

How to complete this form

- 1: Ensure that all fields have been filled out correctly and read the notes on page 3 of this form.
- 2: Please note that all fields are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email. Please refer to the Lodgement details section for further information.

Part 1: Site Details

Property number

Street name

Suburb

Park or Square Name (if applicable)

Lot number (if known)

DP/SP (if known)

Part 2: Applicant Details

Title

Given name/s

Family name

Organisation name

Address - postal

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 your capacity within the company in the box to the right.

Capacity within the Company

Council Authorisation as owner or custodian of the land (Council Use Only)

I declare that I have the authority to grant consent to the lodgement of this Application.

Full name (please print clearly)

Position Title

Council Department

Land Owner's Signature (Authorised Officer)

Date

Part 3: Site contacts and description of the Proposed Temporary Structure/s

Site contact (if different to Applicant)

Mobile number

Business number

Date structure/s to be erected

Date structure/s to be dismantled / removed

Please provide a detailed description of the proposed use of the temporary structure/s

Temporary Structure Type One

Type of temporary structure (eg Tent, Marquee, Stage, Screen, etcetera)

How many structures of this type are proposed?

Dimensions (Height, Width, Depth, Floor area - square metres)

Materials used

Temporary Structure Type Two

Type of temporary structure (eg Tent, Marquee, Stage, Screen, etcetera)

How many structures of this type are proposed?

Dimensions (Height, Width, Depth, Floor area - square metres)

Materials used

Temporary Structure Type Three

Type of temporary structure (eg Tent, Marquee, Stage, Screen, etcetera)

How many structures of this type are proposed?

Dimensions (Height, Width, Depth, Floor area - square metres)

Materials used

Temporary Structure Type Four

Type of temporary structure (eg Tent, Marquee, Stage, Screen, etcetera)

How many structures of this type are proposed?

Dimensions (Height, Width, Depth, Floor area - square metres)

Materials used

Part 4: Public Liability Insurance - Required for structures erected on land under the control of Council

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 Certificate must be supplied with the application.

Name of insurance provider

Policy start date

Policy end date

Part 5: 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 Council's website. I understand that information provided may be publicly available.

Applicant's Name

Applicant's Signature

Date

Part 6: Notes for completing Application

Note 1

Applications must be supplied in digital format via email. Please see Part 8 for further information.

Note 2

Digital File requirements

- All plans and documents, including the application form must be submitted in digital format on a single USB.
- 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 supplied via email.

Note 3

Plan Requirements

- a. Floor plans, elevations and sections and a location sketch showing the subject site.
- b. Plans shall be drawn to a suitable metric scale.
- c. A site plan drawn to a minimum scale of 1:500 shall show the location of the temporary structures and any other buildings thereon.

Note 4

Manufacturer's specifications shall be submitted for marquees, stages and other large temporary structures with a certificate or specification provided from a practising structural engineer for large temporary structures such as:

- stages;
- scaffolding frames supporting lighting and amplifying equipment;
- structures likely to be affected by wind loads.

On completion certification issued in accordance with Section 93 of the Local Government Act 1993 for the installation of the structure/s may be required to be supplied to Council prior to occupation /use.

Part 7: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing and approving temporary structures in the Council area (Council Land).
- 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 (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Part 8: Lodgement Details

You can lodge the completed form by:

EMAIL: applications@cityofsydney.nsw.gov.au

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:

TELEPHONE: (02) 9265 9333 or visit our **WEBSITE:** www.cityofsydney.nsw.gov.au