

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 Barricading of a roadway and/or footway is required to allow the operation of a
Mobile Scaffold Abseil/Rope Access 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).
- Temporary Driveway ► Please note: a Road Opening Permit is also required.

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

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Business/Company Name		
<input type="text"/>		
Applicant Address		
<input type="text"/>		
Postal Address (if different from above)		
<input type="text"/>		
Business Phone Number	Mobile Number	
<input type="text"/>	<input type="text"/>	
Site Contact Name	Site Contact Phone Number	
<input type="text"/>	<input type="text"/>	
Email Address		
<input type="text"/>		
Application Type (please tick applicable box) New <input type="checkbox"/> Amended <input type="checkbox"/> 		
Please provide previous Permit Number <input type="text"/>		

Part 3: Works Location

1st Location

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

2nd Location (same building different street frontage)

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

3rd Location (same building different street frontage)

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

4th Location (same building different street frontage)

Street Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
Between Street Name	(and) Street Name	
<input type="text"/>	<input type="text"/>	

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.

Part 8: Lodgement & Collection Details

You can lodge the completed application by:

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

MAIL: City of Sydney, **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

Office Use Only

Receiving Officer Name

Date Received

Team Leader Name

Date Received