Temporary Works Application

Under Section 68 of the Local Government Act 1993 and Section 138 of the Roads Act 1993

About this form

This application must be used to obtain approval to use the public way for minor construction works involving - ladders, mobile scaffolding, concrete line pumps, abseiling, suspended scaffold (swinging stage) in association with barricading in the public place to undertake minor facade maintenance work, or temporary vehicle driveways/laybacks or other works not covered by Road Opening Applications, Site-based Hoisting Devices Operating Over a Public Road Applications or the Mobile Hoisting Device Operating From a Road/Footway Applications. This application may be used for multiple frontages of the same building.

How to complete this form

1: All documentation listed in Part 5 - Applicant Checklist must be submitted or the application may not be assessed.
2: All fields on this form requesting information for the applicant are mandatory and must be correctly completed before submitting the application.
3: Applications must be submitted a minimum of 48 hours (2 working days excluding weekends and public holidays) prior to the proposed start date of works.
4: December Works: The issuing of permits during the month of December within the Sydney CBD will be restricted due to extended retail trading hours, school holidays and other activities leading up to Christmas and New Year festivities. A map showing exclusion zones and the applicable dates can be found at: http://www.cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation

NOTES: If requesting approval for fixed scaffolding/hoardings use an Application for Hoardings, Scaffolding and other Temporary Structures form. If using a mobile crane or other lifting devices use a Mobile Hoisting Devices Operating from a Road/Footway Application form. For an onsite/tower crane use a Site-based Hoisting Devices Operating Over a Public Road Application form.

*** No payment is required when submitting this form.

Part 1: Equipment & Work Details

- Ladders
- Concrete Line Pump
- Mobile Scaffold
- Abseil/Rope Access
- Temporary Driveway

Barricading of a roadway and/or footway is required to allow the operation of a suspended scaffold (swinging stage) for minor works only. Note: A separate approval is required for the operation of the suspended scaffold (refer to the Hoisting Application form).

Police Acknowledgement number
RMS Road Occupancy licence
STA (Sydney Buses) approval

Please specify the nature of works proposed below:

Part 2a: Applicant / Equipment Hire Company Details

Title
Given Name/s
Family Name

Business/Company Name

Applicant Address

Postal Address (if different from above)

Business Phone Number
Mobile Number

Site Contact Name
Site Contact Phone Number

Email Address
### Part 2b: Traffic Controller / Agent / Contractor details - if different from above

<table>
<thead>
<tr>
<th>Title</th>
<th>Given Name/s</th>
<th>Family Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Business/Company Name

Applicant Address

Postal Address (if different from above)

Business Phone Number | Mobile Number
---|---

Site Contact Name | Site Contact Phone Number
---|---

Email Address

Application Type (please tick applicable box)   New [ ]  Amended [ ]

Please provide previous Permit Number

### Part 3: Works Location

#### 1st Location

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

Between Street Name (and) Street Name

#### 2nd Location  (same building different street frontage)

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

Between Street Name (and) Street Name

#### 3rd Location  (same building different street frontage)

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Between Street Name (and) Street Name

#### 4th Location  (same building different street frontage)

<table>
<thead>
<tr>
<th>Street Number</th>
<th>Street Name</th>
<th>Suburb</th>
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<tbody>
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</table>

Between Street Name (and) Street Name
Part 6: Applicant Declaration

I declare that all of the information that I have provided is true and correct, and I am authorised to make this application on behalf of the company.

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 Name - please print

Applicant Signature

Date

** Kerb Lane fees are applicable where a site does not have a City of Sydney approved / signposted works zone.

To assist with fee calculations or quotations, a listing of the major roads within the City of Sydney Council Local Government Area can be found at the following link:  [http://www.cityofsydney.nsw.gov.au/business/business-responsibilities/traffic-management](http://www.cityofsydney.nsw.gov.au/business/business-responsibilities/traffic-management)

Note: Streets and roads not on this list are to be considered minor roads.

Part 5: Applicant Checklist - To be used when filling out this application form

The following information is required to accompany this application to ensure it will be processed.

☐ A full traffic / pedestrian plan, in accordance with AS 1742.3 & the RMS manual for traffic control at work sites drawn by a red or orange ticket RMS accredited person. Current RMS accreditation must be included on the plan.

☐ Where required, all external approvals / acknowledgements or permits; such as RMS, NSW Police, State Transit Authority are attached.

☐ Where required by conditions of a site specific DA consent, a City of Sydney Works Zone must be approved / installed or awaiting assessment / approval.

☐ A copy of the applicant's current Public Liability Insurance certificate. The policy must be for minimum coverage of $20 million.

☐ Where required, a safe work method statement &/or Material Data Safety sheets for proposed works.

☐ If these works are being carried out as part of a City of Sydney project, please ensure the City of Sydney Project Manager’s details are included in this submission.

☐ If this application is for the construction of a temporary driveway/layback for vehicle access, a Road Opening application must be submitted before this assessment process can begin.

Part 4: Fees Summary

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment fee - per week or part thereof / change of date</td>
<td>$95</td>
</tr>
<tr>
<td>Single residential loading and unloading fee - per week or part thereof</td>
<td>$284</td>
</tr>
<tr>
<td>Lane fees are charged on a per day basis</td>
<td></td>
</tr>
<tr>
<td>Single residential lane fee - per day</td>
<td>$213</td>
</tr>
<tr>
<td>Kerb lane or Minor road through lane per day</td>
<td>$617 **</td>
</tr>
<tr>
<td>Major road through lane per day</td>
<td>$1235 **</td>
</tr>
</tbody>
</table>

Total fees payable: 

Number of weeks required

Date

Start time

Finish Time

Note: Streets and roads not on this list are to be considered minor roads.
Part 8: Lodgement & Collection Details

You can lodge the completed application by:

**EMAIL (preferred):** cru@cityofsydney.nsw.gov.au

**MAIL:**
City of Sydney,  
GPO Box 1591, Sydney NSW 2001

**DX Address:** 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: http://www.cityofsydney.nsw.gov.au/customer-service

**WHAT NOW:**
If additional information is required, a Council Officer will be in touch with you to discuss the matter. Otherwise allow at least 2 working days for your application to be assessed. No payment is required at the application stage.

**Payment:**
Online: Once the permit has been processed, our team will email you a link to make an online payment.

**Telephone:**
(02) 9265 9333

**Website:** www.cityofsydney.nsw.gov.au

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Part 7: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For approval to use the public way for construction and related activities.

**Intended recipients:** Council staff and approved contractors of the City of Sydney Council.

**Supply:** Temporary Works Application is voluntary however a completed application is required for any construction works in a public place.

**Access/Correction:** Contact the City of Sydney Council Customer Service Team to access or correct this information.

**Storage:** City of Sydney Council, 456 Kent Street Sydney NSW 2000.