Application for Hoardings, Scaffolding and other 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 a previous approval to erect hoardings and other temporary structures including scaffolding in, on or above a public road.

How to complete this form
1. Read the Notes, specifically Note 1. The flowchart on page 10 will assist you in understanding the process for hoarding and scaffolding applications.
2. Ensure that all fields have been filled out correctly before submitting the application.
3. Once completed you can submit this form by email. Please refer to the Lodgement details section in Part 7 for further information.

TYPE OF APPLICATION (X)  New ☐  Amendment to an existing approval ☐  Approval Number

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
Title
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 Type of Work

Type of Temporary Structure on, above or beneath a public road: (tick as applicable)
- Installing temporary scaffolding
- Installing a hoarding (Type A^)
- Installing a hoarding (Type B^)
- Installing a cantilevered work platform and/or scaffolding
- Other temporary structure ▶ Please specify: _______________________

(^) Please refer to Note 2 for further information on Hoardings.

Detailed description of the proposed temporary structures and locations. Important: See Note 5 for information regarding structures that are proposed to be installed for more than 52 days.

Description of the proposed work to be carried out on the building or site

Scaffolding: Details of the proposed scaffolding including the type of containment netting and/or mesh (see notes for completing the application)

Temporary structure location
(Note: For amendments include all street frontages to remain unchanged)

<table>
<thead>
<tr>
<th>Street Name</th>
<th>Length of Structure in Lineal Metres</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Street Frontage</td>
<td></td>
</tr>
<tr>
<td>2nd Street Frontage</td>
<td></td>
</tr>
<tr>
<td>3rd Street Frontage</td>
<td></td>
</tr>
<tr>
<td>4th Street Frontage</td>
<td></td>
</tr>
</tbody>
</table>

Note: The cost of work is the estimated or contract cost inclusive of GST (labour & material). For temporary structures such as hoardings which are re-used, the contract cost is for labour costs only.

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

When do you wish to commence installation?

How many weeks will the structure/s be in place? See Note 5

Hoarding artwork and graphics
Provide details of the type of artwork or graphic display proposed or required to be installed on the hoarding/scaffolding (refer to Note 3 for further information).

There are three options for displaying artwork or graphics on hoardings. You need to indicate which type of artwork or graphic you intend or are required to use:
Part 3: Temporary Structure and Type of Work ....cont...

**Bespoke** (optional) site specific commissioned artwork - Please provide a brief concept description and draft design of the proposed artwork for consideration as part of the assessment process (refer to the City's hoardings artwork webpage for further details including the information that must be provided):


**Historic Images** (mandatory for heritage-listed buildings and significant heritage conservation areas) - A selection of historic images is available on the hoardings and scaffolding webpages. Other images are also available through City Archives for special hoardings/localities/historic buildings.

**'Site Works'** - Select three (3) preferred artworks from the collection (refer to the Creative Hoardings 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):

- In the future...I want to be a unicorn
- Giant Bonsai
- Unvanished
- Magic Circles
- Time Forms
- Ngaarr
- Suspended Figures
- Koala Fantastical Fabulous Fun
- Midnight Zoo
- BADABABABABBAT-DA

Is this application associated with building work to be undertaken under a Development Approval?

- No [☐] go to the next question
- Yes [☐] please provide Consent number  ► Development Consent number: D/

Some minor works termed ‘exempt development’ can be carried out without the need to obtain development consent (see Note 4).

Can the work be carried out as exempt development?

- No [☐]
- Yes [☐] A Development Application (DA) or Development Application (DA) Exemption - Heritage Works application will need to be lodged.

Are sheds proposed to be placed on the hoarding?

- No [☐]
- Yes [☑] please provide details below

How many sheds?

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

<table>
<thead>
<tr>
<th>Single stacked sheds</th>
<th>Double stacked sheds</th>
<th>Double row sheds</th>
</tr>
</thead>
</table>

Note: Approval to place shed/s on a hoarding will only be granted where the City determines that the locality and surrounding land uses will not be adversely impacted. In some circumstances sheds may not be permitted or the number of sheds restricted.

Are you seeking any variations to the provisions of the City's Guidelines for Hoardings and Scaffolding?

- No [☐] Complete the checklist/certification form attached. (see page 8)
- Yes [☑] Complete the checklist/certification form attached (see page 8) and identify the variations and include reasons to support your request for a variation.

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
Note 1: Important information regarding public safety
Before completing and lodging this application you must read the following:

The approval of temporary structures such as hoardings and/or scaffolding systems erected in, on or beneath a public road is controlled through The Roads Act 1993. Additionally, under the Local Government Act 1993 a person 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 Clauses 54 and 55 of the Work Health and Safety Regulation 2017 (see below). It is the responsibility of a person conducting a business or undertaking (typically the principal contractor) to ensure that the design and installation of temporary structures (hoarding, scaffolding and other structures) provide effective overhead protection for persons within the road reserve from objects that may fall from the work area. The principal contractor is also responsible for the ongoing satisfactory maintenance of the temporary structures.

Council’s Guidelines for Hoardings and Scaffolding prescribe minimum design criteria to address public amenity including aspects relating to the visual design and pedestrian access within the public domain area adjoining a worksite. It must be noted that compliance with the Guidelines does not absolve a builder or contractor from any statutory responsibilities under the requirements of the Work Health and Safety Act 2011 and/or Codes of Practice issued or adopted by SafeWork NSW or Safe Work Australia.

Safety Alerts and formal industry directions issued by SafeWork NSW must also be complied with. This includes ensuring that containment netting and mesh used on scaffolding meets minimum performance criteria in relation to flammability as nominated by SafeWork NSW.

The Work Health and Safety Regulation 2017

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.

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.

Note 2: Types of Hoardings
The City’s Guidelines for Hoardings and Scaffolding contains technical details, including images and sketches of typical temporary structures (hoardings).

The two principal forms are:

Type A: a fence located on a public road being generally of plywood attached to a timber or steel frame having a height of at least 2 metres that encloses or separates a construction site or work area, with or without scaffolding, from the public road.

Type B: a steel framed structure that provides overhead protection to the public road and that also encloses or separates the work area from the public road by a site fence incorporated in the temporary structure. The structure allows pedestrian or vehicular movement below the hoarding deck.
Note 3: Creative artwork and historic images on 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;
- visibility of cultural events and art collections outside of galleries and in public areas;
- ways of exploring and celebrating Sydney’s history with archival images and historical anecdotes; and
- public participation in shaping the look and feel of the city.

To achieve these outcomes the City’s Guidelines for Hoardings and Scaffolding require the installation of artwork/images in prescribed circumstances (see Clause 3.4 and Table 1 in the Guidelines).
Where artwork is required to be displayed details must be provided by nominating the type of graphic to be used (refer to the Creative Hoardings webpage for further guidance including guidance regarding bespoke artwork).

Please note that irrespective of your artwork/historic images selection, the City reserves the right to require the display of site-specific artwork and or community information, including, but not limited to, major projects, festivals, special events and other initiatives undertaken by Council. Applicants will be advised during the application assessment process if the City intends to exercise this right.

Note: Artwork/images must be provided where a hoarding is installed for a period exceeding the durations prescribed in Table 1 of the Guidelines. This requirement applies to any number of hoarding approvals granted for a site and also 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. Additionally, where scaffolding is installed in a prominent or high exposure locality a scaffold wrap (artwork installation) may be required.

Note 4: 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 and Environment’s website and legislation website; and
- minor work on heritage items or buildings located in heritage conservation areas. In these cases approval is required from the City and 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 5: Development consent required for some types of temporary structures (hoardings, scaffolding, work compounds)
Attention is directed to the following matters in relation to installing temporary structures on roadways/footways:

(a) where the proposed work on the land or the building is ‘exempt development’ or ‘complying development’ (refer to Note 4), a temporary structures approval can be granted through this application without the need for development consent;
(b) where:
   i) proposed works do not meet the requirements in (a); and
   ii) proposed temporary structures are not approved as part of the development consent applying to the land or development work; and
   iii) the temporary structures are proposed to be installed for more than 52 days,
development consent must be obtained for the following forms and configurations of temporary structures:
- Type B hoardings that propose more than a single layer/level of site sheds installed on the hoarding deck;
- Types A and B hoardings with or without scaffolding that project beyond the side boundaries of adjoining properties;
- fenced work compounds at roadway/footway level; or
- any other large and/or potentially high environmental impact temporary structures, as determined by the City.

Note 6: 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) and s140 of the Roads Act 1993.
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.

Checklist: What you need to include with your application

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.

Hoardings:

- Site plan to a scale of 1:100 (smaller scale permitted for large sites) showing all footpath 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 of the hoarding including plan view, elevations and sections to a scale of 1: 100.
- Details of all street trees located within five (5) metres of the proposed hoarding, as well as any other trees where branches will be affected by the hoarding including:
  - diameter, approximate height and extent of canopy;
  - method of tree protection;
  - any required pruning to accommodate the proposed hoarding and site sheds/scaffolding to be placed on the deck of the hoarding;
  - 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 hoarding is in place and/or after the hoarding is removed, 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. For temporary structures other than hoardings and scaffolding, contact the Construction and Building Certification Services Unit.
- Detail of any proposed or required artwork/historic images for display on the hoarding or scaffolding (refer to Note 3 above).
- Have you checked the site 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.
- 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 Clause 2.9 in the Guidelines for Hoardings and Scaffolding.

Scaffolding:

- Drawings (elevation, plan and sections) of proposed scaffolding.
- Details of any proposed containment netting and/or other mesh products including the product name/s and supplier/s and test certificates/reports verifying compliance with the flammability performance criteria as set out in the Safety Alert issued by SafeWork NSW on 20 August 2018.
Performance Bond:
For some hoarding types a performance bond in the form of cash (only for bonds up to $10,000), 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 2.12 of the Guidelines for Hoardings and Scaffolding.

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 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 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 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.
This checklist and certificate (see Note 2) 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 *Guidelines for Hoardings and Scaffolding*.

### General (Type A and Type B hoardings)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Hoarding design element (includes the applicable Guideline clause reference)</th>
<th>Compliance (Yes; No or N/A)</th>
<th>Request for variation to Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Footway width: encroachment minimised &amp; the clear pedestrian width maximised – 3.9.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Drawings: all infrastructure i.e. light poles, parking sign stems, trees, pits, kiosks etc. are accurately shown – 2.9.2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Colour of various elements: is indicated on drawings – 3.9.7</td>
<td></td>
<td></td>
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</tbody>
</table>

### Type A hoarding

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Hoarding design element (includes the applicable Guideline clause reference)</th>
<th>Compliance (Yes; No or N/A)</th>
<th>Request for variation to Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Fence height: minimum height 2m - 3.9.3(g) and Fig. 90</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Ply-sheet fence: trimming top &amp; bottom is shown on dwgs. - Fig. 90</td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td>Access doors: open inward or slide internally - 3.9.8(a)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Public viewing windows: are shown on the drawings (applies where excavations exceed 1.5m in depth) 3.9.3(p)</td>
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</tbody>
</table>

### Type B hoarding

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Hoarding design element (includes the applicable Guideline clause reference)</th>
<th>Compliance (Yes; No or N/A)</th>
<th>Request for variation to Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Deck height: 3m min. (3.9.1(a)) except on sloping footways. At truck entries and above roadways, min. 4.5m - 3.9.8(g)</td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>Column/counterweight spacings: along the kerb, not less than 4m (city centre &amp; 2.5m outside city centre - 3.9.2. Double columns minimised</td>
<td></td>
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</tr>
<tr>
<td>10</td>
<td>Counterweights: minimised at kerb &amp; placed vertically (mandatory in city-centre &amp; optional elsewhere). Installed horizontally and not continuous (at least every second bay open) - 3.9.2(d)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Street corners: Column placement minimised and clear of pedestrian ramps &amp; general pedestrian queuing area - 3.9.1 (h)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Site fence (where provided): fixed on the public-side of the rear columns (smooth uninterrupted surface) - 3.9.3(n)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Public viewing windows: shown on the drawings (applies where excavations exceed 1.5m in depth) - 3.9.3(p)</td>
<td></td>
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</tr>
<tr>
<td>14</td>
<td>Access gates: at truck entries extend fully to the U/S of the deck &amp; slide or open internally - 3.9.8(a) &amp; (g)</td>
<td></td>
<td></td>
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<tr>
<td>15</td>
<td>Facias: deck area including end fascia panels at high-bay truck access points and all sheds/permitted equipment, are fully screened - 3.9.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Supplementary beams/trusses: members are fully covered by fascias including at the ends of hoarding - 3.9.5(c)</td>
<td></td>
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</tr>
<tr>
<td>17</td>
<td>Light fittings: shown on drawings including at high-bay truck entries and where fixed to the site fence, mounted high on the fence - 2.9.2 &amp; 3.9.9</td>
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<td>18</td>
<td>Other elements (for variation)</td>
<td></td>
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I, (individual’s name) ___________ of (business name of hoarding designer/supplier contractor): ___________ certify (see Notes 1 & 2 below) that the proposed hoarding design and drawings (excluding structural design - see separate certification form) comply fully with the *Guidelines for Hoardings and Scaffolding* 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 1:** 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 Guidelines (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.

**Note 2:** Sections 92 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 6 in ‘Notes for completing the application’ in relation to false and misleading information.
### Design Certification (Structural) - Hoardings and Scaffolding

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

<table>
<thead>
<tr>
<th>Property Address</th>
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</table>

<table>
<thead>
<tr>
<th>Approval (Permit) Number (amended applications only):</th>
<th>B/</th>
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</table>

I hereby certify that the proposed temporary structure complies with the applicable structural provisions of the City of Sydney Council Guideline for Hoardings and Scaffolding and the SafeWork NSW Code of Practice for Overhead Protective Structures.

<table>
<thead>
<tr>
<th>Given Name</th>
<th>Family Name</th>
<th>Name of Employer (self or company)</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Address</th>
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<table>
<thead>
<tr>
<th>Business Number</th>
<th>Mobile Number</th>
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<table>
<thead>
<tr>
<th>Qualifications *</th>
<th>NER Number *</th>
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Certified drawings and details (Please list below, including revisions if applicable)

<table>
<thead>
<tr>
<th>Comments (if applicable)</th>
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**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')

<table>
<thead>
<tr>
<th>Certifier’s Name (please print)</th>
<th>Certifier’s Signature</th>
<th>Date:</th>
</tr>
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<tbody>
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</table>

*The certifier must hold:
  - tertiary qualifications in structural engineering; and
  - chartered membership of Engineers Australia and/or National Engineering Registration (NER).

*Some scaffolding systems and minor Type A hoardings may not require design certification by a structural engineer. Contact the City for further information if necessary.

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 6 in 'Notes for completing the application' in relation to false and misleading information.
流线图 - 应用和批准程序 (围板和脚手架)

步骤 1 - 在临时结构前建立

- 通过电子邮件向理事会的建设规定团队（参照附在许可证上的表单）获取临时结构的批准日期和时间，并确认是否需要特殊交通和行人控制措施。

步骤 2 - 临时结构已经建立和完成

- 在结构完成后的 24 小时内，您必须提交必要的安装认证和检查表，并联系理事会的建筑检查员安排对结构的检查。理事会的标准认证表格附在决定（许可证）上。证书和安装检查表/认证必须转交给建筑认证服务团队。

步骤 3 - 结构的持续使用和维护

- 您必须监测结构的状态，并进行必要的维修，包括持续的维护，以确保结构保持清洁和整洁，并保持良好的结构状态来保护公共道路，包括人行道，以维护公共安全。

- 您还必须：
  - 保护和维护街道树木和花园床位于临时结构附近。
  - 及时移除临时结构上的涂鸦和公告。

- 受损或不稳定的结构可能对公共安全构成威胁，必须立即向理事会报告。电话 9265 9333（24/7）。

**注意：**如果您需要延长批准，您必须提交“申请续期批准”并支付相应的费用。申请必须在许可证到期前一周提出。

步骤 4 - 完成工作和移除临时结构

- 在移除结构前，您必须通过电子邮件向理事会的建设规定团队获取移除的批准日期和时间。

步骤 5 - 退还/归还保证金

- 当结构被移除时，您必须联系建筑认证服务团队电话 9265 9333 以安排对人行道、路缘、街道树木和花园床的检查，以检查它们的状况。如果需要进行维修，您将被要求在保证金被退还前进行这项工作。

如果未进行必要的工作，理事会将进行工作，并从保证金中扣除费用。
Part 5: Applicant Checklist & Declaration

I have attached the following:

- Applicant's signature
- Location plan
- Site plan
- Elevations and sections
- Structural drawings
- Artwork/historic images details (see note 3)
- Public Liability Insurance
- Structural certification
- Design checklist/certification
- Completion of Schedule documents accompanying the application

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

Applicant's name (please print) Applicant’s Signature Date

Part 6: Privacy & 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 for Hoarding, Scaffolding, and other Temporary Structures is voluntary however a completed application is required for delivery and management of temporary structures in the City of Sydney Council area.

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:

**EMAIL:** applications@cityofsydney.nsw.gov.au

Email the form only and we will contact you for the supporting documents and payment of the application fee.

**WHAT NOW:**
Please refer to the flowchart for the outline of steps involved in the application and installation approval process. 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