

# Application to Renew Existing Hoardings, Scaffolding and other Temporary Structures

Under Section 78 of the Local Government Act 1993 & Section 138 of the Roads Act 1993

## About this form

You can use this form to renew an approval for an existing hoarding, scaffolding and/or other temporary structures installed on or above a public road.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly before submitting the application.
- 2: Once completed you can submit this form by email, mail, or in person. Please refer to the Lodgement details section in Part 4 for further information.



### Part 1: Applicant Details

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Organisation Name		
<input type="text"/>		
Postal Address		
<input type="text"/>		
<b>Note:</b> Before this application can be lodged at least one of the modes of contact below must be supplied.		
Home Number	Business Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		
Applicant's Signature	Date	
<input type="text"/>	<input type="text"/>	

### Part 2: Site and Application Details

Property Number	Street Name
<input type="text"/>	<input type="text"/>
Suburb	Building Name (if known)
<input type="text"/>	<input type="text"/>
Application Number (original hoarding application number)	
<input type="text"/>	
Have any modifications been made to the hoarding since the original approval or are any changes proposed to be carried out?	
<input type="checkbox"/> Yes (amendment application is required) <input type="checkbox"/> No	
How many additional weeks will the structure be in place? (see point 2 under 'Required documents')	
<input type="text"/>	
<b>Details of artwork/graphics on site fences and fascias.</b>	
If the hoarding does not currently display a graphic, will the proposed additional period of installation require a graphic installation? (see 'Note' on p2)	
No <input type="checkbox"/> Yes <input type="checkbox"/> ► If yes, provide details of the type of graphic (Council standard or bespoke graphic)	
<input type="text"/>	

## Part 2: Site and Application Details.....continued

**Note:** The City's Guidelines for Hoardings and Scaffolding require the display of artwork/graphics on hoardings and scaffolding in prescribed circumstances including installations that exceed specified durations (see Clause 3.4 and Table 1 in the Guidelines for details). Where a graphic display was not required under the initial application/approval but the extension requested in this application now requires a graphic installation, an extension of the Permit will not be granted unless a graphic display is installed.

### Is the installed structure compliant?

Is the temporary structure (hoarding/scaffolding) fully compliant with the Permit and the City's Guidelines for Hoardings and Scaffolding? (see categories below). Please tick the applicable type of Hoardings:

**Type A and Type B hoardings** - remains structurally sound; clear of graffiti and bill posters; tidy condition; graphics/artwork (where required) remain in good condition; and the footway surface is clear of debris and safe for pedestrians.

**Type B hoardings**- lighting systems are fully operational; the deck is watertight; and no material or equipment is stored on the hoarding deck (unless otherwise specifically approved).

### Required documents:

Public Liability Insurance Policy covering the full renewal period.

Structural Certification (required if the hoarding and/or scaffolding has been in place for more than 6 months from the initial approval date).

## Office Use Only - please print clearly

Receiving Officer Name

Date Received

## Part 3: Privacy & Personal Information Protection Notice

**Purpose of Collection:** For assessment to renew an existing hoarding, scaffolding or other temporary structure.

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

**Supply:** Voluntary however an application to renew a temporary structure approval is required if the structure is to remain erected on the public road reserve beyond the specified removal date.

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

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

## Part 4: Lodgement Details

You can lodge the completed application by:

**EMAIL** (preferred): [buildingapprovalsadmin@cityofsydney.nsw.gov.au](mailto:buildingapprovalsadmin@cityofsydney.nsw.gov.au)

**MAIL:** City of 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:** Once your application is received a Council Officer may contact you to discuss your application, which may include a request for further information and / or clarification of the information provided.

For further information regarding your application please contact us by:

**TELEPHONE:** (02) 9265 9333

or visit our

**WEBSITE:**

[www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)