

# Application for Temporary Shoring/Temporary Ground Anchors

Under the Roads Act 1993 and Local Government Act 1993



## About this form

You can use this form to obtain approval or to amend a previous approval to erect temporary shoring/temporary ground anchors.

**Note:** Prior to completing this application please ensure you have read and understood Part 5: Applicant Declaration and Checklist and notes for completing the application on pages 6, 7 and 8.

## How to complete this form

1. Ensure that all fields have been filled out correctly before submitting the application.
2. Please note that fields on this form marked with an \* are mandatory.
3. Once completed submit this form by mail or in person. Please refer to the lodgement details section in Part 7 for further information.

## Fees and charges

The City of Sydney's Schedule of Fees and Charges can be accessed at <https://www.cityofsydney.nsw.gov.au/council/our-responsibilities/fees-and-charges>. Refer to the public domain charges section: Section 138 Roads Act to Install Temporary Shoring including ground anchors in the road reserve.

**Note:** The application will only be accepted if the correct fee is paid and the relevant documentation and/or drawings are provided electronically on a USB. If you require further information regarding this application, please contact the Public Domain Team on 02 9265 9333 or email: [publicdomain@cityofsydney.nsw.gov.au](mailto:publicdomain@cityofsydney.nsw.gov.au)

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

Property number*	Street name*	
<input type="text"/>	<input type="text"/>	
Suburb*		
<input type="text"/>		
Lot number (if known)	DP/SP (if known)	Development Application Number (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Part 2: Applicant (Primary Contact)

**Note:** All correspondence will be directed to the applicant

### Applicant Details\*

First Name*	Last Name*
<input type="text"/>	<input type="text"/>
Business/Company Name *	
<input type="text"/>	
Business/Company Address *	
<input type="text"/>	
Business/Company Postal Address (if different from above)	
<input type="text"/>	
Contact Number*	Email Address*
<input type="text"/>	<input type="text"/>

### Part 3: Type of Work

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

- Installing temporary shoring to support a public road
- Installing temporary ground anchors to support a public road or public open space

#### Detailed description of the proposed structures and locations

#### Description of the proposed work to be carried out

#### Estimated cost of work to erect / install the temporary structure/s

Note: The cost of work is the estimated or contract cost inclusive of GST (labour & material).

#### When do you wish to commence installation?

#### How many weeks will the structure be in place?

### Part 4: Public Liability Insurance

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:

Cover: From

To

### Part 5: Applicant Declaration and Checklist

I have attached the following:

- |   |   |
|---|---|
| Applicant's signature <input type="checkbox"/>      | Structural certification (Refer to page 4) <input type="checkbox"/>   |
| Location plan <input type="checkbox"/>              | Geotechnical certification (Refer to page 5) <input type="checkbox"/> |
| Site plan <input type="checkbox"/>                  | USB of all plans & documentation <input type="checkbox"/>             |
| Public Liability Insurance <input type="checkbox"/> |   |

I declare that all information in the application and checklist is to the best of my knowledge, true and correct. I also understand that the electronic data provided is a true copy of all plans and associated documents submitted with this application 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 20MB and is named in accordance with Council's [Digital Requirements](#) document. I understand that information provided on the USB 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

Applicant's name (please print)

Applicant's Signature

Date

## Part 6: Privacy and Personal Information Protection Notice

**Purpose of Collection:** For assessment and delivery of approvals for temporary structures in the City of Sydney Council area.  
**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.  
**Supply:** An application is voluntary, however a completed application is required to enable assessment and approval of the proposed works prior to construction.  
**Access/Correction:** Contact the City of Sydney Council Customer Service Unit to access or correct this information.  
**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.

## Part 7: Lodgement Details

You can lodge the completed application by:

**MAIL:** City of Sydney **DX:** 1251 Sydney  
GPO Box 1591  
Sydney NSW 2001

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

### 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:** <https://www.cityofsydney.nsw.gov.au/development/public-domain-works>

## Customer Service Use Only

Receiving Officer

Date Received

Receipt Number

## Structural Certificate for Design - Temporary Shoring/Temporary Ground Anchors

Address

Development Application Number

Construction Certificate Number

Pursuant to the provision of Section 93 of the Local Government Act 1993(i), I hereby certify that the Structural Drawings listed below have been checked and comply with:

- a) The relevant clauses of the Building Code of Australia (A2.3, and Section B).
- b) The Construction Certificate Plans released for construction.
- c) Any other relevant documents. (Specify)

Date of Development Consent (compulsory)

Date/s of Construction Certificate/s (compulsory)

Full Name of Structural Certifier

Qualifications and Experience (ii)

Address of Certifier

Certifier Business Contact Number

Certifier Business Contact Mobile Number

Certifier Business Fax Number

Certifier Email Address

Certifier's name (please print)

Certifier's Signature

Date

Certifier's Name of Employer (self or company)

Certified Structural Drawing numbers and revision list (attach a separate referenced list if necessary):

Notes:

- (i) The Local Government Act 1993 absolves Council from liability by relying on this Certificate;
- (ii) Please submit Curriculum Vitae including certification from an engineer registered on Engineers Australia National Engineering Register – NER.

# Geotechnical Certificate

Address

Development Application Number

Construction Certificate Number

I hereby certify that I am an appropriately qualified and competent person in the field of geotechnical engineering and as such can certify that:

1. I have reviewed the Geotechnical Report No.:  dated:  including:
- a) Borehole/test pit logs or inspection records;
  - b) Field/laboratory test results;
  - c) General geotechnical description of site;
  - d) Recommended safe bearing values and likely settlements of foundation material;
  - e) Discussion of the effect of the new works on existing buildings and recommendations for any underpinning or other measures required to maintain stability;
  - f) Method of proving and assessing foundations underpinning and/or excavation stability in accordance with design.

2. I have reviewed the Inspection and Test Plan, Reference No.  dated:

in accordance with the requirements of the above geotechnical report and the details shown on the following drawing (list) in relation to foundations and the support of neighbouring property.

Date of Development Consent (compulsory)

Date/s of Construction Certificate/s (compulsory)

Full Name of Certifier

Qualifications and Experience (i)

Address of Certifier

Certifier Business Contact Number

Certifier Business Contact Mobile Number

Certifier Business Fax Number

Certifier Email Address

Certifier's name (please print)

Certifier's Signature

Date

Certifier's Name of Employer (self or company)

Notes:

- (i) Please submit Curriculum Vitae including certification from an engineer registered on Engineers Australia National Engineering Register – NER.

### Risk Assessment and Public Liability Insurance

- An appropriately qualified person must assess the nature of proposed work and the associated risk to public safety (including vehicles and pedestrians).
- The certified design documents must incorporate any recommendations of this assessment, if applicable.
- Council must be indemnified against any claims for injury to person, damage to adjoining properties and/or public road, or excess on the policy arising out of any claim.
- Council must remain indemnified during the period of installation or construction until a permanent structure is built and any temporary retention structure is removed.
- 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.

### 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 20MB in size and be named in accordance with Council's [Digital Requirements](#) document on the City of Sydney website
- Digital files must be virus free.
- As all information provided on the USB or may be publicly available, personal information including credit card details must NOT be copied onto the USB.

### Supporting Documentation

- One set of all drawings and documents (plans on A3).
- Architectural plan/s for bulk excavation showing relevant details including location of proposed excavation, footprint, utility services and levels of proposed excavation.
- Consent from affected public utility authority if construction is likely to affect any services supplied by that Authority.
- Structural details and specifications including typical section/s and connection details.
- A dilapidation report of the footway/roadway adjoining the site/work area.
- A survey of all utility services and underground structures in the area of the proposed shoring works including utility service access points/hatches.
- A pedestrian and traffic management plans (where applicable)
- A report on the potential impacts on any Council street trees including root system and details of any required trimming of limbs (where applicable).
- Environmental control measures (shoring works) such as noise and dust control and the method to be employed to dispose of water collected in the excavation.
- Construction plan showing location, numbers, length and depth of ground anchors.

### CERTIFICATION (MANDATORY)

#### Structural

- A completed Structural Certificate submitted to Council in the form of a Structural Certificate of Design.
- Template located on page 4 of this application form.
- Submissions to include structural drawings confirming compliance with;
  - a) The relevant current Codes of Practice of SafeWork NSW
  - b) The relevant current Australia Standards; and
  - c) Other documents (e.g. risk assessment recommendations)

Note: The temporary anchors and piers shall be designed to a depth of minimum 2 metres below the existing natural ground.

#### Geotechnical

- A completed Geotechnical Certificate submitted in the form of a Geotechnical Certificate.
- Template located on page 5 of this application form.
- The Certificate is to be completed by the Project/Principal Geotechnical Engineer which includes the following information as appropriate;
  - a) Borehole/test pit logs or inspection records;
  - b) Field/laboratory test results;
  - c) General geotechnical description of site;
  - d) Recommended safe bearing values and likely settlements of foundation material;
  - e) Recommendations for stability and protection of excavations;
  - f) Opinion on the effect of the new works on existing buildings and recommendations for any underpinning or other measures required to maintain stability; and
  - g) Method of proving and assessing foundations, underpinning and/or excavation stability in accordance with design.

Note:

An appropriately qualified practising structural engineer/geotechnical engineer must have;

- Tertiary qualifications in civil or structural engineering/geotechnical engineering; and
- Corporate Membership of Engineers Australia or equivalent; and
- Evidence of relevant experience, registration with Engineers Australia (NER) in the form of a Curriculum Vitae; and
- Appropriate current professional indemnity insurance.

## INSTALLATION OF TEMPORARY GROUND ANCHORS

- After stressing the temporary ground anchors a completed Geotechnical Certificate of Inspection is required. Contact the Public Domain Team for a copy of the template.

## REMOVAL OF TEMPORARY GROUND ANCHORS

- Please arrange an inspection with the Public Domain team (refer to page 1 of this form) when the temporary ground anchors have been removed and all the supporting documentation as per the conditions of approval (refer to the temporary ground anchor approval letter).
- If repair works to the public domain are required to be carried out the works will need to be undertaken prior to the release of the damage security bond/deposit. If any works instructed are not undertaken, Council will carry out the work and deduct costs from the damage security bond/deposit held.

NOTE: The security bond and final completion sign-off will be withheld for six months after confirmation is provided that the shoring/ground anchors have been removed/de-stressed.

## DAMAGE SECURITY BOND/DEPOSIT

- A damage security bond/deposit is mandatory in accordance with the City of Sydney Schedule of Fees and Charges.
- A damage security bond/deposit in the form of cash deposit, Electronic Funds Transfer (EFT), bank cheque, and documentary performance bond such as a bank guarantee will be required and is an additional requirement/step of the applications process for the installation of the temporary shoring/temporary ground anchors.
- The damage security bond/deposit must be lodged before the approval is issued.
- Once this application form is submitted and processed, you will be contacted and confirmation of the damage security bond/deposit amount will be determined.
- Contact the Public Domain Team (refer to page 1 of this form) for further information regarding form of payments and lodgement requirements.

Note for documentary bond lodgements;

Where the form of payment will be a documentary bond, note the documentary bond must comply with the following;

- a) Be denominated in Australian dollars; and
- b) Be an unconditional undertaking with all 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;
    - o BBB+
    - o Baa1 (Moody's); or
    - o 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.

## THE WORK HEALTH AND SAFETY REGULATION 2011

### Clause 54: Management of risk of falling objects

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. Note: WHS Act - section 19 (see clause 9)

### Clause 55: Minimising risk associated with falling objects

1. This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.
2. The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person by providing adequate protection against the risk in accordance with this clause.

Maximum penalty:

- (a.) in the case of an individual - \$6,000 or
  - (b.) in the case of a body corporate - \$30,000.
3. The person provides adequate protection against the risk if the person provides and maintains a safe system of work including:
    - a) preventing an object from falling freely, so far as is reasonably practicable, or
    - b) if it is not reasonably practicable to prevent an object from falling freely - providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.

#### Examples:

1. Providing a secure barrier.
2. Providing a safe means of raising and lowering objects.
3. Providing an exclusion zone persons are prohibited from entering.

### Clause 103 of the Roads Act 1993

1. Risks associated with vehicles crashing through barrier and falling into an excavated site.

### Clause 305: Management of risks to health and safety associated with excavation work.

1. A person conducting a business or undertaking must manage risks to health and safety associated with excavation work, in accordance with Part 3.1.
2. The risks this clause applies to include the following:
  - a) a person falling into an excavation,
  - b) a person being trapped by the collapse of an excavation,
  - c) a person working in an excavation being struck by a falling thing,
  - d) a person working in an excavation being exposed to an airborne contaminant.
3. In complying with subclause (1), the person must have regard to all relevant matters, including the following:
  - a) the nature of the excavation,
  - b) the nature of the excavation work, including the range of possible methods carrying out the work,
  - c) the means of entry into and exit from the excavation, if applicable.