

Code of Practice: Hoisting and Construction Activities in Public Places **DRAFT**

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Preliminary



PART 01

01

02

03

04



1.1 About this part

This part provides an overview of the city and sets out the purpose of the Code of Practice and the various statutory provisions that apply to managing *hoisting and construction activities in public places* including the application of the Code.

1.2 Overview

The City of Sydney local government area consists of some 26 square kilometres. The city is Australia's iconic face to the world and international gateway attracting around 615,000 visitors each day and a workforce of more than 437,000 people. The city is also home to approximately 205,000 residents.

The *footways* and local *road* network are therefore an important part of the city environment in providing effective and safe systems of movement for people, bicycle riders and vehicles to and from buildings, public transport systems and other destinations. This includes safe and convenient movement past *worksites*.

1.3 Title of the Code and legal status

This Code of Practice ("the Code") is called the '**Code of Practice: Hoisting and Construction Activities in Public Places**'. The Code is formally adopted and enforceable through a Local Approvals Policy under the provisions of the Local Government Act 1993 (see **1.8**).

The Code applies throughout the City of Sydney local government area.

1.4 What activities and matters are dealt with in this Code?

This Code consists of four parts that deal with various activities and matters that take place in and/or impact on *public places*, as follows:

Part 01 – Preliminary

- Provides an overview of how the Code relates to and attains authority through the adopted Local Approvals Policy;
- Sets out the various activities that require *approval* and are regulated through this Code any activities that are not covered by the Code;
- Details the primary aims of the Code;
- Relevant Acts, Regulations and other documents that may apply when undertaking activities in *public places*;
- Requirements relating to *performance bonds* and public risk (*public liability insurance*);
- General matters including seeking variations to the Code; and
- Defined terms.

Part 02 – Activities requiring *approval* and regulation

- Various activities that require the lodgement of applications and formal *approval*;
- Detailed information and regulatory requirements that apply to specific activities including:
 - *hoisting* operations and crane set-up on *roads*;

- full and partial temporary closure of *roads* for mobile crane operation;
- installing and removing *temporary structures* such as *hoardings* and *scaffolding*;
- temporary works;
- *road openings*;
- *works zone* operation; and
- *work compounds*.

Part 03 – Site management and other requirements

- Overview of various required site *approvals* and *City* monitoring responsibilities;
- *City* regulatory services (on-site meetings and inductions) to the construction sector;
- Construction times, processes for seeking variations and work limitations;
- Site management and plans including construction traffic management/plans;
- Community information and communication strategies;
- Complaints management and monitoring;
- Public safety including site security and signage;
- Off-site impacts including noise, dust and water impacts / offences; and
- Pedestrian and bicycle rider movement and temporary diversion.

Part 04 – Other requirements

- On-going maintenance and cleaning of *public places* adjoining *worksites*;
- Reporting public hazards and rectification;
- Excavation, shoring and ground anchoring including protection of deep excavations;
- Management of vacant sites and temporary stockpiling of excavated material onsite;
- Preservation of survey marks and protection / management of *City* infrastructure (historic stone kerbing and gutters);
- *Approval* for the movement of over-size and over-mass vehicles;
- Construction of permanent *vehicular* crossings; and
- Other activities and works including:
 - the placement of *skip bins*;

- obtaining levels and gradients for *public places* associated with development;
- stormwater drainage and connections to *City* systems;
- temporary removal / relocation of street furniture / light poles; and
- temporary site security fencing.

1.5 Activities that are regulated through this Code

The following activities undertaken in, on or above *public places* are regulated by the Code and require the *approval* of the *City*:

- (a) *hoisting* operations (Category E(1) activities in the Table of Section 68 of the Local Government Act) using equipment or devices such as:
- site-based cranes;
 - mobile cranes;
 - boom-lifts;
 - scissor-lifts;
 - truck-mounted hoists (Hiabs);
 - swinging stages;
 - *building maintenance units* (BMUs);
 - rope access operations (abseiling); and
 - other equipment used to undertake any form of *hoisting* operation;
- (b) installation of temporary barricades and devices (Category E(2) activities in the Table of Section 68 of the Local Government Act) in *public places* associated with *worksites* including:
- *road openings*;
 - mobile *scaffolds* / ladders;
 - pedestrian exclusion zones (barricading) associated with *hoisting* operations; and
 - other minor works undertaken in *public places*;
- (c) installation of *temporary structures* (Category E(2) activities in the Table of Section 68 of the Local Government Act) such as:
- pedestrian ramps over concrete pumping lines placed on *footways*;
 - *work compounds*; and
 - other *temporary structures* other than structures set out in **1.4**.

Further Information in relation to making an application can be found in **1.20** and **2.2**.

1.6 Activities that are not regulated through this Code

The following construction-related activities (categories listed in the Table of Section 68 of the Local Government Act 1993) are not regulated by this Code:

- (a) the installation and use of *hoardings and scaffolding in public places* (Category E(2)) – these *temporary structures* are regulated through the City of Sydney ‘Local Approvals Policy for Hoardings and Scaffolding’ and supporting Guidelines;
- (b) the placement of *skip bins* in *public places* (Category C(3)) – regulated through the City of Sydney ‘Waste Management Local Approvals Policy’ adopted by Council on 11 December 2017;
- (c) carrying out stormwater drainage works (Category B(5)) – discharging rainwater collected in construction / excavation sites into the *City’s* stormwater drainage system; and
- (d) connecting a private stormwater drainage system to a drainage system under the control of the *City* (Category B(6)).

Notes:

Some of the activities listed above require formal separate *approval*. Refer to the policies and/or the *City’s* website for further information.

1.7. The purpose of the Code

The city undergoes continual change and activity through:

- the construction of new buildings;
- alterations and additions to existing buildings;
- maintenance of existing buildings; and
- upgrades to *public places* including *roadways* and *footways*.

These activities can affect and adversely impact on *public places* including the safety, amenity and convenience of users of *public places* and occupants of buildings adjoining or surrounding *worksites*. To minimise impacts the *City* expects, and requires, all activities in or affecting *public places* to be undertaken in a manner that complies with:

- this Code;
- applicable policies and guidelines adopted by the *City*;
- conditions of *development consent*; and
- *approvals (permits)* allowing activities to be carried out in *public places*.

1.7.1 Regulating and controlling worksites in a high density city (see also 3.3)

For development sites and work activities in *public places* the *City* has various statutory responsibilities to ensure that work is carried out in accordance with *approvals* and statutory controls and where necessary, to take appropriate action to deal with non-compliances.

A person or entity including developers, builders, sub-contractors and building *certifiers* also have certain obligations and responsibilities to ensure work is undertaken in a manner that:

- (a) meets all *approval* requirements;
- (b) maintains acceptable public safety and protection; and
- (c) maintains acceptable standards of public and community amenity near *worksites*.

It is therefore critical to the effective operation and use of *public places* that activities associated with development and other works are undertaken in a controlled and orderly process to minimise adverse impacts. This is particularly important in areas that have high pedestrian densities and movement such as the city-centre and the outer-suburb high density residential areas.

1.7.2 Industry liaison and statutory approvals

As a means to achieve orderly development and associated activity with the least possible impact, the *City’s* Construction Regulation team offers assistance to the development and construction sectors through the provision of detailed information and technical assistance about the city’s special needs and requirements. This includes the needs of pedestrians, bicycle riders, drivers and the city community (residents and businesses).

The Construction Regulation team is also responsible for granting various *approvals* for works and other activities in *public places*. This includes *approvals* for:

- *hoisting* operations over public *roads* using mobile devices;
- establishment of temporary *vehicular crossings*;

- road openings;
- temporary barricading; and
- other activities.

Other *approvals* may also be required from other *City* teams such as street tree removal and/or pruning *permits*, installation of *hoardings/scaffolding* and site shoring/ground anchoring to support *roads* when excavating.

Additionally, the Construction Regulation team is also tasked with monitoring *worksites* operations that affect *public places* to check for compliance with relevant conditions of *development consent* and *permits*.

1.8 Adoption of the Code

This Code of Practice was approved by Council on << date >> and gains its authority through the 'Local Approvals Policy: Hoisting and Construction Activities in Public Places' approved and adopted under the provisions of the Local Government Act 1993.

1.9 Primary aims of the Code

This Code sets out the *City's* minimum requirements, *approval* processes and ongoing regulation of *worksites* to ensure that activities in and/or affecting *public places* comply with acceptable practices and prescribed standards to minimise impacts. The Code:

- assist *City* officers when considering and assessing various applications including site monitoring activities / inspections;
- aims to provide practical controls and guidance to the development and construction sectors including contractors to assist in meeting the *City's* requirements;
- sets out the regulatory controls to ensure that all activities associated with a *worksite* that take place in or affect *public places* are undertaken in a safe and orderly manner in accordance with the Code, conditions of development consent and other *approvals*; and
- seeks to minimise adverse impacts on *public places* including:
 - pedestrian safety and amenity;
 - bicycle riders, including safe passage past *worksites*;
 - city infrastructure; and
 - land uses near *worksites*.

1.10 Where does the Code apply?

The Code applies to all land within the City of Sydney Local Government Area (LGA) with the exception of land (*roads*) under the control and authority of:

- Property NSW (formerly the Sydney Harbour Foreshore Authority);
- the Barangaroo Delivery Authority; and/or
- the Roads and Maritime Services in relation to State *classified roads* including the need to obtain required road *occupancy licences* before carrying out activities on such *roads*.

1.11 Relevant acts, regulations, instruments and other documents

The acts, regulations and other documents listed below may be relevant to the application of the Code of Practice and the various *approvals* issued by the *City*:

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Roads Act 1993;
- Roads Regulation 2018;
- Protection of the Environment Operations Act 1997;
- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2017;
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Regulation 2000;
- Access to Neighbouring Land Act 2000;
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008;
- State Environmental Planning Policy (Vegetation in Non-Rural Areas) 2017;
- State Environmental Planning Policy (Infrastructure) 2007;
- The City of Sydney 'Local Approvals Policy for Hoardings and Scaffolding';
- The City of Sydney 'Guidelines for Hoardings and Scaffolding';
- The City of Sydney 'Graffiti Management Policy';
- The City of Sydney 'Tree Management Policy';
- The City of Sydney 'Urban Forest Strategy';
- The City of Sydney 'Street Tree Master Plan';

- The City of Sydney ‘Inclusion (Disability) Action Plan’;
- The City of Sydney ‘Inclusive and Accessible Public Domain Guidelines’ (draft – awaiting Council adoption);
- The City of Sydney ‘Compliance Policy and Prosecution and Civil Enforcement Policy’;
- The City of Sydney ‘Performance Bond Policy’;
- The City of Sydney ‘Waste Management Local Approvals Policy’;
- The City of Sydney ‘Neighbourhood Parking Policy’;
- The City of Sydney ‘Interim Floodplain Management Policy’;
- The City of Sydney ‘Sydney Streets Technical Specifications’;
- The City of Sydney ‘Stormwater Drainage Manual’.

Notes:

1. This list is not exhaustive.
2. Readers should refer to the City’s website to check for current adopted documents that apply in the city and the NSW Legislation website in relation to current statutes.

1.11.1 Other related documents:

- The ‘Guide to Traffic Engineering Practice’, Austroads;
- Technical Directions issued by the NSW Roads and Maritime Services;
- *Technical Manual for Traffic Control at Work Sites*, NSW Roads & Maritime Services;
- *SafeWork NSW ‘Code of Practice for Overhead Protective Structures’*; and
- The City of Sydney ‘Traffic Control Plans for People Riding Bicycles’.

1.12 State and federal legislation and other provisions

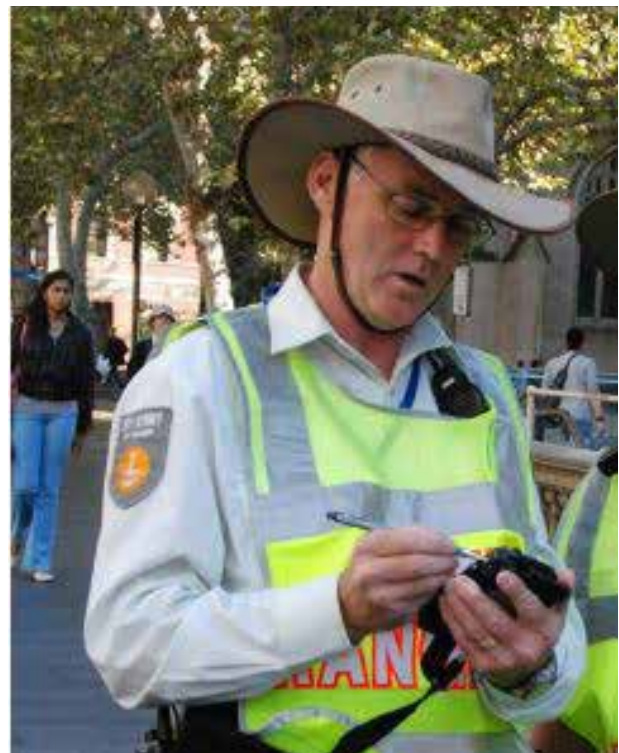
The Code does not override state or federal legislation. Persons in control of a *worksite* must check other relevant legislation and applicable codes of practice. This may require consultation with relevant state and federal government departments and agencies to ensure that work activity and appliances (plant items) comply with and satisfy all statutory requirements including work health and safety obligations to the public in the vicinity of a *worksite*.

The Code also does not override any relevant conditions of a *development consent* applying to land adjoining a *road* on which a *temporary works* or plant operation takes place.

1.13 What are the implications for not complying with this Code?

The Code sets out provisions to regulate and control many aspects of development and other work activities in and affecting *public places* to minimise impacts. *Construction activity* can impact on *public places* including the city’s community therefore activities must be controlled. The regulation of *construction activity* includes:

- receiving and processing applications including assessing potential impacts and where necessary, conditioning an *approval*;
- issuing *approvals (permits)*;
- overseeing works affecting *public places*; and
- issuing corrective directions and other actions where non-compliances arise (see ‘note’).



Notes:

These functions are managed across several City units and teams including City Rangers and the Health and Building Unit.

The *City* will take compliance and/or enforcement action in accordance with several applicable statutes and policies including:

- (a) the Local Approvals Policy under which this Code is adopted;
- (b) the *City's* Compliance Policy and Prosecution and Civil Enforcement Policy;
- (c) the Local Government Act 1993;
- (d) the Roads Act 1993 and
- (e) the Environmental Planning and Assessment Act 1979.

A person who is guilty of an offence under the various Acts administered by the *City* may be liable, on conviction, for a maximum penalty as prescribed by the applicable legislation.

1.13.1 Corrective actions

In regulating various activities, an *authorised person* of the *City* may:

- issue penalty notices;
- give orders;
- issue directions—in writing, and in an emergency, orally under Section 237 of the Roads Act 1993; and
- initiate court action to enforce orders and directions,

and prosecute for associated breaches of the applicable legislation.

Parties not acting in accordance with this Code and *approvals* allowing activities in, on or above *roads* may be given verbal and/or written notice to comply before an infringement notice is issued.

The *City*, at all times, reserves the right to issue an immediate infringement notice or penalty depending on the seriousness of the circumstance and at the discretion of the *authorised person* including consideration of the *City's* 'Compliance Policy and Prosecution and Civil Enforcement Policy'.

1.14 Performance bonds

Performance bonds (also known as damage / security deposits) are used to ensure persons carrying out work in a *public place* meet prescribed technical standards and to secure funds to undertake repairs and/or complete works to city infrastructure and assets where works do not comply or are not completed to the *City's* standards. *Bonds*

must be in accordance with the *City's* 'Performance Bond Policy' and be in the form of:

- documentary evidence such as bank guarantee or undertaking;
- bank cheque;
- cash; or
- EFTPOS.

Where a *performance bond* is lodged through a bank guarantee or other undertaking it must not nominate a termination or expiry date. Where a *performance bond* applies the required amount will be determined at the time of assessing an application. For further details refer to the *City's* Schedule of Fees and Charges in relation to *bond* rates. *Bonds* must be paid before an *approval (permit)* is released.

1.14.1 Bonds imposed by the *City's* Public Domain and Street Tree Management teams

Performance bonds (security deposits) may be required for any works and include rectification in relation to:

- damage of public infrastructure, both above and below ground;
- damage resulting from temporary shoring / ground anchoring of roads (*footways / roadways*);
- damage to street trees and garden beds and/or removal and on-going maintenance of replacement trees; and
- other *public place* infrastructure damage sustained.

Bonds will be retained in full until the final occupation certificate for a development has been issued or where the work has been completed and inspected and found acceptable to the *City*.

Other specific requirements relating to *bonds* may also be specified as conditions of *development consent*.

Notes:

Other *bonds* related to works and *temporary structures* erected on or taking place in *public places* such as *hoarding* installations and *road opening* works may also apply.

1.14.2 Bonds imposed by the Construction Regulation team

The following provisions apply to *performance bonds* associated with *permits* issued by the Construction Regulation team:

- (a) making good any damage that may be caused to the *City's* property and for other purposes which are set out in the relevant *City* application forms;
- (b) to ensure any damage or invasive works caused to the *City's* infrastructure is rectified to the *City's* standard requirements / specifications. The *bond* will not be returned until the *City* is notified that any required rectification works have been completed to the required standard or confirmation that no damage has occurred. This may require an inspection by the *City's* Asset Inspectors; and
- (c) administering and enforcing the conditions of an *approval (permit)* and the provisions of this Code where the person or entity having the benefit of an *approval* fails to comply with the conditions of *approval* and/or a direction of the *City* to rectify, repair or maintain *temporary works*.

1.15 Public liability insurance

In granting an *approval* the holder of a *permit* is required to indemnify the *City* against all claims, demands, suits, actions, damages and costs incurred by or made against the *City* in respect of death or injury to any persons or damage to property of any person whatsoever in any way arising out of *approved* activities.

The indemnification, in the form of a *public liability insurance* policy, affords protection to the *City* in respect of any claims including any excess on the insurance policy arising out of a claim.

Depending on the type of activity as prescribed in the applicable application form, such indemnity must be in the amount of at least \$10 million or \$20 million for any individual claim that may be made. The insurance policy must be held in the name of the person or entity holding an *approval*.

1.16 Financial transactions associated with applications and road occupation fees

All financial transactions associated with granting an *approval* will be conducted between the *City* and the 'billable party' nominated in an application and stated in a *permit*.

1.17 Restrictions on works and other activities – December and Christmas / New Year periods

Due to extended trading hours and school holidays leading up to Christmas and New Year, works proposed to be undertaken during the month of December will be restricted. Maps showing the affected areas and the applicable dates can be found on the *City's* website.

Applications submitted for works during December will be treated on a case-by-case basis (see also **3.5.9**).

1.18 Access to and above adjoining (neighbouring) land

A person cannot enter private land or operate in the air space above neighbouring land without the consent of the property owner. Where agreement for access with affected landowners cannot be reached the 'Access to Neighbouring Land Act 2000' entitles a person to make application to a local court to seek an order to gain access to neighbouring land to undertake works or other activities.

Activities that could require access include:

- installation of temporary *scaffolding*;
- placement of overhead protective structures / platforms for safety purposes; and
- the operation of *hoisting* equipment such as cranes that may swing and hoist over neighbouring land.



1.18.1 Crane / hoisting operation

An *approval* granted for various activities including *hoisting* from and/or over a *public place* does not include *approval* to swing, slew or operate any parts of a *hoisting* device over private land adjoining or surrounding a *worksite*.

Where any part of a *hoisting* device operates or encroaches over private land, applicants / proponents have a legal obligation to seek and obtain access agreements from affected landowner/s.

The need for access agreements also applies to *City*-owned land however is not required in cases where an *approval* has been granted to allow *hoisting* activity on or above a *road*. Where *hoisting* is carried out fully within the boundaries of a site but parts of a crane swing or vane over a *road*, a Roads Act *approval* is required from the *City*.

In cases where parts of a crane or other *hoisting* device operation and/or crane jib vaning (wind actions causing the jib to move) occur over *City* land (excluding roads) such as parks, reserves, squares etc., the agreement of the *City* must be obtained. Further information including the process for obtaining formal access agreements should be directed to the *City*'s Properties team.

Further information:

Requirements of the legislation including details for seeking access orders is set out in the 'Access to Neighbouring Land Act 2000' which is available on the NSW legislation webpage: www.legislation.nsw.gov.au

1.19 Variations to the Code

It is expected that in the majority of cases works and other activities in *public places* will be capable of complying with the prescriptive provisions set out in this Code. Where however it is not possible or feasible to comply fully with the provisions due to special circumstances and/or site constraints, consideration will be given to alternative proposals and methods that meet the aims of the Code and Local Approvals Policy.

Where proponents wish to undertake activities that do not comply with the Code they must clearly demonstrate in their application how the proposed variation will satisfy the principal objectives of the Code.

1.20 Making an application (see also 2.2)

All of the activities listed in **1.5** require *approval* which can be sought through completion and lodgement of a valid application (see **1.20.1**) using the *City*'s standard forms.

1.20.1 Application forms

A formal application must be completed when seeking *approval* to carry out various activities such as:

- *road openings*;
- *temporary works*;
- *hoisting*; and
- *temporary structures (work compounds)*.

Standard forms for each of these activities are available on the *City*'s website.

1.20.2 Application fees

All applications require payment of a fee to assess a proposal against the *City*'s requirements including the Local Approvals Policy and this Code.

The applicable application fees are set out in the *City*'s 'Schedule of Fees and Charges' which is available on the *City*'s website. Fees are also included in some application forms.

1.20.3 Information and documents that must be lodged with an application

To enable the *City* to undertake a full and proper assessment of a proposal (application) against the *City*'s requirements and codes, minimum information and details must be provided. Information that must be lodged is set out in the application forms applicable to various activities.

1.20.4 Assessment

Upon receipt and acceptance of a fully completed and valid application, the proposal will be assessed against the *City*'s requirements including this Code.

In circumstances where additional information or clarification is required, the applicant will be contacted and requested to provide further details.

Where the *City* is satisfied that a proposal meets all of the relevant *City* requirements including complying with the provisions set out in this Code, an *approval* will be granted (refer also to the Local Approvals Policy for further details).

In circumstances where an application is incomplete, invalid and/or a proposal does not meet the *City's* requirements, an application will be refused.

1.21 Definitions

All defined terms used in the Code are **italicised** for ease of reference and use.

accessible (and **accessibility**) having features to enable use or passage by people with disability.

accredited certifier the holder of a certificate of accreditation as an *accredited certifier* under the Building Professionals Act 2005 acting in relation to matters to which the accreditation applies. (EP&A Act 1979)

approved or **approval** unless expressly stated otherwise, is a determination (*approval*) granted by the *City*. Reference to an *approval* also includes a *permit*.

articulated vehicle a motor vehicle having at its rear a portion, on wheels, that is pivoted to, and a part of which (not being a pole, draw-bar or similar device or an accessory of it) is superimposed on, the forward portion of the vehicle. (NSW Road Rules 2014)

authorised person an employee of Council (the *City*) generally or specially authorised in respect of or whose duty it is to deal with, or to act in regard to, any acts, matters or things in relation to which the expression is used. (Local Government Act 1993)

building maintenance unit (BMU) a power operated suspended platform and associated equipment on a building specifically designed to provide permanent access to the faces of the building for maintenance. (Work Health and Safety Regulation 2017)

certifier a person who is an *accredited certifier*.

City The Council of the City of Sydney.

classified road includes:

- a main *road*;
- a highway;
- freeway;
- a controlled access *road*;
- a secondary *road*;
- a tourist *road*;

- a tollway;
- a transitway; and
- a State *road*. (Roads Act 1993)

Note:

A full list of *classified roads* is available on the website of the NSW Roads and Maritime Services.

construction activity approved activities carried out within a *public place* including:

- physical works of any nature;
- the installation of *temporary structures*;
- the operation of plant and equipment including *hoisting* operations;
- demolition works;
- excavation works; and
- *road openings*.

community land land that is classified as community land under Division 1 of Part 2 of Chapter 6 of the Local Government Act 1993. (Local Government Act 1993)

Note:

Community land reflects the importance of the land to the community because of its use or special features. It is generally land intended for public access and use. Restrictions often apply to create obligations to maintain access such as a trust deed or land dedication.

control measure in relation to a risk to health and safety, means a measure to eliminate or minimise the risk. (Work Health and Safety Regulation 2017)

cycleway a pathway for use by people riding a bike and includes separated cycleways, bike lanes and shared pathways.

development consent (consent) means consent under Part 4 of the Environmental Planning and Assessment Act 1979 to carry out development and includes, unless expressly excluded, a complying development certificate. (EP&A Act 1979)

Dial Before You Dig a free national referral service designed to assist persons and entities in preventing damage and disruption to Australia's significant and extensive infrastructure service networks when undertaking work in *public places*.

dog-trailer a trailer with:

- (a) one axle group or single axle at the front that is steered by connection to the towing vehicle by a drawbar, and
- (b) one axle group or single axle at the rear.

footway the part of a *road* that is set aside or formed as a path or way for pedestrian traffic (whether or not it may also be used by bicycle traffic). (Roads Act 1993)

hoarding a *temporary structure* placed on the *City's land (footway / roadway)* that separates a *worksite* from the *public place* and may also provide an overhead protective barrier to protect the *public place* from objects that may fall from a work area.

(City of Sydney Guidelines for Hoardings and Scaffolding)

hoisting the action of raising or lowering a load (material, plant, equipment) or workers, by powered mechanical or manual means and includes *hoisting* using a crane, winch, elevated work platform, a mast climbing work platform, *suspended scaffold*, personnel and materials hoist, boom lift, and *building maintenance unit*.

noise management plan a document that set outs:

- the expected noise and/or vibration levels from proposed work activities;
- how these levels are likely to impact on sensitive receivers in the locality; and
- the mitigation measures that will be implemented to minimise impacts.

A plan can also include details on how the community will be kept informed of the works.

permit an *approval* in force under the Local Government Act 1993 and/or Roads Act 1993.

performance bond (bond) a financial bond lodged by an applicant or other person and held by the *City* for use in circumstances set out in **1.14**.

person in control of a business or undertaking (PCBU) (Section 5 of the Work Health and Safety Act 2011), for the purposes of this Code, is the holder of a determination (*permit*) allowing activities and *temporary structures* to be undertaken or installed in a *public place* and includes a builder,

contractor or other person in control of such activity.

principal certifying authority (PCA) a person appointed under the Environmental Planning and Assessment Act 1979 to carry out inspections of *approved* building works and undertake other statutory functions.

Note:

A PCA is generally not responsible for regulating activities within a *public place* adjoining a development site unless there are conditions of *development consent* that specifically require PCA involvement.

public place/s a *road* (including *footways* and *cycleways*).

public liability insurance insured for legal liability owed to another person or entity who suffers loss, damage, injury or death by reason of the insured's activities.

road:

- a) highway, street, *laneway*, pathway, footpath, *cycleway*, thoroughfare, bridge, culvert, causeway, road-ferry, ford, crossing, by-pass and trackway, whether temporary or permanent; and
- b) any part of a road and any part of any thing referred to in paragraph (a), and
- c) any thing forming part of a road or any thing forming part of any thing referred to in paragraph (a). (Local Government Act 1993).

roadway (also known as 'carriageway') the portion of a *road* designed for use by, or used by, moving vehicles including a light rail vehicle and bicycles.

road occupancy consists of any activity likely to affect the operational efficiency of the *road* network, in other words, an activity that requires the *road* to be used in such a way as to affect traffic flow.

(RMS, Technical Manual for Traffic Control at Work Sites)

road occupancy licence (ROL) a permit which allow the applicant to use or occupy a specified *road* space at approved times, provided that certain conditions are met. (RMS, Technical Manual for Traffic Control at Work Sites)

road opening any intrusive disturbance within a *road* including excavation required to carry out works such as installing and/or connecting subsurface *utilities* and stormwater drainage systems.

SafeWork NSW the authority constituted under the Workplace Injury Management and Workers Compensation Act 1998 and which is the regulator of the NSW workers compensation system and also the regulator for work, health and safety legislation in NSW.

scaffold (scaffolding) a temporary structure specifically erected to support access or work platforms. (Work Health and Safety Regulation 2017)

semi-trailer a trailer (including a pole-type trailer) that has:

- (a) one axle group or single axle towards the rear, and
- (b) a means of attachment to a prime mover that would result in some of the load being imposed on the prime mover.

Note 1: Axle group, prime mover, single axle and trailer are defined in this Dictionary.

Note 2: This is an additional NSW definition. There is no corresponding definition in the Dictionary of the Australian Road Rules. (Road Rules 2014)

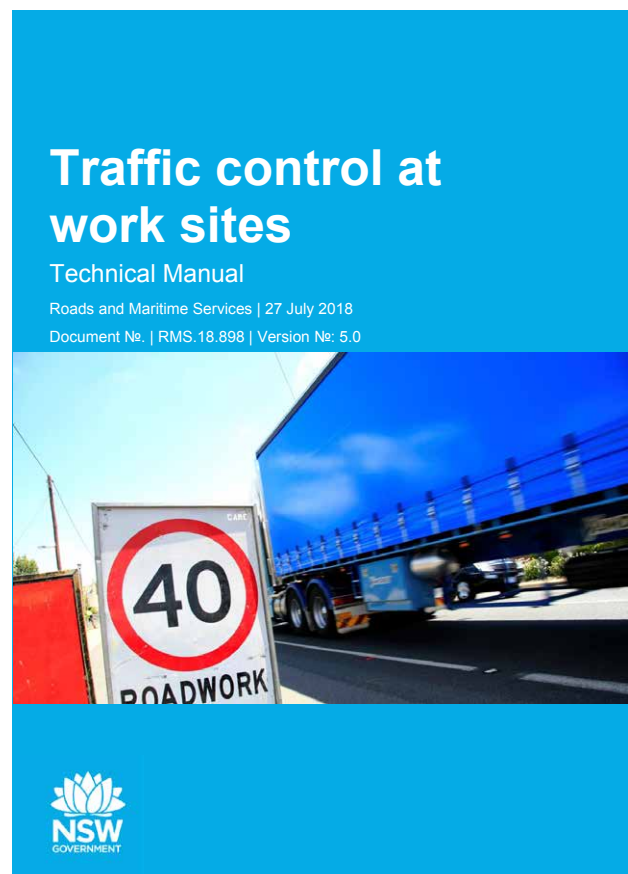
site management plans (SMPs) a generic term relating to the various management plans that are prepared and required for a development site such as plans relating to the management of:

- noise;
- construction-related traffic;
- demolition;
- soil, sediment and dust control;
- waste management and disposal;
- wastewater disposal and/or treatment; and
- other major work activities and potential impacts.

skip bin a container designed and used for the storage, transport and disposal of waste. (City of Sydney Local Approvals Policy for Managing Waste in Public Places – December 2017)

suspended scaffold a scaffold incorporating a suspended platform that is capable of being raised or lowered when in use. (Work Health and Safety Regulation 2017)

Technical Manual for Traffic Control at Work Sites means the manual published by NSW Roads and Maritime Services that sets out minimum requirements to maximise safety at worksites by ensuring that traffic control complies with best practice site management procedures. (RMS Technical Manual – Version 5.0, July 2018)



temporary structure a structure that is not designed, installed or constructed to be permanent.

temporary works activities or works within a public place that are not permanent.

utilities a publicly, privately or jointly owned and operated entity, located on public property (road), the purpose of which is to transport for either the public or a private party a service or commodity such as electricity, telecommunications, gas, light, oil, power, television, water and waste by means of cables, conduits, ducts, fibre optics, pipes and wires and includes related objects, such as access chambers, pits, valves and other appurtenances.

Note:

This definition is based on the definition in AS 5488-2013 'Classification of Subsurface Utility Information (SU)'.
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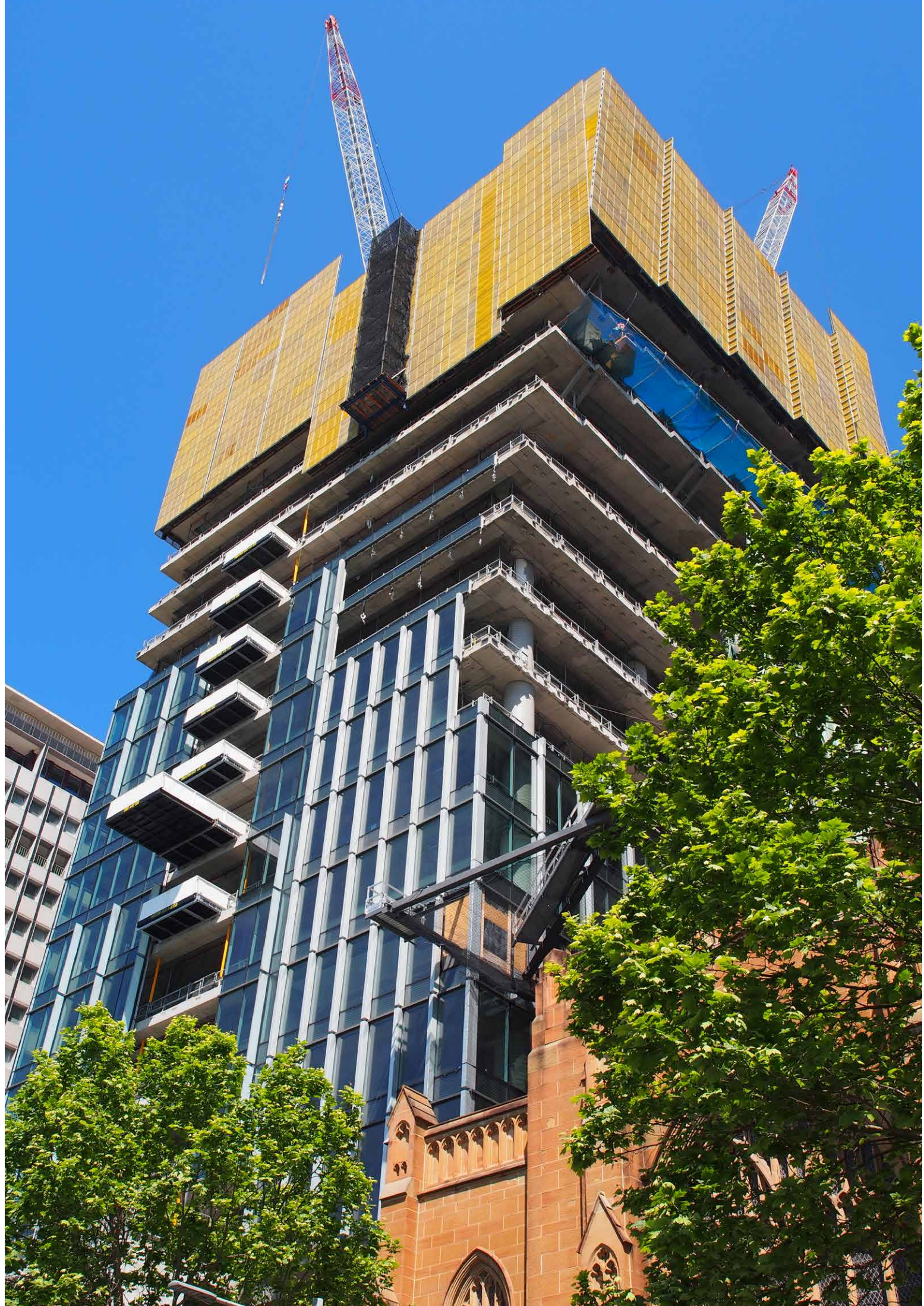
vehicular crossing (crossing/s) the portion of a driveway or vehicular accessway located between the *roadway* (street gutter / kerb) and the property / *worksite* boundary (property frontage).

work compound a temporary enclosure established on a *road* that is:

- (a) used for construction-related activities such as the storage of material and equipment, site sheds (facilities for workers) and other similar uses and is associated with *approved* development on a land parcel in close proximity to the *compound*; and
- (b) isolated from a *public place* by a ply-sheet fence equivalent to a *Type A hoarding* but having a fence height of not less than 2.4 metres and which complies with the applicable provisions of *City's 'Guidelines for Hoardings and Scaffolding'*.

worksite a place where work is carried out for a business or undertaking (as defined in the Work Health and Safety Act 2011) and includes any place where a worker goes, or is likely to be, while at work.

works zone a *City-approved* and signposted space on a *road* dedicated to the temporary standing of vehicles associated with a *worksite* to allow the delivery and removal of material, plant and equipment to and from a *worksite* (see also Clause 181 in the Road Rules 2014).



Activities requiring approval and regulation



PART 02

01

02

03

2.1 About this part

When undertaking development and *construction activities* it is important that such work is carried out in an orderly and controlled manner to minimise impacts in the locality. To ensure that this is achieved a number of statutory *approvals* are required for several types of activities including the installation of *temporary structures* in *public places*.

Obtaining an *approval* requires the lodgement of formal application. This enables the necessary assessments to be undertaken to ensure that proposals meet the *City's* standards, guidelines, codes and other requirements thereby minimising adverse impacts in *public places* including importantly, impacts on safe and convenient movement of pedestrians.

2.2 Required applications and approvals

The following activities and *temporary structures* undertaken or installed in *public places* require *approval* prior to the activities / works taking place:

- (a) installing a *temporary structure* e.g., *hoarding*, *scaffolding*, cantilevered work platform, cantilevered materials landing platforms (see **2.5** and **2.6**);
- (b) construction of *vehicular crossings* (permanent and temporary) (see **2.11** and **4.11**);
- (c) establishing a fenced space (a *work compound*) on a *roadway* or *footway* (see **2.16**);
- (d) *road openings* (excavations – typically for services, *utilities* and *vehicular crossings*) (see **2.13**);
- (e) temporary *road closures*—partial or fully to allow for mobile crane set-up and usage and/or to allow *temporary structures* i.e. *hoardings* to be erected / dismantled (see **2.10**);
- (f) use of a *hoisting* device on or above a public *road* such as mobile crane, materials lift, boom lift, cherry-picker concrete pumping boom, scissor lift, on-site crane operation (*hoisting*), *building maintenance unit* and swinging stage (see **2.4**);
- (g) *temporary works* e.g.: placement of ladders, mobile *scaffolding*, concrete pump-line across *footways* and temporary pedestrian ramps, temporary barricades for rope access work (abseiling), general barricading, constructing temporary *vehicular crossings* (see also **2.13** – *road openings*);

- (h) erecting / dismantling *hoardings* and/or *scaffolding* in or above *public places* (see **2.8**);
- (i) shoring and ground anchoring of excavations to support a *road* (see **4.5**);
- (j) temporary façade retention / support systems;
- (k) tree pruning / removal required as part of development or *construction activities*;

Note:

Only minor pruning will be *approved* and only under exceptional circumstances will street tree removal be permitted to facilitate a *works zone* and/or *hoarding* (see **2.14.5** and **2.6**).

- (l) temporary removal / relocation of street furniture and other city infrastructure including light pole removal required as part of development / *construction activity* or to accommodate the installation of *hoardings* and temporary *vehicular crossings* (see **4.17**);
- (m) establishment of *works zone* to allow vehicles associated with *construction activity* to stand on a *roadway* for the purposes of loading and unloading when associated with a development or *worksite* (see **2.14**);
- (n) in-ground works such as concrete footings for large *temporary structures* (*hoardings*) – see the 'Guidelines for Hoardings and Scaffolding'; and
- (o) stormwater drainage connections from private development / *worksites* to the *City's* stormwater system (see **4.12** and **4.15**).

Details of these activities including controls, standards and other requirements are set out in this Part.

2.3 General requirements applying to works and activities on City-controlled roads

The following general provisions apply when undertaking work on *roads*:

- (a) the person / entity carrying out work must have all *approval* documents onsite at all times and produce them when requested by an *authorised person*;
- (b) street trees and street garden beds must not be adversely impacted (see **3.18.1** and **2.14.5**);
- (c) pre and post-construction dilapidation reports, as appropriate and required, of *City* infrastructure must be undertaken (see **2.8.1**, **3.4.2.2** and **3.11**);

- (d) unless specifically *approved*, street furniture must not be removed or relocated (see **4.17**);
- (e) access to fire hydrants and utility pits must not be obstructed without the approval of the relevant utility provider or government agency including compliance with any conditions that may be imposed;
- (f) works must not interfere with or damage any public *utilities* and street furniture;
- (g) kerbstones and stone gutters must not be interfered with, cut or damaged in any way unless specifically permitted by the *City* (see **4.8**);
- (h) large wheel or track-type vehicles must not cross a *footway* unless an *approved* temporary *vehicular crossing* built to the *City's* specifications is in place. Small equipment such as wheel scissor-lifts are permitted to cross and operate on *footways* subject to meeting minimum requirements (see **2.4.2.1**);
- (i) pedestrian kerb ramps must not be obstructed;
- (j) *footways*, *cycleways*, *roadways*, *vehicular crossings* and the kerb gutter adjoining a work area must be kept safe, clean and free of debris at all times;
- (k) building material, spoil and/or *skip bins* must not be placed on a *footway*. Refer to *City's* 'Local Approvals Policy for Managing Waste in Public Places' for further details (see also **4.13**);
- (l) temporary *vehicular crossings* and marked pedestrian crossings must be kept open to the public and remain safe and *accessible* at all times;
- (m) provide and maintain *accessible* pathways complying with Part 3.5 in the *City's* 'Inclusive and Accessible Public Domain Guidelines' (see also **2.7.3**); and
- (n) where pedestrians and/or bicycle riders are required to be diverted from a *footway* and/or *cycleway* special design and site management requirements must be implemented and followed (see **2.7.5**).

Notes:

1. An *approval* does not allow the use of a *road* for the loading & unloading of vehicles at construction sites. Such activities generally require an *approved* / installed *works zone* to be in place prior to commencement of any site works (see **2.14**). For short-term loading / unloading a *temporary works permit* may be granted by the *City's* Construction Regulation team, subject to site-specific needs and constraints (see **2.9.2** and **2.15**).

2. An *approval* must comply with the *City's* code regulating construction-related noise unless otherwise specifically varied for special circumstances such as undertaking works outside of standard times when there is reduced pedestrian and traffic movement.

2.3.1 Light rail corridors

When planning to undertake works and any other activities within and adjoining a light rail corridor proponents must be aware of the potential risks to workers and *road* users and the operational needs of the light rail operator, Transdev. Pedestrian and bicycle rider safety must also be addressed.

Proponents must make themselves fully aware of any restrictions that may apply when working in and/or adjoining a light rail corridor including danger zones. Further details including steps to obtain required *approvals* (*work permits*) is available on Transdev's website.



Figure 1: Restrictions apply when working within and adjoining a light rail corridor. Proponents must make themselves aware of the light rail operator's requirements when planning works.

2.4 Hoisting activity

All *hoisting* activity including associated crane slewing / wind-vaning actions over a public road requires an *approval* under Section 68 of the Local Government Act and Section 138 of the Roads Act. This includes the use of mobile *hoisting* equipment placed on and operating from a road. Site-installed *hoisting* equipment such as tower cranes that operate and/or vane over a *public place* also require *approval* (see also **1.18**).



The use of *hoisting* / lifting equipment set out in the following subclauses operating from or above a road require *approval*. In cases where public access around a site is likely to be affected by mobile *hoisting* equipment, proponents may need to provide additional information with an application such as a traffic / pedestrian control plan (refer to the application form on the *City's* website for further details).

2.4.1 Mobile cranes

As part of construction and building maintenance activity, mobile cranes operating from a road are often needed to transfer plant and equipment to and from a *worksite*. This includes site-crane installation and dismantling.

Mobile cranes vary in size from relatively small self-contained and self-driven units to major plant requiring transportation by several independent vehicles. This often involves considerable time to assemble and dismantle equipment therefore this process can have significant impacts on a locality including traffic and pedestrian movement.



Due to the size of some large mobile crane plant and the area required to set-up and establish a safe footprint through the use of large outriggers, it is often necessary to temporarily close, partially or fully, a road. This has the potential to cause conflict between Builders / contractors and the needs and amenity of local residents and businesses. Impacts on pedestrians, bicycle riders and motorists in the vicinity of a site also need to be considered.

Excessive noise during crane assembly, operation and dismantling can also cause impacts on surrounding properties particularly residential-type buildings which must be addressed by proponents and builders. For installation and dismantling, this typically requires the imposition of restrictions including work times and requiring appropriate noise attenuation practices to be followed.

In order to minimise disruption and loss of amenity to the local community and the general public, the set-up and *hoisting* operation must be undertaken safely and in a coordinated and orderly manner. In granting *approval* to operate cranes within *public places* minimum requirements will apply and must be followed. This includes protecting the *City's* assets and infrastructure.

2.4.1.1 *Hoisting* activity generally

It should be noted that mobile crane usage on roads to demolish or construct substantial parts of a building will generally not be allowed.

Hoisting activity using mobile cranes operating from a *road* requires special consideration and *approval*. In the majority of cases mobile crane operations can be undertaken through a partial temporary *road* closure such as the closure of a traffic lane on a multi-lane one-way *road* or a lane closure on a minor two-way *road* under authorised traffic control (stop-go movement) to allow safe vehicle passing. Further details on partial temporary *road* closures are set out in **2.4.1.2**.

Full temporary *road* closures and traffic diversion are more complex and require consideration and endorsement of the *City's* Local Pedestrian, Cycling and Traffic Calming Committee (see **2.4.1.3**). The need to use very large cranes (over-size and over-mass – see **4.10**) often requires a full *road* closure.

To minimise impacts on a locality the following provisions apply to mobile *hoisting* activity operating from a *road* under either a partial or full temporary *road* closure:

- (a) *hoisting* will be restricted to certain activities (see **2.4.1.4**);
- (b) mobile crane set-up and usage must take place within the *approved* construction times applying to the site as specified in the *development consent* or where there is no *consent*, in accordance with the *City's* standard times that apply generally to development (see **3.5.1**).

Cranes must not be delivered to the site before 7.30am unless otherwise specifically *approved* to meet the requirements of external agencies such as Roads and Maritime Services and NSW Police (see **(d)**). Large cranes may need to be transported outside of peak traffic times and therefore arrive and stand on the *road* at the *worksite* outside of the *consent* or standard work times (see also **2.4.1.6(a)**);

- (c) outriggers must not be placed on *footways* and nature strips as they do not have sufficient bearing pressure capacity to prevent damage. Outriggers must only be placed on *roadway* surfaces and structurally sound vehicular driveways. Placement on *cycleway* surfaces may also be allowed however this is generally not supported. If permitted, bicycle rider diversion would need to be specifically *approved* beforehand.

Outriggers associated with very large cranes must use large bearing pads to distribute loads; and



Figure 2: Bearing pressures transferred through outriggers must be evenly distributed to prevent damage to *roadways*. Outriggers and crane bodies must not encroach on through-traffic lanes.

- (d) prior to seeking *approval* for the set-up and use of an oversize mobile crane, the crane company must obtain the approval of NSW Police and RMS for permission to deliver the plant to the site (see also **4.10** for details on the transport and use of oversize / over-mass vehicles).

2.4.1.2 Partial temporary *road* closures (see also **2.10**)

In the majority of cases the operation of small mobile cranes from a *roadway* is of a minor nature and can be allowed through obtaining a partial temporary *road* closure. These applications do not need to be referred to the Local Pedestrian, Cycling and Traffic Calming Committee for consideration and endorsement and can be processed and determined by the *City's* Construction Regulation team in accordance with this Code. The following provisions apply:

- (a) applications must be lodged at least five (5) working days prior to the date of the proposed operation / partial closure;
- (b) for partial temporary *road* closures, at least one traffic lane must be maintained which may require stop-and-go control using accredited traffic controllers to permit safe two-way movement. Traffic detours will not be permitted;
- (c) An *approval* can include an alternative back-up date to accommodate a deferral of works due to inclement weather; and

- (d) an *approval* will include a requirement for the applicant to undertake a letterbox-drop within the surrounding area advising occupants of the proposed work and partial *road* closure. A template notice for partial temporary *road* closures is available on the *City's* website and must be used when giving notice.

2.4.1.3 Full temporary *road* closures (see also 2.10)

Applications for the use of mobile cranes that will require a full temporary *road* closure can create significant traffic disruption and congestion therefore such proposals must be referred to the Local Pedestrian, Cycling and Traffic Calming Committee for detailed consideration (see 2.14.1 for information on the make-up and operation of the Committee including details relating to *works zones*).

Prior to determination, an application will be referred to representatives of Roads and Maritime Services and relevant *City* officers to review and provide feedback to the Committee.

The applicant may also be consulted throughout the assessment process to clarify any aspects of the proposal and/or require the lodgement of additional information.

Proponents must allow sufficient time (at least 8 weeks) in the programming of works to obtain an *approval*.



Figure 3: Full *road* closures require the endorsement of the *City's* Local Pedestrian, Cycling and Traffic Calming Committee.

Further information:

Further details about obtaining a full temporary *road* closure including completing and lodging an application are available on the *City's* website and/or by contacting the *City's* Traffic Works Coordinator.

2.4.1.4 Use of mobile cranes

Mobile crane operation on or above a *public place* must reflect best practice to minimise inconvenience to the general public including bicycle riders and vehicle drivers. The use of mobile cranes in a *public place* will only be permitted to facilitate:

- (a) maintenance works on existing buildings or works within the *public place* itself;
- (b) the installation and removal of site-based cranes;
- (c) the delivery of large plant and equipment (in the absence of a fixed crane onsite); and
- (d) the delivery of major structural elements or building fabric (roof members and cladding) where it is not possible or safe for onsite crane/s to lift the material or the onsite crane has been removed and the building needs to be completed and made weather-tight (e.g.: installation of roof coverings),

2.4.1.5 Hours of operation (see also 2.4.1.6(e))

The set-up and use of mobile cranes can result in offensive or intrusive noise impacts in the surrounding area therefore mobile crane operation should, wherever possible, be carried out within the *City's* standard construction times and days.

It is however acknowledged that in many instances because of high traffic volumes and other special needs of the *City*, such work can only take place outside of standard times and days (see 3.5.6 and 3.5.7) and therefore special *approval* will be required. Where permitted, the following provisions will apply together with any other requirements that may be imposed as part of an *approval*:

- (a) mobile crane operation proposed to take place outside of the standard work times must ensure that the amenity of nearby residents, workers and the general public will be maintained to the highest possible level through applying good practices to minimise any likely adverse impacts. The *approved* operating times will be specified in an *approval* (*permit*);
- (b) the measures required to maintain acceptable public amenity will be determined exclusively by the Construction Regulation team where partial temporary closures are proposed and where necessary, in consultation with the *City's* Traffic Operations Unit. For full temporary *road* closures, the Local Pedestrian, Cycling and Traffic Calming Committee will endorse the acceptable dates and times of operation depending on the traffic conditions; and

- (c) the applicant will be required to undertake an information letterbox-drop to affected tenants and residents within the local area for both partial and full temporary *road* closures (see **2.4.1.6 (g)(i)**).

2.4.1.6 Minimising impacts

To minimise disruption to the general public and maintain acceptable amenity for residents, workers and visitors, the following requirements must be followed by mobile crane operators:

(a) Delivery of mobile cranes

The delivery of mobile cranes to *worksites* must be undertaken in a manner that minimises disruption to the surrounding area, particularly residential-type premises (including apartment buildings and tourist accommodation).

In circumstances where mobile cranes are delivered in the early hours of the morning or late at the night, the operation of external communication loudspeakers on vehicles is not allowed. The use of communication radios by personnel is allowed however their use must be minimised and not disrupt the amenity of the area (see **(d)**).

Work must not commence on the set-up / establishment of a mobile crane prior to the time stipulated in the crane *hoisting permit* and will, in the majority of cases, not be permitted until after the standard commencement time that applies to the development site (see **3.5.1**).

In localities where there are no potential or likely noise impacts and there are special needs to commence crane set-up outside of the standard development times, applicants must highlight this in the application form and request special consideration (see also **(c)** below).

(b) Identification of mobile crane ownership

Crane operators must display the company name or some other form of identification on vehicles to indicate that the works are being undertaken by the company listed in the crane *permit*.

(c) Noise associated with the erection / dismantling of mobile cranes

Mobile cranes must be erected and dismantled in such a way as to minimise noise. Material, equipment and tools must not be thrown on the *road* or handled in way that generates unnecessary noise.

It is acknowledged that the assembly or dismantling of large mobile cranes requires the use of hammers which will generate a noise level that cannot be circumvented. In these circumstances

the *City* may require the notification letterbox-drop to also indicate the potential for noise generation during assembly or dismantling of the crane (see **2.4.1.6 (g)(i)**).

(d) General conduct of crane operators

During the entire crane set-up and *hoisting* operation, operators and associated construction site personnel must consider the amenity of residents and/or employees of businesses in the vicinity including avoiding shouting instructions or otherwise generating unnecessary noise.

Two-way radio usage or mobile phones (with vibration ring alert or low ring tone) are effective means of communication to minimise noise nuisances and is therefore preferred by the *City*.

The need to use whistles as a means of communication is acknowledged and is permitted. If the *City* considers that letterbox-drop notification is required, this aspect of the operation must be detailed in the notice if whistle communication is to be used.

(e) Minimisation of operating times

The mobile crane operator and the site project manager must endeavour to minimise the duration of a mobile crane's usage. In circumstances where *approval* is given for full or partial temporary *road* closure the *approved* times specified for the closure does not automatically allow for the set-up and operation of the crane.

In allowing *hoisting* operations to take place in a *public place* the equipment must not stand on the *roadway* for extended periods. This is necessary to minimise associated impacts. Depending on:

- the locality;
- the size of the crane; and
- the *hoisting* works to be undertaken,

the *City* may restrict the times of operation of the crane. This will be determined on a case-by-case basis as part of the assessment process when considering a crane *hoisting* application.

(f) Time extensions

If, due to unforeseen circumstances, a time extension is required beyond the *approved* times stipulated in the crane *hoisting permit*, contact must be made with the *City's* Construction Regulation team (ph. 9265 9333, 24/7) and the NSW Police to determine if a time extension can be granted.

- (g) Other matters that must be considered and satisfied

Mobile crane activity in a *public place* can have significant impacts on vehicular, bicycle rider and pedestrian movement including maintaining access to buildings where temporary partial or full *road* closures are necessary. To address these impacts the following must be considered and satisfied including additional matters and requirements specified as conditions of *approval* in a *permit*:

- (i) in granting *approval* to stand and operate a mobile crane in a *public place* including fully or partially temporarily closing a public *road* it will be necessary for proponents to advise affected parties (property owners, tenants, occupants and building managers) in the locality (typically a street block) in which the closure is to take place and likely affected parties in any other streets that may be impacted. Notification must take place through a letterbox-drop as follows:

- for partial *road* (traffic lane) closures, at least five (5) working days prior to the date of crane operation;
- for full *road* closures, be undertaken 14 days prior to the date of temporary closure.

Any representations made or raised by affected parties must be resolved to the satisfaction of *the City*.

Note:

The notification letter must be in accordance with the standard template letter (one each for partial or total temporary closure) which are available on the *City's* website.

- (ii) traffic management / control plans must be developed and be in accordance with AS 1742.3 and RMS *Technical Manual for Traffic Control at Worksites* (including pedestrians and bicycle riders). All plans must be *approved* and cannot be modified without prior consent. *Approved* plans must be kept on-site during the proposed *hoisting* operation;
- (iii) booms / jibs must not operate over pedestrians or vehicular traffic without *approved* overhead protection systems or acceptable *City-approved* pedestrian/traffic management being in place to isolate and prevent access within the overhead *hoisting* zone. Where *hoisting* over private land including *City-owned* land (other than *roads*) such as buildings, parks, reserves squares, agreement must be reached with affected owners (see **1.18**);



Figure 4: Required signage in accordance with AS 1742.3 and the TMP must be displayed clearly.

- (iv) all signage, pedestrian and traffic control devices must comply with AS 1742.3 – 2002 and be appropriate for all *activities approved* under a *hoisting permit*;
- (v) full compliance must be given to the *City's* code regulating construction-related noise (work times may be varied through an *approval (permit)*);
- (vi) the Traffic Management Centre must be notified when works commence & finish;
- (vii) driveway and/or *footway* access to any properties in an affected area must not be obstructed unless the written consent from the owner / occupants is first obtained; and
- (viii) where required by a condition of *approval* Roads and Maritime Services accredited traffic / pedestrian controllers must be in place at all times.

2.4.1.7 Additional matters relating to full temporary road closure

The following matters, additional to the above provisions, must be considered and addressed, when a full temporary *road* closure is proposed:

- (a) where commercial car parks are affected by a proposed closure, the *City* must be indemnified against all claims of revenue loss as a result of the temporary *road* closure;
- (b) a public notice of the proposed closure must be placed in a Sydney metropolitan newspaper at least 7 days before the proposed *road* closure takes place. Copies of the newspaper clippings must be provided to the *City* as evidence of publication prior to issue of a crane *hoisting permit*;

(c) prior to undertaking *hoisting activities* including *road closure*, the emergency services (NSW Police, Fire and Rescue NSW and NSW Ambulance Service) must be formally notified of the proposed temporary closure and assured that access for all emergency service vehicles will be available to properties in the affected street. All services (street and building fire hydrants, emergency exit doors etc.) must be kept free of any obstructions.

Full *road closures* including traffic diversions will require the assistance of NSW Police officers to control traffic and direct traffic around the site.



Figure 5: The assistance of NSW Police is required for full temporary *road closures*.

(d) where bus services / facilities are affected by a *road closure*, proponents must notify Sydney Buses. All costs incurred by Sydney Buses associated with a closure must be paid by the applicant for any required additional supervisory staff, rerouting services and/or temporarily relocating bus-stops / layover facilities during each closure;

(e) *road closures* must be undertaken in accordance with the AS1742.3, unless otherwise directed by NSW Police or an *authorised person* of the *City*;

(f) emergency vehicle lane/s must be available at all times along the closed section of *roadway* and have a minimum width of 3.25 metres;

(g) appropriate and adequate traffic control measures including:

- detour signs and traffic control personnel;
- pedestrian exclusion barriers; and
- safe movement of traffic, bicycles and pedestrians,

must be fully implemented and in place at all times during the placement and operation of the *hoisting device*;



Figure 6: Where required by the *City* a clear 3.25 metre traffic lane must be provided and maintained during a partial *road closure*.

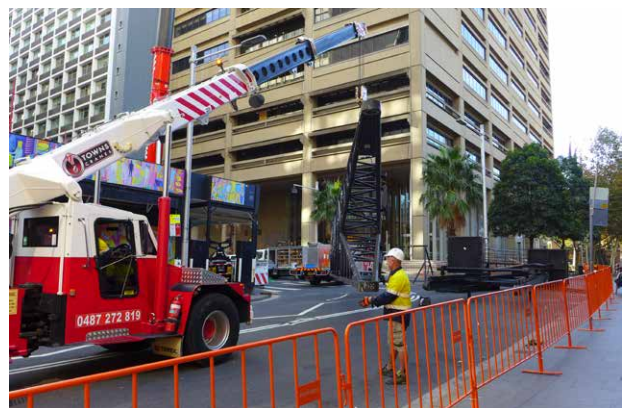


Figure 7: Appropriate barriers must be installed to isolate an *approved work / crane operation area*. In busy pedestrian areas such as the *city-centre*, metal barriers must be used.



(h) all temporary barriers and signs associated with a *road closure* must be removed immediately following the *road reopening* to traffic; and

(i) a temporary *road closure* and crane *hoisting operation* must comply with *City's* requirements and the *approval (permit)* conditions.

2.4.1.8 Other matters

Other matters that may also apply and be required as part of an *approval* include:

- (a) all conditions of a *Road Occupancy Licence* issued by the Transport Management Centre must be complied with;
- (b) at the discretion of NSW Police, additional traffic control such as Police officer attendance to supplement traffic control personnel may be required. All costs associated in providing Police personnel must be incurred by the proponent; and
- (c) vehicle / equipment operations including outrigger set-up / placement and counterweight swing must take place within the closed kerb lane. Where additional lanes are required, this will be assessed on a site-specific basis as part of the application assessment process.



Figure 8: Through traffic lane/s adjoining a work area must be supervised by authorised traffic controllers.

Notes:

1. As part of an *approval (permit)* for temporary road closures and crane operation, the applicant will nominate alternate dates to accommodate inclement weather events and/or other *approved* works that may be required. In the event that the alternative date/s are needed to be used the City's Traffic Works Coordinator and Construction Regulation team must be advised on the first available workday post-cancellation of the *approved* primary date of operation.
2. Additional fees will apply for the use of alternative date/s and other proposed or required adjustments to *approval permits*. A 'Deferred Date Application' will need to be lodged if nominated back-up dates cannot be utilised.

3. Acknowledgement from NSW Police for the *approved* alternative dates does not absolve the applicant from the necessity to obtain a new *road occupancy licence* from the Transport Management Centre for the use of the alternative date/s.

2.4.2 Other mobile hoisting devices

The City will allow the placement and use of mobile *hoisting* / lifting devices on *roadways* and *footways*, subject to meeting prescribed minimum requirements including ply-sheet and drop-sheets to protect surfaces.

Examples of mobile devices and their operation in a *public place* include:

- truck-mounted *hoisting* equipment (Hiabs);
- boom-type lifts (cherry-pickers, concrete boom pumps etc.);
- elevated work platforms; and
- scissor lifts.

Where a mobile device is required to operate in a *public place* an application is required to obtain *approval* for its set-up and use. At least two (2) working days' notice (excluding weekends and public holidays) must be provided when seeking *approval*.



2.4.2.1 Equipment placement / usage on footways and roadways

The use of certain *hoisting* / lifting equipment on *footways* constructed of concrete or granite paving is permitted subject to meeting the following requirements, including maximum load limitations:

- (a) minimum two-axles rubber wheel equipment – **3 tonnes** (max.) is permitted;
- (b) rubber-track equipment – **5 tonnes** (max.); and
- (c) 17 mm (min.) structural ply-sheet must be used beneath the equipment at all times to distribute the loads on the pavement surface and to minimise damage including surface damage.

When needing to access a *footway* from the adjoining *roadway*, the preference is to use *vehicular crossings* (driveway crossings) in close proximity to the work area. Where *crossings* are not available suitable temporary ramps appropriate for the type of *hoisting* plant to be used must be in place to minimise excessive pressures being applied on kerbing thereby preventing damage. This is particularly important where stone kerbing is present including importantly fragile and significant sandstone kerbing. Contact the Construction Regulation team for further advice.



Figure 9: Temporary rubber-type ramps must be used to allow small vehicle access to *approved* works on *footways*. Note: This form of access may not be suitable where older fragile sandstone kerbing is present or where access by large heavy vehicles / equipment such as forklifts and scissor lifts are to be used. Contact the Construction Regulation team for further advice and direction.

Where *footways* are of insufficient width to accommodate *hoisting* devices such as in narrow laneways, *approval* may be given to allow device set-up and operation on *roadways* subject to appropriate controls being implemented such barricading and traffic / pedestrian control (see **2.7**).



Figure 10: Where *approval* is given to establish and operate *hoisting* devices on *roadways*, special controls will generally need to be implemented including traffic / pedestrian control measures.

2.4.2.2 Equipment usage–pedestrian safety and amenity

When using mobile lifting equipment, the following must be implemented to minimise disruption to the *public place* and maintain public safety:

- (a) except where the *City* grants specific *approval* allowing a partial obstruction / closure, ensure equipment does not block the public thoroughfare including safe and convenient pedestrian movement.

In some circumstances such as very busy thoroughfares, the use of a Type B *hoarding* to form an elevated work platform may be necessary and required to keep *footways* / *laneways* fully open (refer to the *City*'s 'Guidelines for Hoardings and Scaffolding' for further details);
- (b) determine the most appropriate *hoisting* zones for medium and long-term use of the equipment and methods to minimise impacts on the *public place*;
- (c) conduct dilapidation surveys of surfaces before and after works to record the condition. Where necessary, protect pavement surfaces and kerbing;
- (d) implement effective operational procedures and lifting techniques to afford appropriate public safety in the adjoining *public places* in accordance with the responsibilities imposed on the *person in control of a business or undertaking* under the Work Health and Safety Act and Regulations; and
- (e) use appropriate traffic and pedestrian management procedures where required by a *permit* including displaying required directional and caution signage.

Some of the above requirements may also form conditions of an *approval* (*permit*).

2.4.3 Site-installed *hoisting* devices (cranes)

Crane operation (*hoisting*) including slewing and wind-vaning actions over a public road must satisfy the following requirements to ensure *hoisting* activity is undertaken safely and has no adverse impacts on pedestrians, vehicles and bicycle riders:

- (a) the crane installation must be inspected and maintained at the prescribed intervals as set out in the device specification and/or plant item registration documentation including any other requirements of *SafeWork NSW*;
- (b) the owner and/or operator of a crane must ensure the plant is erected, maintained and operated in accordance with the Work Health and Safety Act 2011 and Part 5 of the Work Health and Safety Regulation 2017 including any requirements of *SafeWork NSW*;



- (c) all *hoisting* activity must be carried out within the *development consent approved* construction days and hours;
- (d) *hoisting* activity must be undertaken in a manner that does not cause a nuisance including offensive noise to adjoining or surrounding premises (see 'note'). When *hoisting* / vaning over private neighbouring land proponents have certain obligations that must be satisfied in relation to access agreements (see **1.18**);

Note:

An *approval* may be revoked or modified for any purpose or reason including breaching conditions of an *approval* as prescribed by Section 108 of the Local Government Act 1993.

- (e) signage, other than minor and appropriately placed crane company name signage or the principal contractor's name (where the contractor owns the crane) installed on the main body of the crane, must not be displayed on any part of the crane including the jib / boom without first obtaining *development consent*. Signage, including the crane owner / hire company, must not be illuminated unless specifically *approved* through a *development consent*;
- (f) other than *hoisting* actions to test the device for compliance with any *SafeWork NSW* requirements, prior to *hoisting* activity commencing, the following must be satisfied:
 - (i) a certificate issued under Section 93 of the Local Government Act 1993 (refer to the standard certificate templates on the *City's* website and the template certificate issued with the *permit*) must be provided to the *City* confirming that the crane has been installed to the *approval* including the structural design details and footings;
 - (ii) the crane meets all requirements of the relevant legislation; and
 - (iii) the crane complies with applicable requirements of *SafeWork NSW*;
- (g) all *hoisting* activity from a public road must be carried out from within the boundaries of the *approved works zone* (see **2.14**) and be undertaken safely and in a co-ordinated manner. The use of tag-lines can be used to assist in controlling loads within the boundaries of the *hoisting* zone (see **2.14.3**) subject to meeting any required work health and safety provisions;



Figure 11: All *hoisting* operations must be carried out within the confines of a *works zone* or a temporarily closed traffic lane (to a height of at least 4.5 metres above the *road* surface).

- (h) a separate *approval* must be obtained for the placement and operation of mobile cranes on a *roadway* to install a site-based *hoisting* device (see **2.4.1**). Proponents can seek *approval* through lodging an application for mobile *hoisting* devices; and
- (i) where the principal construction works are subject to a *development consent*, a copy of the construction certificate issued by an *accredited certifier* for any required concrete footings supporting and anchoring a crane must be provided to the *City* prior to installation and operation of the crane.

Note:

If proposing to hoist or swing any part of a crane including under wind-vaning actions over private land, refer to **1.18** in relation to obtaining access agreements over neighbouring lands under the provisions of the 'Access to Neighbouring Land Act 2000'.



Figure 12: *Approval* under the Roads Act is required when any part of a *hoisting* device swings or operates over a *road* including under wind-vaning actions.

2.4.4 Personnel / material hoists

The *City* does not generally allow the placement and operation of personnel / material hoists within a *public place*. Hoists should be located within the allotment boundaries of a site. Where however there are site constraints such as small land allotments or there are works proposed on an existing building that is built to the property boundaries, the *City* may allow their installation and use on:

- *footways* within a ply-sheet fenced *work compound* where the *footway* width is sufficient to allow the safe and convenient passage of pedestrians past the work area (see **2.16**); or
- the deck of a Type B *hoarding*, subject to strict control criteria applying and being implemented and followed (see **2.4.4.1**).



2.4.4.1 Hoists placed on *hoarding* decks

The primary aim of a *hoarding* deck is to form a barrier to objects that may fall from a *worksite* and thereby prevent objects impacting the *public place* (refer to the *City's* 'Guidelines for Hoardings and Scaffolding' for further details). Decks should therefore not be used for the placement / support of *hoisting* equipment and associated material and equipment unless there are fully justified reasons for doing so (and being specifically *approved* by the *City*).

Noise and other potential impacts on adjoining and adjacent properties from hoist operation must also be considered. Where impacts are likely, *approval* may not be granted or if permitted, times of operation may be restricted. Formal notification to surrounding properties may also be undertaken as part of receiving an application for hoist usage.

Where the *City* determines that there are sufficient grounds to allow a *hoarding* deck to be used to accommodate and support a hoist and its use, a site operation and management plan must be lodged with the *hoisting* application.

The plan must specify details of the material / personnel to be hoisted and the type/s of activity to be undertaken on the deck associated with the use of the hoist including the proposed loads. The design and proposed loads must be assessed by the practicing structural engineer responsible for the design and certification of the *hoarding* to:

- (a) determine the structural adequacy of the *hoarding* and supporting *footway* / *roadway* surface including the substrate to support the proposed loads and associated activities including confirmation that no damage will occur to *City*-owned infrastructure and utility services beneath the *road* surface (see 2.4.4.2);
- (b) consider the type/s of material and/or equipment proposed to be transported by the hoist and specify any required *control measures* to address identified risks associated with the loading / unloading operation, including dynamic actions;
- (c) clearly specify on the drawings the location of the hoist including the extent and location of material and equipment that may be placed temporarily on the *hoarding* deck awaiting transfer via the hoist;
- (d) confirm that the superimposed loads on the *hoarding* are not exceeded (must not exceed 40% of the *hoarding* design – refer to the *City's* 'Guidelines for Hoardings and Scaffolding' and the *SafeWork NSW* 'Code of Practice for Overhead Protective Structures'); and
- (e) determine whether operational procedures and conditions of use including any *control measures* and *SafeWork NSW* requirements need to be followed in addition to *site management plans*.

2.4.4.2 Structural certification

The structural design of the *hoarding* must be certified against the proposed (and *approved*) *hoisting* usage plan. Certification must be in accordance with the provisions specified in the *City's* 'Guidelines for Hoardings and Scaffolding'.

2.4.4.3 Implementation and compliance with the management plan

The person in the control of a workplace (typically the builder or principal contractor) must fully and effectively implement procedures to manage the site and hoist operation including:

- (a) having in place appropriate management / oversight of the operation of the hoist by nominated competent person/s;
- (b) effectively control and manage the placement and movement of material, equipment and workers on the *hoarding* deck;
- (c) ensure that the on-going structural capability and stability of the *hoarding* is fully achieved and maintained at all times and that required periodic inspections and certification carried out and provided;

- (d) any proposed modifications to the *hoarding* and/or hoist / operation must be assessed and certified by the *hoarding* design engineer and *approval* obtained from the *City*; and
- (e) maintain at all times compliance with any operational conditions specified by the design engineer and other requirements specified in the *hoarding* and *hoisting approvals (permits)*.

2.4.4.4 Screening of hoist cars from the *public place*

Where *approval* is given, the lower section of the hoist (parked hoist car at deck level) and the area of *approved* allocated space for material and equipment placement on the deck, must be:

- (a) fully screened to shield the car and material from the *public place* including on the sides in addition to the fascia on the primary frontage; and
- (b) screened using painted ply-sheet or fencing such as the *hoarding* fascia of the Type B *hoarding* or *work compound* (see the 'Guidelines for Hoardings and Scaffolding' for further details including artwork requirements).

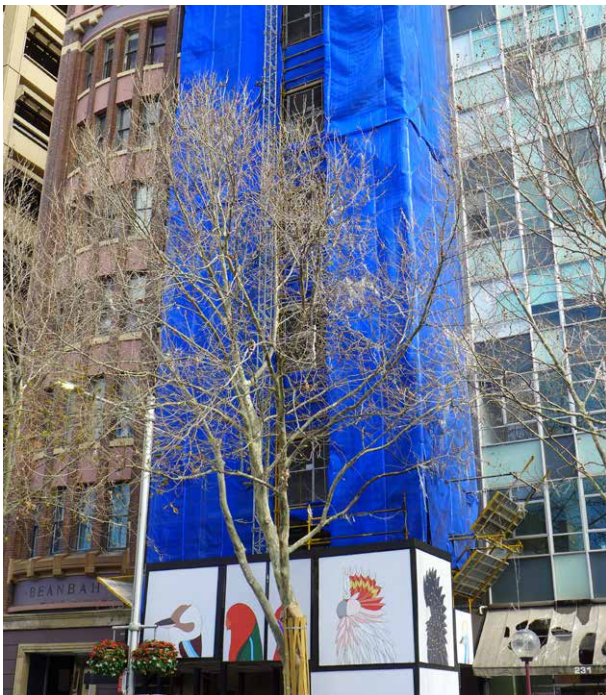


Figure 12: Hoist installations on *hoarding* decks are only permitted under special circumstances. Where *approved*, parked hoist cars at deck level must be fully screened by *hoarding* fascias including on the sides. Any mesh used to screen the hoist structure must meet the minimum flammability performance criteria in the *City's* 'Guidelines for Hoardings and Scaffolding'.

The screening system must be fully detailed in the *hoarding* drawings and application.

2.4.5 Boom-lifts, scissor-lifts, Hiabs and other hoisting devices operating from a *footway / roadway*

The use of boom-type *hoisting* equipment such as elevated work platforms, cherry-pickers, concrete pump booms, and other *hoisting* devices must meet minimum prescribed operational requirements. This is necessary to ensure that the safety, amenity and convenience of the public is not compromised in the vicinity of the *worksite / hoisting* activity.

2.4.5.1 Minimum requirements

The following must be satisfied when undertaking *hoisting* activity:

- (a) unless specifically *approved* by the *City*, equipment outriggers / stabilisers must not be placed on the *footway* and kerb edge under any circumstances, as *footways* do not have sufficient bearing capacity to support the increased loads transferred from plant and equipment. For small devices operating on *footways*, 17 mm (min.) thick structural ply-sheeting must be used to protect and evenly distribute loads on the *footway* surface;



(b) booms must not operate over pedestrians, bicycle riders or vehicular traffic without *approved* overhead protection being in place (Type B *hoarding*) or *approved* alternative pedestrian / vehicular diversions around the work area being implemented;

(c) all traffic management / control plans and associated signage used during works must be in accordance with AS 1742.3 and Roads and Maritime Services (RMS) *Technical Manual for Traffic Control at Worksites*. Signs & safety devices, are to be in place at all times during the work activity;

All plans must be *approved* by the *City* and cannot be modified without prior consent. The most current *approved* plans must be available onsite at all times during the set-up and works;

(d) all required traffic controllers involved in the works must have current RMS accreditation and must comply with all requirements of Section 8 – ‘Traffic controllers and speed zones’ of the *Technical Manual for Traffic Control at Worksites*;

(e) where a *footway* needs to be closed to allow *hoisting* activity to take place specific Where *approval* must be obtained and unless otherwise specifically permitted, pedestrians must be assisted / directed by pedestrian controllers to an alternative *footway* at:

(i) traffic / pedestrian control signals; or

(ii) intersections; or

(iii) pedestrian crossings in advance of the site.

Where a *cyclway* is temporarily affected special consideration is required in consultation with the *City*'s *cyclway* team and specific *approval* obtained for any necessary adjustments (see **2.7.5**);

(f) where a *hoisting* activity / device affects a State *classified road*, a *road occupancy licence* from the Traffic Management Centre must be obtained;

(g) unless otherwise permitted by an *authorised person*, *hoisting* activities and devices must not be located and not operate in a way that will have an adverse impact on street trees. Tree protection in accordance with **2.14.6** and **3.18.1** must be provided prior to the *hoisting* / lifting activities commencing;

(h) building and driveway access points in vicinity of the *worksite* must remain unobstructed at all times, unless the written consent of affected property owners / occupants is first obtained;

(i) where the works are likely to affect Sydney Buses' operational needs the holder of the *permit* must contact Sydney Buses to obtain advice on any required changes to their operations and pay any applicable costs incurred;

(j) all fire services (fire hydrant and sprinkler booster connections on buildings), emergency exit doors etc. must be kept free of any obstructions;

(k) *hoisting* equipment must not stand within the *public place* for extended periods when not in operation unless located within an *approved works zone* and meeting the time constraints of the zone. Where more than one days' operation is required the equipment must be stored onsite or removed and delivered to the *worksite* the following day. In some circumstances and subject to factors such as:

- the size of the equipment;
- the locality; and
- the traffic / cycling / pedestrian volumes past the site,

consideration may be given to allow the device to be stored in the kerb lane, with *approval*. If standing in metered parking space/s, payment of parking income forgone must be paid.



Figure 14: In special circumstances *approval* may be given to temporarily stand equipment in a kerb lane / *works zone*.

(l) all works must be undertaken in accordance with the provisions of the *City*'s code regulating construction-related noise, unless otherwise specifically *approved* for special works and/ or to avoid interference with traffic / cycling / pedestrian movement;

- (m) any damage caused to the *public place* resulting from *hoisting* activities must be repaired in accordance with the *City's* standard specifications. Where the *City* undertakes the repair work all associated costs must be reimbursed or will be deducted from the *performance bond* held (see **1.14**); and
- (n) all vehicle / equipment and operation including outrigger set-up and counterweight swing must be located and carried out wholly within the width of the kerb lane.



Figure 15: Concrete boom-pump operation requires *approval* when operating on and/or above a road.

2.4.5.2 Additional requirements

In some circumstances additional requirements beyond those listed in **2.4.5.1** may be imposed as part of the application assessment process and will be specified in an *approval*.

2.4.5.3 Public / neighbourhood notification

In addition to the standard *permit* conditions a letterbox-drop using the *City's* standard template notice (available on the *City's* website) may need to be carried out to surrounding properties at least two (2) business days prior to works commencing. If required, this will be specified in the *permit*. A copy of the notification letter must be forwarded to the *City* prior to the commencement of work.

2.4.6 Suspended scaffold (swinging stage)

The use of *suspended scaffolds* above a public road must be undertaken in accordance with the applicable provisions of the Work Health and Safety Act 2011, the Work Health and Safety Regulation 2017, relevant codes of practice or directions issued by SafeWork NSW and the requirements set out below.



2.4.6.1 Storage of *suspended scaffolds* when not in use

When not in use, *scaffolds* must be appropriately stored:

- (a) on the roof of the building; or
- (b) behind the property or building line; or
- (c) on the deck of an *approved* Type B *hoarding* (where installed) and be fully screened by the *hoarding* fascia; or
- (d) on the *footway* behind a fully screening Type A *hoarding* fence, subject to there being sufficient *footway* width and being allowed by the *City*. This will be the subject of special consideration based on the provisions set out in the *City's* 'Guidelines for Hoardings and Scaffolding'.

Proponents must also comply with other requirements imposed through conditions of an *approval*.

2.4.6.2 Temporary closure of *footways*

For minor short-term usage (several days) the *City* may agree to temporarily close a *footway* to allow the operation of a *suspended scaffold* without the need for a *hoarding* or barricading to isolate the *public place* beneath a *scaffold* / work activity. This will only be considered where:

- (a) the *footway* usage by pedestrians is very minor as determined by the *City*;
- (b) alternative pathways are acceptable to the Construction Regulation team, in consultation with the *City's* Traffic Operations team (where necessary), and
- (c) *approved* pedestrian control is used.

2.4.6.3 Minor maintenance works on building facades

In some circumstances such as undertaking visual inspections of facades or carrying out minor maintenance works (cleaning and/or painting) on facades, lightweight *suspended scaffolds* may be permitted to operate above a building's street awning without a standalone Type B *hoarding* or the establishment of a pedestrian exclusion zone being in place.

The temporary placement of lightweight swinging stages (when not in use) on street awnings may also be allowed subject to adequate temporary screening being installed to screen the swinging stage from *public places*.

Such proposals will however only be allowed where an awning has:

- (a) sufficient structural capacity and adequacy to meet all potential risks from falling objects including failure of the *suspended scaffold* itself including the loads associated with personnel but must not have a loading capacity less than 5 kPa as stipulated in the *SafeWork NSW 'Code of Practice for Overhead Protective Structures'* permitted for lightweight *suspended scaffolds*.

This will necessitate a visual inspection of an awning's structural members and connections by a practising structural engineer holding National Engineers Registration with Engineers Australia to verify adequacy;
- (b) the awning provides sufficient coverage of the *footway* for overhead protection;
- (c) the person undertaking the work and operating the *suspended scaffold/s* i.e. the *person in control of a business or undertaking* has assessed all risks including risks to the public, and implemented *control measures* as required by the NSW Work Health and Safety Act 2011; and
- (d) access to the awning / parked *suspended scaffold* must not obstruct the *footway* (ladder access from a *footway* to an awning will generally not be permitted).

Note:

For further information regarding *hoisting* equipment and their operation over neighbouring land and the need to obtain access agreements can be found in **1.18**.

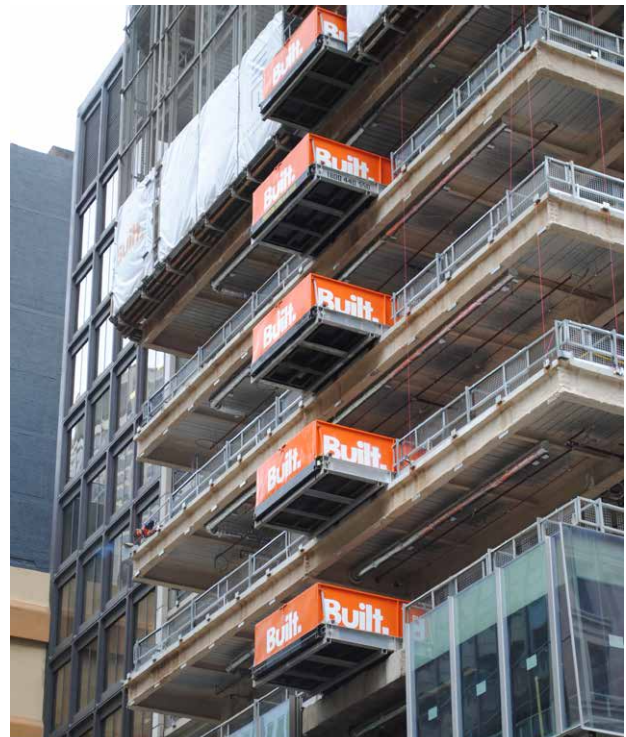
2.5 Façade-mounted cantilevered materials landing platforms

Worksite façade-mounted cantilevered materials landing platforms associated with *hoisting* activity that overhang a *road (roadway / footway)* require *approval* under the Local Government Act 1993 and the Roads Act 1993.

2.5.1 Seeking approval

The *City's* 'Hoardings, Scaffolding and other Temporary Structures' application form must be used when seeking *approval* for these structures and include the following documentation:

- scaled drawings – floor plan, elevation and section (these details can be overdrawn on the building architectural drawings). Where street trees are likely to be impacted by *hoisting* activity to and from platforms, the plans must show the trunk location/s and tree canopy size / perimeter represented to scale in plan view and elevation (only minor pruning will be *approved* to accommodate cantilevered platforms and/or *hoisting* operations (see **2.14.5**, **2.14.6** and **3.18.1**);



- platform manufacturer / supplier specifications;
- design certification from a practising structural engineer confirming the:
 - structural adequacy of the platform system and the building structure to support the platforms;
 - maximum load that can be placed on a platform;

- required management practices to ensure maximum loads are not exceeded and that the platforms remain structurally sound including compliance with **2.5.2** is achieved at all times.

2.5.2 Installation and inspection

The installation and repositioning of platforms as construction progresses must be checked for proper installation against the design and installation specifications. The person appointed to manage, supervise and inspect the various re-positioning of platforms must be competent to do so and have appropriate skills and qualifications as specified by the manufacturer / supplier of the platforms, the structural design engineer and the person in control of the *worksite* (PCBU).

2.6 Hoardings, scaffolding and site fencing

Approval is required to place *hoardings*, *scaffolds* and site fences on or above a *public place*.



2.6.1 Hoardings and scaffolding

The City's 'Local Approvals Policy' and 'Guidelines for Hoardings and Scaffolding' control the design, use and maintenance of these forms of *temporary structures*. Public safety and amenity issues such as:

- the visual condition and tidiness of *hoardings* (graffiti and/or bill poster issues);
- inadequate or non-operational lighting systems;
- any dangerous parts of the structure; or
- dangerous or uneven *footway* surfaces adjoining the site or beneath a *hoarding*,

must be monitored by the holder of the *permit*. The City will also monitor installed *hoardings* and the *public place* throughout the installation period. Where issues are detected, the holder of the *approval* will be instructed to rectify the defects within specified timeframes.

Further details on the standards of design and the information that must be provided with an application to install a *hoarding* and/or *scaffolding* is set out in the 'Guidelines for Hoardings and Scaffolding'.

Approval can be sought through lodging a 'Hoardings, Scaffolding and other Temporary Structures' application.

2.6.2 Site security / safety fencing on private land

The design and installation of site security fencing, typically chain-wire fencing erected on development sites and which adjoins the *public place* (*footway*), are generally not regulated by the City. See **3.12.1** for further details.

2.7 Temporary works and barricading to isolate work areas

If a *footway*, *cycleway* or *roadway* needs to be temporarily closed or partially obstructed to allow for minor works to be undertaken as part of development or other work activity, a *temporary works approval* will be required.

2.7.1 Types of work requiring barricading

The installation of barricading in *public places* is permitted to isolate various types of work activity including:

- set-up and use of ladders;
- mobile *scaffolding* (fitted with wheels) to allow set-up and removal each day;



- concrete pump-lines at grade with complying pedestrian ramps over, except where a *cyclway* is present (see **2.9**);
- barricades for rope access activity (abseiling) when undertaking minor work on buildings, inspecting and/or cleaning building facades and windows (see **2.12**);
- barricades for *suspended scaffold* (swinging stages) not covered under *hoisting* activity (see **2.4.6** and **2.12.1**);
- temporary vehicle driveways / laybacks (see **2.11**); or
- other minor works in *public places*.

2.7.2 Applications

Approval is required and can be obtained through lodging a *temporary works* application. An application can include multiple frontages of the same building / site.

An application must be lodged at least two (2) working days before the date of the proposed works being undertaken.

2.7.3 Accessible pathways

Pedestrian movement through and around *worksites* must provide and maintain *accessible* pathways complying with Part 3.5 of the *City's* 'Inclusive and Accessible Public Domain Guidelines'.

As guidance, for *temporary structures* and works on *footways* in low pedestrian density areas, at least half of the existing clear *footway* width or 1200 mm (whichever is the greater) must be provided and maintained past the works. In exceptional circumstances 1000 mm may be allowed subject to acceptable site conditions as determined by *City* officers.



Where cables are placed over a *footway*, accessible cover plates must be provided to ensure safe and convenient pedestrian passage.

2.7.4 Requirements for barricading

The following minimum requirements apply:

- (a) maintain, as a high priority, acceptable pedestrian access past a *worksite*. The preference is to retain at least half of the *footway* open at all times. Where a *cyclway* is affected special consideration is required in consultation with the *City's* *cyclway* team and specific *approval* obtained for any temporary barricading;
- (b) depending on the area and pedestrian density, work may be restricted to non-peak pedestrian movement times to avoid impacts during the morning and afternoon commuter peak periods;
- (c) assistance may need to be provided to pedestrians (where required by the *City*) to pass a work area or in circumstances where pedestrians are directed to the *footway* opposite the site (when *approved* to do so) to maintain appropriate, *accessible* and safe movement past the work area (see **2.8.3**). This may also include assistance and direction for bicycle riders, in consultation with and the *approval* of the *City's* *cycling* team (see also **2.7.5**);
- (d) short-term loading / unloading material and equipment to and from a vehicle adjacent to the site is permitted subject to meeting prescribed requirements (see **2.15**);
- (e) only ladders and/or small mobile *scaffolding* associated with minor building or maintenance work will be allowed;
- (f) local building / vehicle access must be maintained at all times;
- (g) drop-sheets must be in place during the works to afford spillage protection and prevent other damage to the *footway* surface (see also **2.12** – barricading associated with *hoisting* activity);
- (h) the *footway*, *cyclway* and *roadway* must be maintained in a clean & tidy state at all times;
- (i) signs & safety devices in accordance with AS 1742.3 and *RMS Technical Manual for Traffic Control at Worksites* must be provided and maintained at all times during the work/barricading placement; and
- (j) all works are to be carried out in a continuous manner within the *approved* times and must be completed as soon as possible to allow the *footway/roadway* to be fully reopened.

2.7.5 Temporary diversion of pedestrians and bicycle riders

Where pedestrians and/or bicycle riders are required to be diverted from the *footway / cycleway* to allow works to be undertaken:

- (a) Where required by the *City*, a traffic / pedestrian control plan prepared by an accredited person holding a red or orange ticket issued by Roads and Maritime Services (RMS) may need to be provided with an application; and



Figure 16: Temporary pedestrian and bicycle rider diversions should be avoided. Where works are proposed that require temporary closure of *footways / cycleways*, the *City* may agree to temporary diversions being established subject to meeting minimum design standards.

- (b) the plan must be in accordance with AS 1742.3 and the RMS 'Technical Manual for Traffic Control at Worksites'.

Further information:

For temporary diversions involving *cycleways*, design guides are available on the *City's* website.

2.8 Requirements when installing and removing temporary structures (hoardings and/or scaffolding)

The design and installation of *hoardings* and *scaffolding* are regulated through the *City's* 'Guidelines for Hoardings and Scaffolding'. These forms of *temporary structures* can be of significant size and complexity therefore may take many days or weeks to install / construct. Removal at the completion of a development or work can also take significant time. There are potential impacts associated with

the installation and removal of *temporary structures* therefore the *City* will restrict operational times to minimise local impacts.

The *City* however requires that once work commences the installation / removal take place in a continuous process (within *approved* times) to avoid unnecessary disruption and at the end of each day's work the *public place* made trafficable and safe.



2.8.1 Working at night and on weekends

Footways or *cycleways* with high volume movement in the locality of the site may necessitate the *hoarding* installation / removal to be undertaken outside of normal work times and days (see 2.8.2). This is often required in the city centre and sometimes includes traffic control and temporary diversions where *hoardings* need to be installed over *laneways*.

These factors therefore often require works to take place at night and sometimes under time constraints to minimise noise impacts on residences, hotels and tourist accommodation in the locality.

Noise generation during installation and dismantling can cause impacts. Night work has the greatest potential to cause impacts (see 3.5.11 regarding the use of temporary lighting). Additional time constraints to address noise impacts may therefore apply. This should be considered in the project planning and site establishment processes.

Time and day restrictions will also apply at certain times of the year (summer holiday period – see 1.17) and special events such as the Vivid Sydney Light and Music Festival.

2.8.2 Controls to limit impacts

Proponents (builders and *hoarding* suppliers) therefore need to be fully aware of these potential restrictions when determining the type and extent of *hoardings* to be used including the additional time that may be required to establish a *hoarding* to allow works onsite to commence.

In issuing an *approval* for a *hoarding / scaffolding* installation, a condition is imposed to require the proponent or *hoarding* supplier to seek *approval* for the proposed days and times for installation / removal. A form is issued with the *hoarding permit* which must be completed and forwarded to the Construction Regulation team for assessment and the *approval* of set days / times. A similar process also applies for *hoarding / scaffolding* removal.

Any breaches of times / noise control conditions and requirements may result in constrained work times being imposed and/or penalties (fines) being issued.

2.8.3 Hoarding / scaffolding installation and removal

During installation and removal of a *hoarding / scaffold* the following requirements apply and must be followed:

- (a) installation and removal of a *temporary structure (hoarding)* must be undertaken safely and not damage infrastructure including *footways*, kerbing, street trees and street gardens; and
- (b) as a general rule the *City* expects Type B *hoardings* to be installed by *hoisting* gantry modules or structural members onto a *footway* directly from a truck standing legally on the adjoining *roadway*. In cases where there are site constraints preventing *hoisting* from the *roadway* such as street awnings or where there is restricted clear access along the kerb due to street trees or infrastructure, forklift operation on *footways* to install *hoardings* will be permitted subject to the following:
 - (i) the size (mass) of the forklift or other similar equipment including the load must be limited to 7 tonnes (max.);
 - (ii) 17 mm (minimum thickness) structural plywood sheets complying with AS/NZS 2269.0 must be placed on the *footway* surface to assist in distributing loads and to prevent damage to asphalt / stone surfaces (particularly from wheel twisting), cracking or subsidence of granite or brick paving;
 - (iii) utility service hatches / lids in the *footway* must be assessed for adequacy of loadbearing pressures and where necessary, temporary steel plates placed over pits;
 - (iv) plywood sheets and steel plates required by (ii) and (iii) must have a smooth transition (chamfered edges) at the interface with the *footway* surface to avoid trip hazards for pedestrians moving, under supervision and assistance, through the work area;

- (v) forklift movement along *footways* must be minimised; and
- (vi) where existing *vehicular crossings* are not available in close proximity to the work area to allow forklift access to the *footway* for *hoarding* installation / removal, appropriate temporary kerb ramps must be used to prevent damage when mounting a kerb.

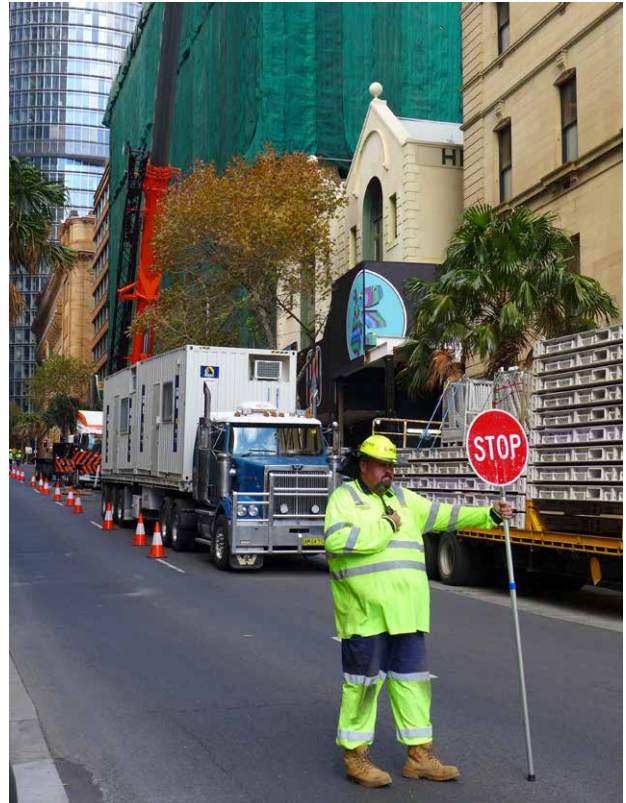


Figure 17: Only authorised accredited traffic controllers must be used in cases where traffic / pedestrian control is required or necessary.

2.9 Concrete pumping, pump-lines and temporary pedestrian ramps

Concrete pumping operation can impact on safe and convenient pedestrian movement therefore various controls and requirements apply.

2.9.1 Pumping operation

In selecting the type and size of concrete pumping equipment consideration must be given to:

- the *works zone* location, size and the width of the *roadway*; and
- the location of tree trunks and canopies (potential for damage from concrete agitator and pump appliances). This is particularly important in cases

where an *approval* may be given to allow a single day standing of a pump and agitator for small projects (see **2.9.2**).



The width of the *roadway* particularly *laneways*, and the local traffic volume, need to be considered to ensure that standing vehicles and work activity around the plant do not adversely impact on safe and convenient passage of pedestrians, bicycle riders and motor vehicles.

During concrete pumping operations the following must be considered and satisfied:

- (a) noise levels must be minimised and comply with the *City's* code regulating construction-related noise;
- (b) concrete catchment / spillage devices or other suitable measures must be installed beneath concrete agitator chutes and pump hoppers. Such protection measures can include freestanding capture receptacles (see **Figure 18**) or appropriate impervious sheeting laid out on the *roadway* with bunding around the perimeter;
- (c) the potential for concrete over-splashing onto the adjoining *footway* including impacts on passing pedestrians must be addressed. This can include implementing specific control procedures that must be followed by concrete agitator and pump operators or through other satisfactory *control measures* such as, if necessary, screening of concrete intake hoppers on pumping appliances (see **(d)**);
- (d) screens can be of several design forms but must be of a suitable material and quality to the *City's* satisfaction (see **Figure 19** as an example). Fabric roller screens permanently fixed to a Type B *hoarding* may also be permitted. Factors that must be considered include:
 - (i) visual appearance and ease of maintenance and cleaning (concrete over-splashing);

- (ii) tensioning system to avoid flapping fabric under windy conditions impacting on passing pedestrians; and
 - (iii) adequate stability including loads from likely wind actions including extreme localised wind actions resulting from tall surrounding buildings; and
- (e) the potential for concrete over-splashing onto tree pits, trunks or canopies must be addressed. Should over-splashing be a potential issue specific tree protection must be installed to the *City's* satisfaction prior to concrete pumping commencing. Tree protection must remain in place during all pumping operation and be removed once the *works zone* is no longer active.



Figure 18: Pollution prevention measures must be in place during concrete pumping operations to prevent spillage onto *roadway* surfaces and pollution offences (stormwater pollution).



Figure 19: The use of screens to protect pedestrians and bicycle riders at concrete pumping locations is generally not supported by the *City*. Where however *approval* is given temporary screens must be of a durable quality, satisfactory design and fixed securely in place when in use. Screens must be removed from the *public place* immediately following completion of daily pumping operations.

2.9.2 Daily permits for small concrete pours and pumping

For small projects requiring a single day concrete pour a daily *permit* to stand vehicles (concrete agitator and pump) in the kerb lane can be issued by the Construction Regulation team. The application and *approval* process is simpler and the *roadway* occupation fees are considerably less than establishing a *works zone* (see 2.14). *Permits* can also be issued within several days of an application being made, subject to all required information being provided.

For other minor works the *City's* 'Neighbourhood Parking Policy' permits the temporary standing of a contractor's vehicle in the kerb lane to facilitate easy and convenient access to a resident's property to undertake construction and/or maintenance works (see 2.15.5).

2.9.3 Temporary pedestrian ramps over pump-lines

Due to the high pedestrian densities in many parts of the city, the primary aim is to:

- keep *footways* clear of obstructions at all times including maintaining existing *footway* grades adjoining *worksites* without interruption to ensure the safety (potential slips, trips and falls) and amenity of pedestrians including importantly persons with special needs such as disability. The needs of delivery contractors and other persons using trollies and families with prams / strollers also need to be considered; and
- minimise impacts on pedestrians when pumping concrete from the *roadway* (*works zone*).



2.9.3.1 Pedestrian safety and convenience

The construction sector commonly seeks to use ramps to span over concrete pump-lines placed across *footways* from the *roadway* kerb / *works zone*. The use of concrete pump-lines at-grade must, where possible, be avoided.

The *City's* preference is to keep *footways* clear of ramps and have pump-lines pass over the *footway* using the deck of a Type B *hoarding*. Keeping the *footway* clear of ramps is important for pedestrians particularly persons with physical disability, vision impairment, and older persons. This preference aligns with the aims and objectives of the *City's* 'h and Accessible Public Domain Guidelines' (see 2.7.3). The use of pedestrian ramps is therefore generally not supported.

2.9.3.2 Special circumstances to allow ramps and restrictions that apply

In certain circumstances the *City* will allow ramps where it can be clearly demonstrated that it is not feasible or practical to use a Type B *hoarding*.

Where a pump-line is *approved* at grade on a *footway* the following requirements apply:

- (a) generally, ramps will only be permitted in areas of low pedestrian movement;
- (b) will only be considered for in-ground works and the construction of floor/s up to the height of a *hoarding* deck, at which point the pump-line must be installed over the deck of the *hoarding* and the ramp removed;
- (c) ramps must meet minimum design standards (see 2.9.4 and **Figure 20**) and be fully and appropriately maintained; and
- (d) under no circumstances will ramps be allowed in *cycleways* or shared pathways due to the potential fall and injury risks to bicycle riders. Type B *hoardings*, or other suitable *approved temporary structure*, must therefore be provided in the area of the pump-line connection point at the outer kerb alignment for lines to pass over a *cycleway* and *footway* to reach the *worksite*.

Unless otherwise specifically *approved*, no part of the pumping system (other than the main pump-line from the pumping appliance) shall be placed or fixed to the *road* (*roadway* or *footway*).

For further details on pump-lines, mounting to Type B *hoardings*, coupling protection and design, refer to the *City's* 'Guidelines for Hoardings and Scaffolding'.

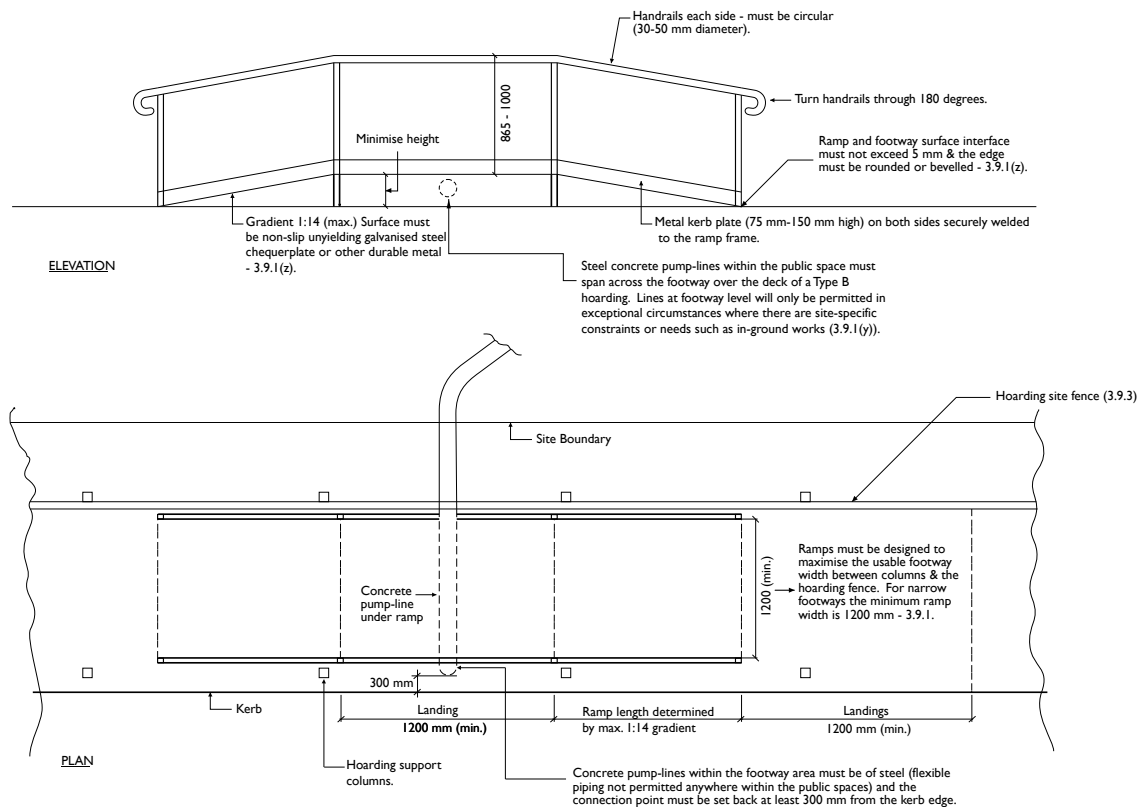


Figure 20: Design standards for pedestrian ramps over concrete pumping-lines. Note: Ramps are not permitted in cycleways and are only allowed for in-ground works and up to one level above ground level or to the height of a hoarding deck.

2.9.4 Design criteria for temporary pedestrian ramps over pump-lines

Where *approval* is granted for an at-grade concrete pump-line due to site-specific needs, as determined by the *City*, the pump-line must be bridged by a durable aluminium or galvanised steel ramp having a slip-resistant (chequer-plate or similar finish) walkway surface and comply with the principal design provisions of AS1428.1 'Design for access and mobility—General requirements for access' and specifically as follows, including compliance with **Figure 20:**

- (a) maximum ramp gradient shall be 1:14;
- (b) have a non-slip surface;
- (c) have a minimum landing length of 1200 mm;
- (d) the height of the landing above a pump-line must be minimised;
- (e) handrails (865 mm to 1000 mm high) and kerbs (65 mm to 150 mm high) in accordance with AS1428.1;

(f) the ramp surface / footway interface must not exceed 5 mm; and

(g) the ramp width must be maximised. In areas of high pedestrian density as determined by the *City*, ramps must match the clear existing pedestrian width of the footway. Where a ramp is used in conjunction with a *hoarding* placed on the *footway*, the width of the ramp must also be maximised i.e. between the *hoarding* site fence and the support columns and/or street furniture / infrastructure (poles, trees, parking control stems etc.).

2.10 Temporary road closures (partial and fully)

Roads can be closed temporarily, either partially or fully, depending on the locality and site circumstances and the needs of builders and contractors. Temporary closures are required for a number of reasons including mobile crane operation (see **2.4.1**) and *road openings* (see **2.13**).



To minimise traffic disruption and congestion when a temporary closure is proposed the following requirements apply:

- (a) in the city centre and on major *City*-controlled roads, the *City* will only approve a temporary road closure if the proposed work or activity is scheduled to take place on a Sunday;
- (b) applications affecting some minor low traffic roads and considering any special circumstances as determined by the *City*, works may be permitted on both Saturday and Sunday; and
- (c) on minor *City*-controlled roads outside the city-centre, weekday and/or weekend operations may be permitted.

Applications for partial road closures (see **2.10.1**) are dealt with by the *City*'s Construction Regulation team. Such proposals will only be approved in low traffic volume conditions when at least one (1) through-traffic lane can remain open for safe traffic movement to ensure that two-way traffic can continue to operate under appropriate traffic control for the duration of the partial closure.

Any proposed diversion of traffic flow and/or full temporary road closures will require consideration by the *City*'s Traffic Operations Unit and the endorsement of the *City*'s 'Local Pedestrian, Cycling and Traffic Calming Committee' (see **2.14.1**).

Further information:

For full temporary road closures contact the *City*'s Traffic Works Coordinator and/or refer to the *City*'s website which has details on the *City*'s requirements including information about lodging an application.

2.10.1 Temporary partial road (traffic lane) closures for mobile crane operation and road openings (see also **2.4.1** and **2.13**)

Approval is required under the Roads Act 1993 and the Local Government Act 1993 to set-up and operate a mobile crane on a roadway and to undertake other works such as road openings.

2.10.1.1 Undertaking a partial closure and other associated approved activities

The following general requirements apply:

- (a) the *City* must be indemnified against all claims for damage or injury that may result from the activity or occupation of part of the road or footway during the activity. The applicant must provide documentary evidence of public liability insurance cover indemnifying the *City* for a minimum of \$20 million (see **1.15**);
- (b) any damage caused to the road or footway as a result of the activities must be repaired to the *City*'s standards or reimburse the *City* for the costs of repair (see **1.14.2**);
- (c) all costs associated with the partial road closure including traffic control and required notification to surrounding property owners / occupiers (see **2.4.1.6(g)(i)**) shall be borne by the proponent;
- (d) where practical to do so, the *City* may require alternate street parking arrangements for affected residents during the partial closure;
- (e) a risk management plan for the partial road closure must be provided to the *City* (see 'note' below); and
- (f) where a closure is to take place on a bus route, the applicant must notify Sydney Buses prior to the closure event. All associated costs for any required rerouting of services and/or temporarily relocating bus stops during the partial closure must be borne by the proponent; and
- (g) where variations to the approved date/s of work and/or conditions of approval are necessary such as for unforeseen circumstances or weather constraints, the entity holding the approval must contact the *City*'s Construction Regulation team to seek confirmation / approval for the variation/s.

Note:

In the event of a traffic incident or emergency, NSW Police will take control of all traffic and pedestrian arrangements.

2.10.1.2 Specific requirements associated with partial road closure

In granting *approval* for a partial temporary closure the following minimum provisions apply together with any specific or special conditions that may be imposed as part of an *approval*:

- (a) where required by a condition of *approval*, the applicant must contact the Sydney City Police to obtain a separate Police permit and to discuss deployment of user-pay Police officers for a *road* closure;
- (b) a *road occupancy licence* (ROL) from the Transport Management Centre must be obtained prior to commencement of works associated with a *road* closure. ROLs are generally required for occupation of State *classified roads* but can apply in other circumstances;
- (c) if the *approved* closure dates conflict with any works associated with transport infrastructure works, the CBD and South East Light Rail (CSELR) project and other major works or special events, it may be necessary to seek new dates in consultation with the Transport Management Centre and the NSW Police;
- (d) in granting an *approval*, the holder of the *permit* must provide a telephone number of the supervisor responsible for the proposed closure and include contact details in the required notification letters that must be distributed to affected stakeholders (see **(e)**);
- (e) where required, a letterbox-drop to affected property owners / occupants / building managers must occur (see **2.4.1.6(g)(i)**). Where parties raise issues and/or representations are made, the applicant is responsible for reaching resolution with affected persons to the satisfaction of the *City*;
- (f) the written agreement of any likely affected commercial carpark operators for the proposed partial *road* closure must be obtained including an indemnification that the City of Sydney is absolved against all claims of revenue loss as a result of the partial closure;
- (g) partial *road* closures must be undertaken in accordance with AS1742.3 and the *approved* Traffic Management Plan, unless otherwise directed by NSW Police or an *authorised person* of the *City*;
- (h) works and/or installation of plant and equipment must not occupy the *roadway* parking lane, traffic lane, *footway* or *cycleway* until the partial *road* closure has been fully implemented;
- (i) appropriate and adequate traffic control measures including signs and traffic controllers for the safe movement of traffic, bicycle riders and pedestrians must be implemented and maintained (refer to the *City's* 'Traffic Control Plan for People Riding Bicycles') – see **1.11.1** and the *City's* website for further information;
- (j) access by emergency service vehicles and personnel must be provided at all times to premises within the partially closed area. All services including street and building fire hydrants must be kept free of any obstructions;
- (k) where car share vehicle parking bay/s are affected by the closure, operators must be advised of the *approved* closure at least seven (7) days before the closure takes place; and
- (l) driveways or access to buildings must not be obstructed unless written *approval* is obtained from affected owners / occupants.



Figure 21: Unless otherwise specifically permitted, access to buildings including vehicle access must be maintained during temporary *road* closures.



Figure 22: Where car share parking spaces are affected by a proposed temporary *road* or kerb lane closure, proponents must inform the operator prior to the temporary closure being established.

Note:

The *City* reserves the right to revoke a partial *road* closure *approval* at any time and for any reason without compensation to the applicant.

2.11 Site access and temporary vehicular crossings - demolition, excavation and construction activity

In the majority of cases existing *vehicular crossings* are unlikely to have sufficient bearing pressure capacity or the dimensions may not be suitable for the safe movement of vehicles to and from *worksites* across *footways*. The construction of a temporary *vehicular crossing* complying with the *City's* specifications will therefore be necessary. Construction *crossings* are also important for safe pedestrian movement past a *worksite* through the provision of a stable and durable surface at truck access points for the full duration of a project. The design requirements for crossings are set out in **Figure 24**.



2.11.1 Use of existing vehicular crossings

Where an existing *crossing* is proposed to be used for construction vehicle access and which is permitted by the *City*, the following must be considered and addressed:

- (a) the type and size of trucks proposed to enter and exit the site;
- (b) the expected loading and potential for damage of existing crossings and *footway* that may result from the proposed use;
- (c) the nature of any proposed or required protection to *crossings* and pavements; and
- (d) the need for a dilapidation survey of retained existing *crossings* and kerbing before and after the site works have taken place.

2.11.2 Design and other requirements for temporary vehicular crossings

The following provisions apply to the construction of temporary *vehicular crossings* and *approvals*:

- (a) the design must comply with the standard design details in **Figure 24** (see also 'Note');
- (b) in the case of potential damage to assets in the *public place*:
 - (i) a financial *performance bond* as determined by the *City* must be lodged in conjunction with the application (see also **1.14**);
 - (ii) it is a requirement and will be part of an *approval* that any damage sustained to *City* assets including temporary assets removal must be repaired/reinstated in accordance with the *City's* standards, specifications and policies at the completion of works;
 - (iii) if the rectification work is not undertaken or carried out in accordance with the *City's* specifications, the entity holding the *approval* (*permit*) will be required to undertake

corrective actions or the *City* may take its own actions to rectify the defects and use the *performance bond* to recover all costs;

- (c) a *public liability insurance* policy in accordance with **1.15** must be provided prior to a *permit* being issued.
- (d) Works must not impact on street trees and street gardens. Where trees are located adjacent to an *approved* temporary *vehicular crossing* tree protection in accordance with **3.18.1** must be installed prior to the construction of the *crossing* and shall remain in place whilst the crossing is in use. Root protection must also be addressed (see 'Notes' under **2.13.2** regarding tree root protection). Tree protection shall be removed once the *crossing* is no longer in use.

Should any inadvertent damage occur to limbs, branches and/or root system or disturbance to garden beds, the applicant must contact the *City* to report the damage so that remedial action can be taken. In many cases a *performance bond* will need to be lodged with the *City* to recover costs associated with addressing any damage;

- (e) access to hydrants, utility pits, or any surface cover must not be affected without the *approval* of the relevant utility service authority / provider, and compliance being given to any conditions imposed as part of that *approval*;
- (f) works carried out under an *approval* must not interfere with or damage any public *utilities* unless specifically *approved*;
- (g) kerbstones must not be cut or damaged in any way, unless specific *approval* is granted. Whole kerbstones that are *approved* to be removed to form a crossing must be stored safely for reinstatement upon removal of the temporary crossing (see **4.8**);
- (h) kerb gutter and stormwater pits must not be obstructed in any way and must be kept clean and free of debris (see **3.13** regarding sediment control);
- (i) pedestrian kerb ramps must not be obstructed during the establishment of the *crossing* unless otherwise specifically permitted by the *City* (see **2.7.3**); and
- (j) to minimise noise impacts, the construction of a *crossing* is subject to the requirements of the *City's* code regulating construction-related noise (see **3.5.8**) or within the work times prescribed in an *approval* (*permit*).

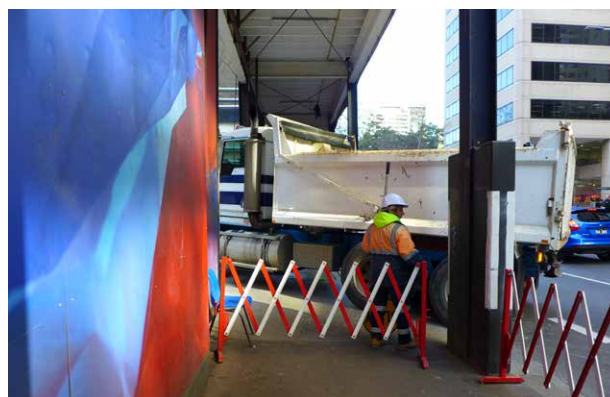
Note:

A temporary *vehicular crossing* can be constructed as a permanent *crossing* (see **4.11**) subject to clearly demonstrating that the final *crossing* meets the *City's* standards and specifications and is free of damage. In these cases proponents must inform the *City* at the time of designing a temporary *crossing* and lodging an application that it is intended to establish the *crossing* in this form to enable the *City* to verify that the substrate etc. is properly formed and constructed.

2.11.3 Operational requirements

The following requirements apply during the operation of the site including the use of a temporary construction *crossing*:

- (a) the adjoining *footway*, *cycleway*, *roadway* and temporary *crossing* must be kept open, safe, *accessible*, clean and free of debris at all time;



- (b) vehicles conveying debris or excavated material must be covered to prevent debris falling or blowing from vehicles onto *roadways* (see **4.5.6**);
- (c) an *approval* for temporary *crossings* does not allow the use of the *road* for the loading & unloading of vehicles at *worksites*. Such activities require a separate *approval* such as an established *works zone* to be in place prior to commencement of any site works (see **2.14** and **2.15**);
- (d) the holder of an *approval* is responsible for any damage caused to the *footway* / *roadway* or any other infrastructure as part of the use of a temporary *crossing*; and
- (e) pedestrian and bicycle rider control gates at truck entry and exit points must be in place and used during ruck movements to and from the site (see **3.20** and **4.4**).



Figure 23: Loads containing demolition material, soil, sand or excavated material must be fully covered before entering the road network.

2.12 Barricading associated with maintenance and minor works – hoisting activity

All *hoisting* activity undertaken above a public road requires *approval* from under the Local Government Act 1993 and the Roads Act 1993.

Hoisting activity associated with demolition and/or construction work and some forms of building maintenance generally requires the installation of a Type B *hoarding* over *footways* and in some cases *cycleways* or *roadways*. This is often needed to afford overhead protection to the public from objects that may fall from the work area into the *public place* and for contractors to meet their Work Health and Safety obligations (see 3.12.1).

Some minor *hoisting* activities can however take place using barricades to form exclusion zones.

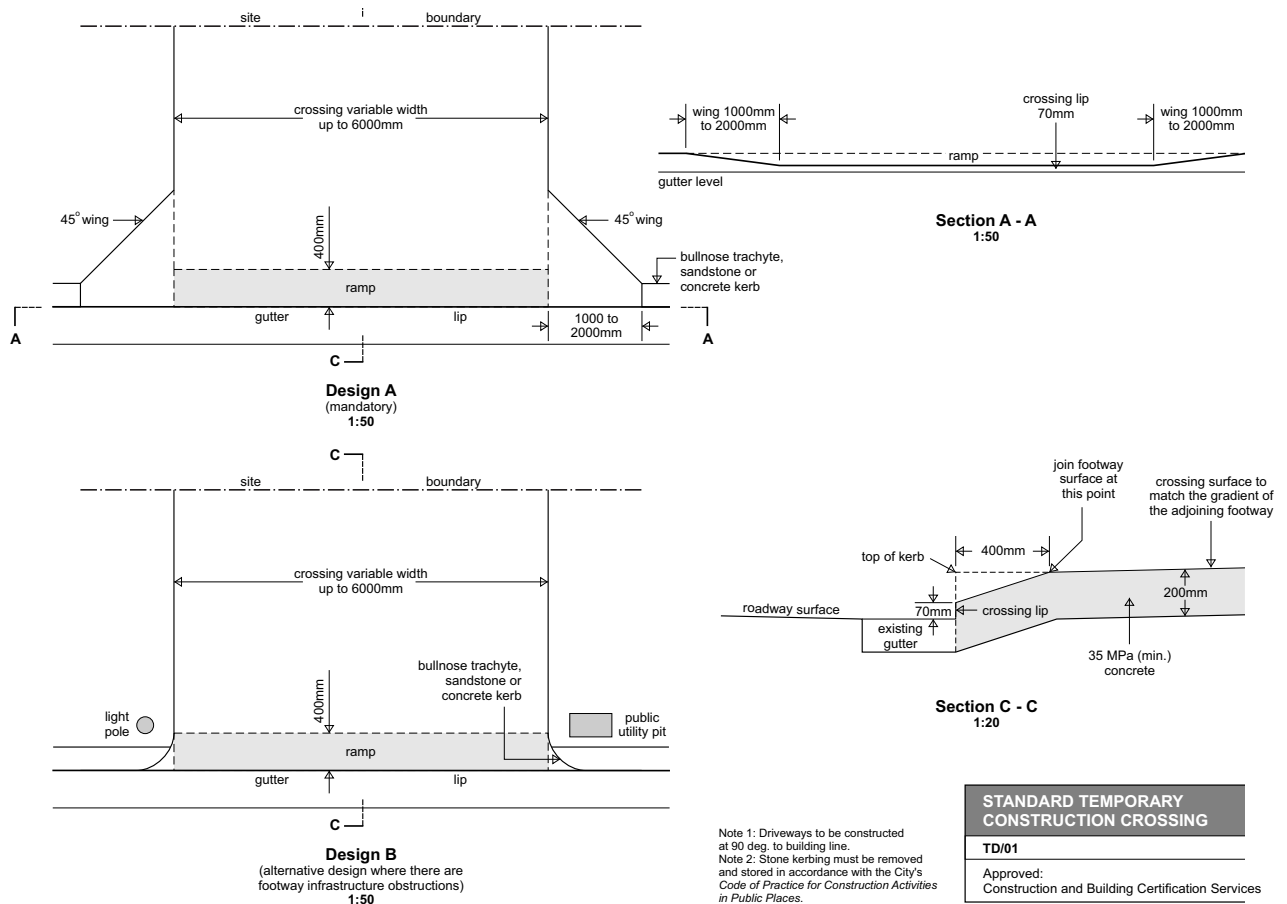


Figure 24: Standard design details for temporary construction crossings.



2.12.1 Types of minor activities associated with barricading

The person undertaking proposed work has certain obligations and responsibilities under the Work Health and Safety Act to protect persons (the public) in vicinity of a work area. This includes assessing risks in relation to objects that may fall into the *public place* and establishing the form of measure/s that are required to address any specific risks. Sections 17 and 19 of the Work Health and Safety Act 2011 and Clauses 54 and 55 of the Works Health and Safety Regulation 2017 set out the relevant obligations.

For *hoisting* activity associated with minor works, the person undertaking the work may determine that overhead protection in the form of a Type B *hoarding* is not required. In these circumstances the *City* may permit the barricading of the *footway* for:

- rope access work (window cleaning, façade inspections, minor make-safe work);
- permanently installed *building maintenance units* (BMUs); and
- a *suspended scaffold* (swinging stage) for carrying out painting, cleaning, minor façade maintenance works / investigations etc.,

if the establishment of the pedestrian exclusion zones below the area of work will not interfere with the safe and convenient movement of pedestrians.

Where it is not appropriate to establish an exclusion zone due to limitations on the width of a *footway* and/ or due to a high pedestrian density, the *City* may allow a temporary full closure of a *footway* / *roadway* for short duration works subject to alternative acceptable pathways being available for pedestrians. This may require the use of accredited pedestrian/ traffic controllers. Where it is not practical, feasible or safe to redirect pedestrians, a Type B *hoarding* will be required to keep the *footway* fully open.

If *approval* is granted to establish an exclusion zone the following will apply, as a minimum:

- appropriate signage must be displayed on barricading warning pedestrians of works being carried out above the *footway*;
- a copy of the barricade *approval* must be displayed (attached) to the barricade; and; and
- drop-sheets on the *footway* may be required to protect the surface depending on the type of work being undertaken. Where installed, sheets must be kept within the exclusion zone; and
- all ropes must be contained within the exclusion zone.

Note:

Additional requirements may be imposed as conditions of an *approval* (*permit*).



Figure 25: Exclusion zones required by the *PCBU* beneath rope access *hoisting* activity must be of adequate stability, visibility and positioned to minimise *footway* obstruction. For some activities drop-sheets to protect the *footway* surface may be necessary or required. Where used, sheets must be placed wholly with the exclusion zone/s to eliminate pedestrian trip hazards.

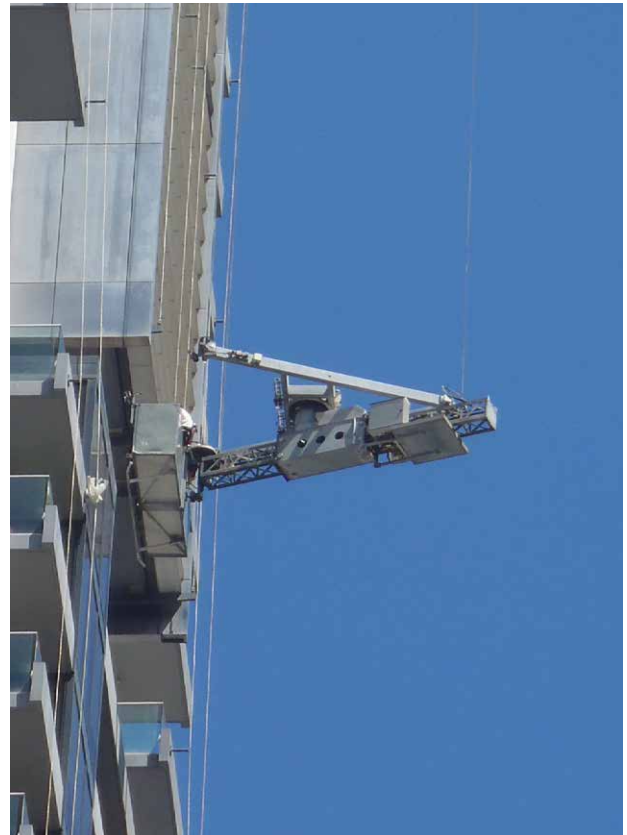


Figure 26: Rope access (*hoisting* activity) to undertake minor maintenance activity e.g.: window cleaning, is permitted subject to *approval* being given to establish exclusion zones (see **Figure 25**) based on risk assessment by the PCBU and implementing any necessary *control measures*. All ropes are to be contained within the pedestrian exclusion zone.

2.12.2 Barricading and pedestrian diversion associated with *building maintenance units (BMUs)* and *suspended scaffolds*

For *BMU / suspended scaffold* operation directly above *footways*, the following minimum requirements apply:

- (a) where there is sufficient *footway* width, barricaded part of a *footway* directly below the area of work may be allowed. Where there is insufficient *footway* width and/or the *City* considers that barricading cannot be accommodated or is not appropriate based on the type of work to be carried out, the *footway* may need to be closed (see **(b)** below) or a Type B *hoarding* installed to afford overhead protection and to keep the *footway* fully open. Where a shared pathway is temporarily partially barricaded special consideration is required in consultation with the *City's* cycleway team;

- (b) where a *footway* needs to be closed and pedestrians directed to an alternative (opposite) *footway*, *approval* will only be given where pedestrians can be redirected at traffic / pedestrian signalised lights / intersection in advance of the work area and subject to *approved* pedestrian control (see **(c)**);
- (c) certified Roads and Maritime Services controllers must be used at all times;
- (d) depending on the area and pedestrian density, work may be restricted to non-peak pedestrian movement times to avoid impacts during the morning and afternoon commuter periods. Where *footways* are constantly busy throughout the whole day work may need to be carried out on weekends only;
- (e) all material and equipment used on the *hoisting* device must be secured by lanyards;
- (f) the *footway* must be maintained in a clean & tidy state at all times during the operation;
- (g) all equipment must be removed from the *road / footway* and/or parked / placed on the building's roof at the completion of each days' work;
- (h) signs and safety devices, in accordance with AS 1742.3 & *RMS Technical Manual for Traffic Control at Worksites*, are to be in place at all times; and

- (i) required signage together with a copy of the front page of the *approval permit* must be displayed on barricades.



Figure 27: See 2.4.6 for information on the use of suspended scaffolds.

2.13 Road opening works (including openings of footways)

Any work that involves excavation activity (intrusive digging) on a *roadway*, *footway* or *cycleway* requires an *approval*, commonly referred to as a '*road opening permit*'. The type of excavation works requiring a *road opening* application include:



- installation, maintenance, repairs / replacement or upgrading of *utilities* (water, gas, electricity or telecommunications – see also 4.16);
- any type of stormwater (see 4.15) or sewer connection works and repairs;
- constructing / reconstructing a temporary driveway / layback to a site for construction vehicle access (see 2.11) for more information);
- constructing a permanent *vehicular crossing* or replacing a redundant driveway with a new *footway* (see 'note' below and 2.11.2 and 4.11); and

- upgrading / reconstructing a *road*, *footway*, *kerb & gutter* (see 4.8) generally associated with an *approved development*.

In many cases *road openings* require the temporary closure of a *road* or traffic lane which will require formal *approval* (see 2.10 and 2.13.1).

Note:

1. Constructing a permanent driveway (see 4.11) or replacing a redundant driveway with a new *footway* surface requires a 'Driveway Application' form to be lodged and *approval* obtained from the City's Construction Services team, unless a Public Domain Plan condition has been applied to the *development consent*. If a Public Domain Plan condition is imposed, works associated with driveways will be assessed under that condition by the City's Public Domain team.
2. Time and day restrictions for work activity apply in certain areas (refer to 3.5).

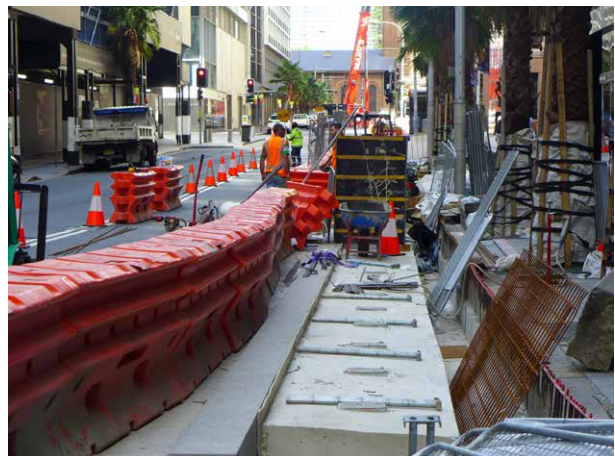


Figure 28: Road opening works must be isolated from the public accessible space by barriers as determined by the PCBU or the City (where directed or required).

2.13.1 Temporary full road closures

When undertaking works on a *roadway* it may be necessary to implement a temporary full *road* closure (see **2.10** for further details and *approval* process).

2.13.2 Applying for a permit

A *road opening* application using the *City's* standard form can be made by homeowners, builders or tradespeople.

Applications must be submitted at least two (2) working days' (excluding weekends & public holidays) prior to the proposed start of works. The following also applies:

- (a) a single application can be used for multiple frontages of the same site;
- (b) all works must be undertaken by a qualified and licensed tradesperson. Licence / accreditation details must be provided at the time of submitting an application; and
- (c) all financial transactions associated with granting an *approval* including *roadway* / *footway* occupation fees will be conducted between the *City of Sydney* and the 'billable party' listed in the application and the *approval*.

Note:

1. Restrictions apply during the Christmas and New Year periods (refer to **1.17** for details).
2. Tree roots are often located a substantial distance from tree trunks. It is recommended that advice should be sought from the *City's* Tree Management team if proposed excavation is within the Tree Protection Zone (TPZ – in accordance with AS4970 'Protection of trees on development sites'). Where conventional excavation methods are likely to have an adverse impact on tree roots non-destructive methods such as hand digging, Hydrovac or Airknife may need to be used. Minor root pruning may be *approved*.

2.13.3 Notification to the *City's* asset inspector

For permanent restoration works, the *City's* asset inspector (details are provided in the *approval*) must be contacted prior to works commencing to arrange a site inspection to measure the *approved* works and provide a quote for the *City* to undertake the permanent restoration. Works can also be carried out by the applicant (see **2.13.4(c)**).

2.13.4 When works are completed

Upon works being completed the following must be satisfied:

- (a) for temporary restoration – the area of the works must be restored to a safe and trafficable condition for pedestrians and vehicles. Details for temporary restoration works can be found in **2.13.6**;
- (b) for permanent restoration of the work area carried out by the *City*, all costs will be recovered from the deposit (*performance bond*) paid on issuing of the *permit*. If the cost of restoration is less than the deposit paid, a refund will be made to the billable party. If the cost of restoration is higher than the deposit paid the billable party will be advised and an invoice issued for the additional costs incurred which must be paid; and
- (c) where permanent restoration works are proposed to be carried out by the applicant, *approval* must be obtained from the Project Coordinator of the *City's* Infrastructure Maintenance Unit prior to any permanent works being commenced. The Project Coordinator can be contacted via email: restorations@cityofsydney.nsw.gov.au

2.13.5 Additional documentation that may be required for *road opening* works

The following additional requirements may apply to proposed works and may be conditioned in an *approval* (*permit*):

- (a) a full traffic / pedestrian control plan in accordance with AS1742.3 & Roads and Maritime (RMS) *Technical Manual for Traffic Control at Worksites* prepared by a RMS 'red' or 'orange' accredited person;
- (b) *Dial Before You Dig* cover sheet provided which includes the sequence numbers for Telstra & Ausgrid / Energy Australia and *City of Sydney* Asset Location Response confirmation;
- (c) where required by a site-specific condition of *development consent*, proof that a *works zone* application has been submitted. Proof is confirmed by providing evidence of payment (receipt) of the *works zone* application fee;
- (d) evidence (copies) of all required external approvals / acknowledgements from government agencies i.e. Roads and Maritime Services for works on *classified roads*, NSW Police, Sydney Buses;

- (e) for works, including upgrade works within the *public place* that are associated with a *development consent*, a copy of the 'Conditions Satisfied / Roads Act Approval' issued by the City's Public Domain team and evidence of any *performance bonds* held by the *City* for these works must be provided;
- (f) a safe work method statement to be provided;
- (g) a photographic record of the state of the *footway / roadway* prior to commencement of works. A minimum of three photos showing close-ups of the work area and two long shots from each end of the works;
- (h) lodgement of City of Sydney asset location documentation from the *Dial Before You Dig* searches; and
- (i) prior to any *road opening* work commencing an arboricultural impact assessment (AIA—including any impact mitigation recommendations) prepared by an AQF Level 5 arborist may be required to be submitted to, and *approved* by, the Tree Management team. An AIA will be required if more than 10% of the root system of a tree is likely to be impacted or if the excavation is proposed within the structural root zone (SRZ in accordance with AS4970 'Protection of trees on development sites').

2.13.6 Temporary restorations – specifications and requirements

At the completion of the *road opening* works the surface of the work area must be restored to meet the *City's* technical specifications set out in Section B12 'Roads Openings and Restoration'. This is required to ensure the area is in a safe trafficable state for pedestrians, bicycle riders and vehicles.

Note:

The party undertaking the works / temporary restoration must action requests from a *City Asset Inspector* to repair temporary restorations within four (4) hours of a direction.

2.14 Works zones

Due to the high volume of traffic and pedestrian densities and movement in the city it is preferable to have all loading and unloading of material including concrete pumping associated with a development or *worksite* undertaken within the property boundaries. The aim is to minimise impacts in *public places* through:



- (a) maintaining availability of on-street parking;
- (b) maintaining the free-flow movement of vehicles;
- (c) reducing noise impacts at street level such as concrete pumping operations;
- (d) keeping the *footway* fully open by eliminating the need for a Type B overhead *hoarding* structure associated with *hoisting* operations from the *road*;
- (e) maintaining pedestrian access to *footways* along the kerbline; and
- (f) generally maintaining existing *public place* safety, amenity and *accessibility* in vicinity of a development site.

Where it is not possible or practicable to undertake loading / unloading onsite the *City* may allow the establishment of a *works zone* within the *public place* to allow vehicles to stand on a *roadway* to load and unload, subject to strict controls being implemented and followed. The *City* can however require all loading and unloading to take place within the site once construction has reached a stage where the street *works zone* is no longer necessary or essential.

Applications for *works zones* are considered by the *City* and where required will be referred to the Local Pedestrian, Cycling and Traffic Calming Committee for consideration (see 2.14.1).

A *works zone approval* allows a motor vehicle driver to stop within a zone if they are driving a vehicle that is engaged in demolition, construction and other related work activities or dropping off or picking up passengers. *Hoisting* using site-based equipment such as tower cranes, can also be undertaken from a *works zone* however separate *approval* must be obtained (see 2.4.3 and 2.14.7).

2.14.1 Local Pedestrian, Cycling and Traffic Calming Committee

Roads and Maritime Services (RMS) is the state agency responsible for the control of traffic on all *roads* in NSW. In order to deal effectively with the large number and range of traffic-related matters, RMS has delegated certain aspects of traffic control on local *roads* to councils.

The RMS delegation to the *City* limits the types of prescribed traffic control devices and facilities that the *City* can authorise and imposes certain conditions as part of the delegation. One of these conditions requires the *City* to refer all traffic-related matters to the Local Pedestrian, Cycling and Traffic Calming Committee (LPCTCC) prior to exercising its delegated functions.

The LPCTCC considers the needs of people walking, cycling and driving in the City of Sydney.

2.14.1.1 Authority and operation of the Committee

The Committee is an advisory body only, having no decision-making powers. It is primarily a technical review committee that is required to advise the *City* on traffic-related matters referred to it. Proposals recommended by the committee must be formally *approved* by either the elected Council or authorised *City* staff – depending on the nature of the proposal. The *City* however is not bound by the advice given by the committee.

Further information:

Details on the committee membership and decision-making processes including the role of the Regional Traffic Committee in relation to appeals is available on the *City's* website.



Figure 29: To minimise impacts on the local road network and pedestrian / bicycle rider movement, *work zones* must be appropriately managed and operate at all times in accordance with the conditions of *approval* including directions of *authorised persons*. See also 4.4.2 in relation to the use of *footway / kerbside barriers* in *works zones*.

2.14.2 Location of works zones

The establishment of *works zones* will only be considered in locations that will not cause adverse impacts on safe, *accessible* and convenient pedestrian, bicycle rider and vehicular movement. Generally, they are not suitable in the following locations:

- bus zones;
- taxi zones;
- bus lanes or clearways;
- within 20 metres of an intersection with traffic control lights; and
- within 10 metres of an intersection without traffic control lights.

Works zones may also not be allowed in areas that are signposted 'No Parking' or 'No Stopping', or other areas where the *City* deems it unsuitable.

To seek *approval* for a *works zone*, the standard application form must be completed (available on the *City's* website). The assessment process typically takes 6-8 weeks from the date of application. It is therefore important that proponents seeking *approval* lodge applications early in the site establishment process. Proponents must have an *approved* construction traffic management plan (if required) prior to lodging an application for a *works zone*.

2.14.3 Delineation of a works zone on roadways

When an *approved works zones* is operational, the *City* will allow the use of standard plastic traffic cones to delineate the allocated boundaries of the zone on the *roadway* to prevent non-work-related vehicle entry into the space. The use of cones is not mandatory however where implemented, the following requirements apply:

- (a) cones must be placed within the *approved works zone* allocated boundaries and not extend into the adjoining through-traffic lane; and
- (b) cones must:
 - (i) have a height not less than 450 mm;
 - (ii) be of fluorescent red or orange plastic material;
 - (iii) only be used within the *approved works zone* times;
 - (iv) be spaced at distances of not less than 4 metres (to allow public vehicle drivers to stop to drop-off / pick-up passengers when the *works zone* is not occupied or operational); and
 - (v) be checked periodically to ensure that they are not dislodged by wind or passing vehicles and remain contained within the boundaries of the *works zone*.

Where it is found that the above requirements are not being adhered to the *City* may issue a direction to cease the use of traffic cones.



2.14.4 Matters that must be satisfied as part of a works zone approval

There are number of matters that the holder of a *works zone approval* will need to satisfy, including:

- (a) property owners / occupiers adjacent to the *works zone* must be notified in writing at least 14 days prior to the establishment of the *works zone*. The notification letter must be in accordance with the standard template available on the *City's* website;
- (b) the *City* must be provided with the name of the site supervisor (and contact details including 24/7 telephone number) who is responsible for the use and management of the *works zone*;
- (c) maintaining a valid and current *public liability insurance* policy in accordance with **1.15** during the period of use of the *works zone*. A copy of the insurance policy must be provided to the *City* upon request and whenever a renewal policy is issued by the insurer;
- (d) during the operation of the *works zone* full compliance with all relevant legislation, including Rule 181 of the NSW Road Rules Regulation 2014 (see box) must be maintained;

181 Stopping in a works zone

- (1) A driver must not stop in a *works zone* unless the driver is driving a vehicle that is:
 - (a) engaged in construction work in or near the zone, or
 - (b) dropping off, or picking up, passengers.

Maximum penalty: 20 penalty units.

- (2) A *works zone* is a length of a road to which a *works zone* sign applies.

(NSW Road Rules Regulation 2014)

- (e) a *works zone* must not be used for commuting purposes or private kerbside parking by builders, contractors, tradesmen or visitors to the site;
- (f) unless otherwise specifically agreed to by the *City*, a *works zone* must not be used to store materials or waste containers;

Figure 30: The use of traffic cones to delineate a *works zone* is not mandatory however where used, cones must meet prescribed requirements as set out in this Code.



Figure 31: Works zones are granted for the primary purpose of standing vehicles to load and unload. They must not be used for other purposes such as the storage of equipment or material unless otherwise specifically approved.

(g) all traffic and parking restriction signs around the building site, including *works zone* signs and other parking restriction signs implemented by the *City* to facilitate the building works must be fully maintained.

The holder of the *approval* must immediately notify the *City's* Traffic Works Coordinator of any loss or damage to signs and must pay all costs associated with the reinstatement of signs removed, destroyed, defaced or damaged;

Note:

It is an offence under section 667 of the Local Government Act to wilfully remove, destroy, deface, damage or otherwise interfere with notices or signs erected by the *City* or its contractors. Penalties apply.

(h) safe pedestrian and bicycle rider access adjacent to a *works zone* must be provided and maintained during the hours of operation. All traffic and pedestrian control must be in accordance with the current version of AS1742.3 and its associated handbook and the Roads and Maritime Services' *Technical Manual for Traffic Control at Worksites*;

Note:

Where a proponent seeks *approval* to establish a *works zone* or *works site* on a *footway* and which will require the redirection of pedestrians via a temporary pathway on private land, the *City* will require the execution of a deed (see **2.14.8** and **3.21**).

2.14.5 Street trees within or adjoining a works zone

Street trees are an important community asset providing environmental, aesthetic, cultural and economic benefits. Street trees play a vital role in the health, social framework and economic sustainability of our city.

Works zones are a temporary short-term element of *construction activity* whereas street trees will be in existence for many years after a development is completed. It is therefore important to protect street trees when establishing and using a *works zone*.

Street trees located adjacent to or near proposed *work zones* are likely to constrain loading and unloading. Any proposed pruning or required tree protection measures must therefore be resolved with the *City's* Tree Management team before a *works zone* application is lodged.

2.14.6 Planning a works zone to address the needs of street trees

When planning a *works zone*, the following must be considered if there are street trees within or near the site:

- (a) street trees must be considered as a site constraint when planning a *works zone* and any proposed *hoisting* operations (see **2.4.3**). Trees must be adequately accommodated in the design and operational needs / plans;
- (b) street trees must be accurately surveyed and included on all *works zone* plans. This should also include an accurate mark-up showing the full extent of tree canopies over the *works zone*. The tree survey can inform the location and configuration of the proposed *work zone* areas where *hoisting* cannot be undertaken to avoid tree damage and safe *hoisting* operation; and
- (c) where necessary, including when *hoisting* material to and from a site in the locality of street trees (see **2.14.7**), material must be manoeuvred around tree canopies. Care must be taken to avoid damaging or braking tree branches and also ensuring that loads do not encroach within the adjoining through-traffic lane.

2.14.6.1 Tree pruning

- (a) If it is proposed to prune street trees to allow materials to be hoisted to and from a site or for *hoardings*, *scaffolding* or *works zones* generally, a *Pruning Specification Report* prepared by a

qualified Arborist (minimum AQF level 5) will need to be *approved* by the City's Tree Management team prior to submitting any *works zone* and/or *hoarding / scaffolding* application (see **2.14** and **2.6**); and

- (b) Specific requirements that must be addressed in the *Pruning Specification Report* are detailed below. Reports that do not adequately address these requirements will be rejected by the City.

2.14.6.2 Pruning specification report

The following minimum requirements apply in the preparation of reports:

- (a) must be prepared by a qualified arborist (minimum AQF Level 5);
- (b) must include the number of branches / roots and orientation, branch / root diameter and percentage of canopy / root system that are proposed to be pruned/removed;
- (c) a pruning specification must be included in a table for each individual tree. All branches / roots recommended for removal must be specified in accordance with AS4373 'Pruning of Amenity Trees' including branch order and branch / root diameter;
- (d) photos of each tree must be provided including individual branches / root recommended for removal clearly marked;

Note: Reports that include photos with a single vertical line as the area recommended for pruning will not be accepted.

- (e) a plan provided with all trees accurately surveyed and numbered. This should also include any trees which are not directly affected or do not require any protection;
- (f) the viability of likely affected street trees must not be diminished or compromised in any way in allowing the establishment of a *works zones*.

Notes:

1. A maximum of 10% canopy removal and maximum of 100 mm diameter (100 mm for medium and large trees, maximum diameter for young trees will be substantially less) will be permitted by Council.
2. Street tree removal must not be recommended in this report.
3. The City will not allow excessive pruning of street trees (e.g.: pruning the entire canopy back to the kerb line will not be *approved*).



Figure 32: Appropriate site management practices must be fully implemented and followed to prevent damage to street trees when undertaking *hoisting* activities.

2.14.6.3 Tree protection near works zones

Where a *works zone* is adjacent to any street tree, trunk and/or major limb protection must be installed prior to and during the period that the *works zone* is in place. The protection must be in accordance with AS 4970 'Protection of trees on development sites' and shall include:

- (a) installation by a qualified arborist with a minimum AQF Level 3, or certified by a qualified arborist with a minimum AQF Level 5;
- (b) tree trunk/s and/or major branches must be protected by a padded material (hessian is not acceptable) to limit damage from the timber battens (or *approved* equivalent);



Figure 33: Typical required tree trunk protection.

- (c) timber battens (50 mm x 100 mm) or *approved* equivalent shall be placed around tree trunk/s. The battens shall be placed at 100 mm intervals and be secured using appropriate strapping having no exposed sharp edges or ends (for pedestrian safety). The padded material and battens must not be fixed directly to the tree in any instance or in any manner;
- (d) the protective materials and installation method shall allow for a tree's natural growth until the completion of the project, and/or adjusted as required;
- (e) tree trunk and major branch protection shall remain on the tree during the period that the *works zone* is in place and shall be removed within 7 days of the removal of the *works zone*; and
- (f) any other tree protection as specified in relevant *development consent* conditions, tree works, *hoarding* or *works zone approval* must be satisfied.

Note:

It is an offence under section 629 of the Local Government Act to wilfully or negligently damage a tree and/or shrubs in a *public place*. The holder of the *approval* must immediately notify the City's Tree Management Team on 9265 9333 if any street trees are damaged due to loading / unloading of vehicles and *hoisting* activities.

The City will determine the appropriate response for maintaining the health and structural integrity of the tree/s and may require the applicant to rectify the damage. If the applicant does not rectify the damage to the City's satisfaction, the City may undertake the necessary works which may include the full replacement of trees. All associated costs incurred by the City must be paid by the holder of the *approval*.

2.14.7 Hoisting from a works zone

Swinging or *hoisting* material and/or equipment from a *works zone* requires *approval* from the City's Construction and Building Certification Services Unit. This is highlighted in all *works zone approvals*.

When undertaking *hoisting* operations from a *works zone* the following requirements apply and must be followed:



- (a) through-traffic movement must be maintained at all times – temporary stoppage of traffic is not allowed unless in circumstances as set out in **(b)**;
- (b) when *hoisting* wide loads, generally wider than 2.4 metres, through-traffic can be temporarily halted for a short period to allow the load to leave or enter the minimum 4.5 metre traffic height clearance zone however this can only take place in conjunction with traffic stoppages (red-light) at nearby traffic signals such as at *road* intersections or mid-block pedestrian control signals;

(c) to control loads at low level particularly in high volume through-traffic streets, taglines* can assist in maintaining safe passage of vehicles past a *works zone* and should be used where considered necessary (and safe to do so subject to comply with any relevant work health and safety provisions, guides or codes of practice).

* A tagline is a rope attached to a load being moved (hoisted) and is used to control or stabilise a load from the effects of spinning or pendulum motions. Taglines are also used to assist in orientating the placement of a load on the *road* surface or truck tray.

Further information:

See **2.14.4** for requirements regarding *works zones*.



Figure 34: Through-traffic must not be stopped during *hoisting* operations from a *road*. For wide loads (greater than 2.4 metres) traffic can be temporarily stopped for a short duration until the load has reached a height of 4.5 metres above the *roadway* (subject to meeting prescribed requirements).

2.14.8 Establishment of works zones on footways

If *approval* is granted to establish a *works zone* on a *footway* in conjunction with appropriate and *approved* temporary pedestrian pathways being implemented (see also **3.21**), upon removal of the *works zone*, the holder of the *approval* must restore the *footway* to the *City's* specifications and to the satisfaction of the *City's* Public Domain Unit. Where not repaired to the *City's* satisfaction the *bond* (see **1.14**) will be used to undertake the required work.

2.14.9 Minor construction works and building maintenance

For minor works such as a single day concrete pour, *approval* can be given by the Construction Regulation team to allow a concrete pump and agitator to stand in the kerb lane under a *temporary works permit* (see **2.9.2** and **2.15**). *Weekly permits*, including works associated with non-residential works, can also be issued in certain circumstances (see **2.15.2**).

Additionally, to assist residents when undertaking maintenance works or carrying out alterations and additions on residential buildings, the *City's* 'Neighbourhood Parking Policy' also allows for the standing of contractor and tradesperson vehicles for a period of up to one week for a maximum of six (6) occasions annually (see **2.15.5**).

Note:

1. The holder of the *approval* uses a *works zone* at its own risk. The *City* is not responsible for any loss, damage, injury or death relating to the applicant's use of a *works zone*. In granting an *approval* for a *works zone* the holder of the *approval* absolves and indemnifies the *City* against all liability, claims, action or demand associated with the *works zone*.
2. The *City* is not responsible for any costs, loss or damage if the applicant is not able to gain access to the *approved works zone*.

2.15 Temporary (weekly) standing of vehicles for loading / unloading at worksites

To assist and facilitate the undertaking of minor construction projects and the establishment of interim truck standing measures prior to a *works zone approval* being granted, *approval* can be given to allow the standing of a vehicle in the kerb lane of a *road* to load and unload. *Approval* can be considered through the lodgement of a *temporary works* application. It must be noted that an *approval* for this purpose is not a parking *permit*.

The standing of a vehicle on a *road* is subject to operational conditions that will be specified in an *approval* (see **2.15.1**).



2.15.1 Development associated with a single residential dwelling

For small building projects associated with a residential dwelling a *temporary works* application can be lodged to seek *approval* to allow a vehicle to stand in the kerb lane on a daily basis over a 6-day period (*permits* are issued on a weekly basis) to load and unload in lieu of obtaining a *works zone approval*.

Approval is granted for restricted purposes and will only be allowed under the following circumstances:

- (a) more than one weekly *approval* can be issued for a specific project but will be restricted to a maximum overall period of 3 months;
- (b) street parking signage will not be changed by the *City* to accommodate a space for weekly loading / unloading therefore use of the kerb lane for this purpose must comply with **(c)**;
- (c) the area of a proposed loading / unloading space (maximum length of the permissible space will be as determined by the *City* and specified in the *permit*) can be barricaded by the applicant to secure the space prior to use (if traffic cones are used to secure the kerb space, see **2.14.3** for minimum requirements);
- (d) vehicles associated with the loading / unloading operation must park in accordance with the street parking control signage, except where otherwise specifically varied by a condition of the *permit*; and
- (e) the use of a loading / unloading space is restricted to the work times as specified in the *City's* code regulating construction-related noise (see **3.5.1** and **3.5.8**) or within the work times prescribed in an *approval (permit)*.

2.15.2 Works associated with development other than residential dwellings

For large projects, and where required by a condition of *development consent* to provide a *works zone* (see **2.14**), weekly *permits* will only be allowed whilst awaiting assessment / *approval* of a *works zone* application or the installation of an *approved works zone* (signage installation etc.).

Operational aspects including time and day limitations will be considered as part of the application assessment process and will be conditioned in an *approval*.

2.15.3 Applications

Where the temporary standing of a vehicle is permissible, the following must be provided with an application unless otherwise directed by the Construction Regulation team:

- (a) a full traffic / pedestrian plan, in accordance with AS 1742.3 & the Roads and Maritime (RMS) 'Technical Manual for Traffic Control at Worksites' prepared by a RMS red or orange accredited person. Current RMS accreditation must be specified on the plan;
- (b) where required, all external *approvals* / acknowledgements or *permits* such as RMS, NSW Police, Sydney Buses must be provided with the application;
- (c) a copy of the *public liability insurance* policy held in the name of the applicant (see **1.15**);
- (d) where required by the *City*, a safe work method statement and/or material data safety sheets for proposed works / building products; and
- (e) if the works are being carried out as part of a *City* of Sydney project, the *City's* project manager's details must be included.

Note:

If an application is associated with the construction of a temporary driveway / layback for vehicle access, a *road opening* application must be submitted before the processing of the *temporary works* application can commence (see **2.13**).

2.15.4 Approval requirements

Where an *approval* is granted various conditions will apply based on the type of vehicle proposed to temporarily stand in the kerb lane and the nature of the work associated with the standing vehicle, which may include the following:

- (a) Roads and Maritime Services (RMS) accredited controllers must be in place to assist pedestrians / vehicles around the work area;
- (b) local building & driveway access must be maintained at all times;
- (c) concrete pumping involving line placement across a *footway* (where specifically permissible) will require complying pedestrian ramps over lines (see **2.9**); and
- (d) barricading to form the truck standing space must comply with the *City's* requirements (where traffic cones are used, refer to **2.14.3** for minimum requirements that must be followed).

2.15.5 Resident parking permits for construction and building maintenance works

The *City's* 'Neighbourhood Parking Policy' allows the standing of a contractor's or tradesperson's vehicle (maximum gross mass: 4.5 tonnes) on the *road* in prescribed circumstances (see 'Note 2'). To be eligible the works to be undertaken must be lawful i.e. the works must have a formal 'approval' or be 'exempt development' (see 'Note 1'). Eligible households may obtain up to six (6) one-week *permits* annually.

Notes:

1. An 'approval' can be a *development consent* issued by the *City* (together with having a valid construction certificate) or a complying development certificate. Other minor works termed 'exempt development' as set out in the NSW State Environmental Planning Policy (Exempt and Complying Development Codes) 2008, are considered lawful works for the purposes of qualifying for a parking *permit*.
2. A *permit* issued under the 'Neighbourhood Parking Policy' does not approve or allow obstruction of a *footway* which interferes with the safe and convenient passage of pedestrians e.g.: concrete pump-lines; transfer of large building elements to and from the standing vehicle; and crane set-up (*hoisting* activity - overhead protection issues). In these circumstances a *Temporary Works* application must be lodged (see also **2.9**) or a *Mobile Hoisting* application made (see **2.10.1**).

Further information:

Refer to the *City's* 'Neighbourhood Parking Policy' for further details.

2.16 Work compounds

The various needs associated with construction-related activities such as worker accommodation (site sheds), material / equipment storage and other needs must be provided onsite.

Proposals seeking *approval* to establish a *work compound* on *City-owned* land (including roads) in association with development and construction-related activities will therefore generally not be supported.

All *construction activity* including site sheds for worker facilities, offices and material / equipment storage, should therefore be provided on the development site. These aspects should be addressed by builders and contractors early in the site planning and/or tendering processes to ensure that the development works can proceed without undue delays associated with inadequate site space and/or worker facilities.

Where however there are clearly demonstrated site constraints and special needs and there are no feasible and/or satisfactory alternatives for off-site facilities on private land, the *City* may consider proposals for the creation of a *compound* such as the use of a *road* adjoining the *worksite* (see 2.16.1).



2.16.1 Work compounds in public places

The establishment of *work compounds* in *public places* will only be considered if it can be demonstrated and confirmed by the *City* that there will be:

- (a) no potential adverse impacts on the community and general public including maintaining safe and convenient passage of pedestrians, bicycle riders and motor vehicles past a proposed *compound*;

- (b) no potential adverse impacts on building occupants including residential and tourist accommodation-type premises located in the vicinity of a proposed *compound*; and
- (c) the *compound* and any sheds (generally restricted to single-storey sheds only) can be fully secured and screened from the *public place* and surrounding properties by ply-sheet fencing and appropriate and *approved* public art or historic images of the locality (see **4.20**).

The establishment of a *compound* will require the lodgement of a development application and the granting of *development consent* in addition to other applications and *approvals* required under the Local Government Act and Roads Act.

Where *development consent* is granted, the design of the *compound* and its use will be subject to conditions including the matters listed in **2.16.2** below.

2.16.2 General controls and requirements

The following provisions must be satisfied when designing and proposing to establish a *work compound*:

- (a) *footway* widths must be maximised—a minimum width of 1.5 m is to be maintained at all times for pedestrians. In busy pedestrian areas 1.5 m may not be sufficient therefore proponents must take this into account in the design;
- (b) the *compound* must be formed by a Type A *hoarding* fence complying with the *City's* 'Guidelines for Hoardings and Scaffolding' and be fully maintained including the removal of bill posters and graffiti with 24 hours of attachment;
- (c) artwork or historic images, to the *City's approval*, must be displayed on *compound* site fencing / access gates (see **4.20**);
- (d) where vehicles are *approved* to enter and exit a *compound* (see **(h)**), the *City* may require traffic controllers to assist drivers and to control the movement of pedestrians and bicycle riders near access points. Preferably no more than one access point should be provided;
- (e) through-traffic must not be impeded at any time. *Compounds* established on *roadways* will require the *approval* of the *City's* Traffic Operations Unit;
- (f) temporary traffic diversions or lane closures will not be permitted, unless specifically *approved* by the *City's* Traffic Operations Unit;
- (g) where on-street parking is to be temporarily removed to allow for the establishment of a *compound*, a letterbox-drop to the *City's* requirements will need to be carried out to the surrounding property owners / occupiers to advise of the loss of street parking. This is additional to any formal notification undertaken as part of the development application process.

The extent of notification regarding the loss of street parking will be detailed in the *approval*;
- (h) where vehicular access to a *compound* is allowed essential vehicles only are to be parked within and/or access a *compound*. General worker / contractor parking is not allowed;
- (i) where required by the *City*, signage and safety procedures, in accordance with AS 1742.3 & the NSW Roads and Maritime Services 'Technical Manual for Traffic Control at Worksites', are to be in place at all times;
- (j) activity within and around the area of a *compound* must not disturb the amenity of the surrounding land uses, particularly residential-type premises. All noise associated with the use of a *compound* should comply with the *City's* code regulating construction-related noise or as otherwise determined by the *City* (see **3.5.8**);
- (k) the area adjoining and surrounding a *compound* must be maintained in a clean & tidy condition at all times;
- (l) if works on the *footway* / *roadway* surface or other adjustments are proposed or required to the *City's* infrastructure to establish a *compound*, details must be included in the application for assessment and where necessary, referral to other Units of the *City* for review and feedback;
- (m) any damage to the *roadway* / *footway* surfaces and/or other *City* infrastructure must be replaced / repaired to the *City's* specifications and satisfaction. *Performance bonds* (damage deposit) may apply, as determined by the *City* (see **1.14**); and
- (n) the location of a *compound* must avoid isolating access to utility pits. Where this cannot be achieved the proponent must contact the owner of affected utility pit/s to obtain their *approval* for any access obstruction, and provide evidence of such *approval* to the *City*.

As a minimum and in addition to any specific requirements of the utility owner, provision must be made to enable access at any time by utility owners and/or their services contractors.

A sign displaying a 24/7 telephone number and name of the person responsible for providing access to the *compound* must be clearly displayed on the access gate.



Site management and other requirements

PART 03



3.1 About this part

This part provides detailed information and controls to regulate work activities in *public places* including aspects associated with development and work activity on private land that may result in impacts in a *public place*.

3.2 Site approvals and monitoring – responsibilities

In monitoring and regulating development activity in the city there are a number of split roles and responsibilities of several entities. The *City* does not oversee and control all activities.

Approval of construction-related aspects of development activity on a site including ongoing monitoring and compliance functions are primarily the responsibility of the appointed *principal certifying authority* (PCA). In the city these functions are typically carried out by private *accredited certifiers* appointed by the developer or property owner, or their representative (see also **3.5.2**). The *City* can also be appointed to undertake these functions.

For the majority of development primary responsibility for regulating and monitoring development activity lies with private *certifiers* rather than the *City*. There are however a number of overlapping areas of responsibility such as aspects affecting the *public place* that the *City* may also regulate in addition to the role of *certifiers*.

Where impacts from site activities impact on the *public place* and/or complaints are received from the local community or general public the *City* will be the first responder to investigate issues and to initiate corrective actions, if necessary. In some circumstances this may also involve joint action by both the PCA and *City* officers.

3.3 Regulatory functions

Where the *City* is responsible for regulating works in *public places* including responding to complaints generally, there are several units within the *City* that deal with *worksites* including issuing various statutory *approvals*. The *City's* Construction and Building Certification Services Unit is the primary unit responsible for approving and regulating activities in *public places* including the following works, activities and functions:

(a) the *approval* and regulation of *temporary structures* including *hoardings* and *scaffolding* and *temporary works* in *public places* (excluding *approvals* for temporary shoring and temporary ground anchors which is administered by the *City's* Public Domain team);

- (b) construction-related matters when appointed to do so including addressing associated impacts;
- (c) monitoring *worksites* operations within *public places* (see **3.11** to **3.15**);
- (d) *road opening approvals* (excavations and works) – see **2.13**;
- (e) mobile *hoisting* operations from *roadways* (see **2.4.1**);
- (f) *hoisting* operations over public *roads* through the use of site-based cranes and other *hoisting* devices (see **2.4.3**);
- (g) temporary barricading (see **2.7**, **2.12.1** and **2.12.2**); and
- (h) working outside of the *approved* times (see **3.5.4** to **3.5.7** and **3.6**).

3.3.1 Other functions

Other aspects and compliance functions associated with impacts generated onsite such as:

- (a) excessive noise caused by demolition and *construction activity* (see **3.5.8**, **3.6.1** and **3.11**);
- (b) dust generation and impacts (see **3.6.2**, **3.11**, **3.13**, **3.15** and **3.17**); and
- (c) pollution offences (see **3.13**, **3.15** and **3.17**),

are regulated by the *City's* Health and Building Unit. This includes actioning complaints lodged by the public and city community.

Other actions such as willfully or negligently damaging a tree in a *public place* or not obtaining *approval* for works to street trees is an offence (Section 629 of the Local Government Act 1993). This area is regulated by the *City's* Arboricultural Services team.

3.4 Regulatory services to the construction sector

To ensure effective and sound compliance outcomes to minimise adverse impacts of development including allowing development and other work activity to take place with the least possible impact, the *City's* Construction Regulation team provides a free service to builders and contractors in the following areas:

- site establishment processes;
- overview of the relevant statutory requirements and other *City* controls that must be followed;
- highlighting and understanding important conditions of *development consent* that relate to *public places*; and

- required application and *approval* processes for various activities in *public places*.

This service can include onsite meetings with builders and contractors to discuss these matters and resolve any potential impacts before work commences (see **3.4.1**).



3.4.1 Site meetings – pre-tender and post contract appointment

To assist the development and construction sectors understand and comply with the various requirements of the *City* including the various activities that require *approval*, a free consultation and information service is available. Specific areas that can be discussed include:

- proposed work activity (demolition, excavation, construction and other activities) that may cause impacts on the *public place* and the steps that may need to be considered and/or implemented to minimise impacts;
- traffic, pedestrian and bicycle movement past a site and *control measures* to address public safety;
- potential adverse impacts on street trees and street garden beds, and any required tree pruning that may be necessary to accommodate *hoardings* and *hoisting* activity including the application / *approvals* processes;
- temporary *vehicular crossings* required for *construction activity* and the *City's* standard design specifications;
- *road openings*;
- *hoisting* activity applications and *approvals* (mobile and site-installed cranes); and
- other *public place* aspects and requirements that apply through the conditions of *development consent*.

3.4.1.1 Primary aims in offering this service

The primary aims are:

- identify potential issues in relation to complying with the *City's* requirements including the provisions of this Code regarding off-site activities and impacts;
- ensure an orderly and compliant undertaking of work within the various constraints and limitations of a site; and
- achieve an optimum outcome for all parties including importantly the general public, visitors and the city's residential and business communities.

3.4.1.2 Other aspects that can be addressed

The following can also be addressed and discussed:

- information about various *approvals* that may be required such as *temporary works permits*, *works zone approvals*, *hoarding* and *scaffolding permits*, requirements for tree pruning in crane *hoisting* zones including required information to accompany applications; and
- advice in relation to:
 - hours of work;
 - any special requirements or restrictions that may apply to works within *public places*; and
 - timeframes for obtaining various *approvals* e.g.: *works zones* and potential time restrictions that may apply in some localities such as busy and high traffic volume key *roads*.

A similar service to discuss proposed *hoarding* and *scaffolding* installations on *roads* is also available however a fee applies for this service. Proponents should contact the Building Certification team to arrange a site meeting (see **1.17** in the *City's* 'Guidelines for Hoardings and Scaffolding' for further information). All verbal advice provided onsite is confirmed in writing as part of the fee for service.

3.4.2 Industry induction services

For large and significant projects the Construction Regulation team also offers a formal induction service for key site personnel and sub-contractors. The aim of this service is to identify and highlight important *City* requirements that must be followed. This also includes identifying and discussing site-specific issues that the principal contractor must be aware of and which may need special consideration in managing a site including importantly, activities and impacts in the *public place*.

This service can be conducted onsite (in appropriate site accommodation facilities) or at the principal contractor's head office.

3.5 Work operations and times

All demolition, excavation and construction work must be undertaken within the City's standard days and times, except where varied through a specific condition of *development consent* applying to the site.



3.5.1 Standard days and times when undertaking work

There are common impacts that can arise during work activities. One significant impact is noise generation which can cause loss of amenity in surrounding land uses particularly residential-type buildings (dwelling houses, apartments and tourist accommodation). To address and minimise potential impacts the City has standard work times that must be adhered to.

Different times apply depending on the location of the development or *worksites*. Work times for physical activities are enforced by the City. Workers are however allowed to be onsite outside of the standard work times (or alternative times *approved* through a condition of *development consent*) with activities restricted to site shed occupation only (see **3.5.3**).

Further information: Refer to the City's website for details in relation to standard days and times that apply to development work. As a general requirement, works undertaken within *public places* must comply with the standard times unless otherwise specifically permitted by the City (see **3.5.4**, **3.5.5** and **3.5.7**).

Complaints relating to breaches of hours of work (see **3.6**) are regulated by City Rangers and the Construction Regulation team.

3.5.2 The role of principal certifying authorities

Principal certifying authorities (PCAs) are appointed to ensure that works are carried out in accordance with a *development consent* including the *approved* work times. They are also responsible for certifying that works are compliant with the National Construction Code. Persons affected by breaches of work times can contact the builder or contractor directly to make a complaint. Contact can also be made with the PCA.

Details (names and 24/7 telephone numbers) of both the builder and the PCA are required to be displayed on sites (see 3.5.10).

City rangers are also available 24/7 and can investigate breaches of work times. Affected parties can seek assistance by contacting the Rangers through the City's after-hours telephone service (9265 9333).

3.5.3 Workers onsite pre and post standard work times

Workers are allowed to be onsite outside of the standard work hours in the immediate period leading up to the *approved* or standard commencement times however they must remain in the site sheds. They are also allowed to occupy site sheds within the immediate period following the end of the workday to shower / change but no physical work is to take place.

Key personnel are also allowed to carry out safety inspections prior to the standard commencement time and also to undertake checks of the site post formal finishing time to ensure all workers have left the site and that the site is safe and secure (confirming access gates are secured and undertaking other checks).



Figure 35: Workers are allowed to be onsite outside of the standard work hours in the immediate period leading up to the *approved* or standard commencement times (and at the end of the day for showering etc.) however they must remain in the site sheds.

3.5.4 Variations to standard work times

Variations to the standard work times are generally not supported. *Approval* may however be granted under special circumstances where it can be fully justified such as:

- (a) urgent works to avoid damage to surrounding private property including *City*-owned land (*roads*) e.g. issues encountered during excavation such as land subsidence (see **3.5.5**);
- (b) to prevent environmental harm (pollution);
- (c) to prevent imminent structural failure of a building under demolition or construction, or to urgently stabilise unsafe works / building (see **3.5.5**);
- (d) where special works can only be undertaken outside of standard times due to site specific needs or local constraints (see **3.5.6** and **3.5.7**); or
- (e) any unforeseen circumstances that affect private or public safety (see **3.5.5**).

Where there is a danger to the public or occupants of surrounding properties verbal *approval* to work outside of standard times must be given by an *authorised person* and/or as directed by emergency service personnel (Fire and Rescue NSW, NSW Police).

In circumstances where pre-programmed works are required to be undertaken outside of *approved* times, an application must be lodged well ahead of the proposed date to allow full consideration by the *City* including any potential noise impacts on the surrounding area (see **3.5.6**)

In considering applications the *City's* code regulating construction-related noise may be used in the assessment process in conjunction with the provisions of the Environmental Planning and Assessment Act 1979.

3.5.5 Working outside of standard or approved times – unforeseen circumstances

There may be special circumstances or need to require work to take place outside of standard or *approved* times. This may include exceptional or unforeseen critical circumstances such as:

- (a) delays in concrete pouring due to equipment failure (concrete pumps or concrete batching plant failures);
- (b) inclement or dangerous weather conditions such as high winds which delayed the completion of critical works on the day; or

- (c) other delays such as crane failures during critical construction phases e.g.: works required to stabilise a building and make-safe.

In circumstances where the completion of works within the standard work times or *development consent* times cannot be achieved, the person in control of the site or works must report the matter immediately by phone to the *City's* Construction Regulation team and forward a follow-up email. Consideration of factors relating to the issue and request will be undertaken to determine if an extension of time beyond the standard hours can be given and if allowed, whether any measures may need to be implemented as part of permitting works to continue.

For planned works outside of *approved* work times, a formal application must be lodged using the standard form available on the *City's* website (see **3.5.6**).

3.5.6 Planned works outside of standard times

For pre-planned proposed works outside of standard times a formal application to amend the condition of *development consent* applying to the site must be lodged with the *City*. Works may include:

- the movement of large over-size and over-mass vehicles to deliver and erect (hoist) large structural members onto a site (see **4.10**);
- undertaking works on major *roadways* associated with the development site that must be carried out at night to minimise traffic disruptions;
- special *roadway* / traffic requirements imposed by NSW Roads and Maritime Services that impact on a site; or
- other special needs.

Sufficient time must be allocated to allow for a thorough assessment of an application. This could include advertising and/or a formal neighbourhood notification of an application which can add several weeks to the processing period.

3.5.7 Works in public places outside of standard times

The standard times and days applying to a development site also apply generally to *permits* granted for a number of activities carried out in *public places* including:

- *temporary works*;
- *hoisting* activity (mobile crane usage including set-up and dismantling);

- *road openings*; and
- *hoarding / scaffolding* installation and removal.

Where works cannot be carried out within the standard or *consent* times and a variation is sought, proponents must nominate the proposed work times and set out the reasons for seeking the variation. The proposed times sought will be assessed against:

- the locality (*road / traffic requirements*); and
- the surrounding land uses to determine potential impacts such as likely noise generation and temporary lighting if proposed (for night works – see **3.5.8** and **3.5.11**).

In assessing an application the *City* will consider potential impacts and seek to minimise adverse impacts on building occupants particularly residential-type accommodation. This may include restricting the times of work and the type of work and equipment used (stricter time constraints may be imposed for noisy works).

3.5.8 Construction noise and regulation

All work, within or outside of standard times, must comply with the *City's* code regulating construction-related noise and Australian Standard 2436-2010 'Guide to Noise Control on Construction, Maintenance and Demolition Sites'.

3.5.9 Limitations on the granting of some permits during the December and January holiday period

During the months of December and January parts of the city experience a significant increase in pedestrian densities and vehicular movement. This is particularly evident in the major shopping and entertainment precincts which have extended retail trading hours. To minimise impacts during this busy period, limitations are imposed on construction-related works and *approvals* within the *public place* (see also **1.17**).



Figure 36: Detailed consideration must be given to minimising obstructions on *footways*. In busy parts of the city this may require works to be undertaken outside of normal work times including on weekends.

3.5.10 Display of key mandatory details on site signage

To enable the public, affected parties, *City* officers and/or emergency services personnel to contact key site personnel in cases where issues arise at a site, the following mandatory details must be displayed in a prominent position easily viewable from a *public place* (typically displayed on the construction site fence or *hoarding*):

- (a) the name of the principal contractor and the person in control of the site;
- (b) the name of the principal *certifying authority*;
- (c) a 24/7 contact telephone numbers for the persons in (a) and (b); and
- (d) other required information (see **3.12.2**).

3.5.11 Lighting of worksites during night works

Lighting of a *worksite* within a development site or in *public places* including one-off urgent works that have been specifically *approved* (see **3.5.5** to **3.5.7**), must not cause unacceptable impacts on surrounding land uses. This can, in part, be achieved through meeting the following:

- (a) ensure the intensity of light is minimised and focused on the work area;
- (b) the time/s of illumination being restricted work times particularly in potentially high impact areas;
- (c) the location and intensity of lighting complies with relevant Australia Standards; and
- (d) preventing or minimising impacts, particularly on residential-type premises.



Figure 37: The use of temporary lighting systems must avoid loss of amenity within the local neighbourhood through selecting and positioning lighting systems that prevent light-spill and glare. (Image courtesy of Transport for NSW)

Where complaints arise, the City's Health and Building Unit will investigate and take action to address any impacts. Lighting that is 'obtrusive light' as defined in Australian Standard AS 4282-1997 'Control of the obtrusive effects of outdoor lighting' (see below) will generally not be allowed.

Obtrusive light — spill light which, because of quantitative, directional or spectral attributes in a given context, gives rise to annoyance, discomfort, distraction or a reduction in the ability to see essential information, e.g. signal lights. (Clause 1.4.7, AS 4282-1997)

To minimise objectionable glare and loss of amenity lighting systems must be designed and operated to meet the following requirements:

- (a) face away from residential-type buildings;
- (b) generator powered lighting must comply with any noise control standards specified by the Environment Protection Authority; and
- (c) temporary lights shall not have an upcast angle exceeding zero degrees (above the horizontal), unless otherwise specifically allowed.

If an *authorised person* determines that a loss of amenity is being caused, the lighting intensity, hours of illumination and location of the lighting systems must be altered at the City's direction to prevent or minimise adverse impacts on residential-type premises. This also applies to works on *roadways* that are undertaken by government agencies and their contractors (see **4.16**).

3.6 Complaints

Complaints regarding *construction activity* including works being undertaken outside of standard times and/or noise impacts, are handled and investigated by several Units of the City.

3.6.1 Working outside of approved times

Where a complaint is received about activities being undertaken outside of the standard work times and/or excessive noise (see **3.5**, **3.6.2** and **3.11.1**) the City's rangers will be the first responder to investigate. This may include visiting the site and interviewing workers. Where there is no *approval* in place allowing work outside of the standard times, the site supervisor will be directed to stop work and to restrict activity to the *approved times*.

Further follow-up action will be taken by the Construction Regulation team including interviewing the site manager to establish the reasons for working outside of *approved times*.



The issuing of fines and/or civil prosecution will be considered in accordance with the City's 'Enforcement and Civil Prosecution Policy' (see **1.13**). Builders and contractors can seek *approval* to work outside of *approved construction times* however this is only available under special circumstances (see **3.5.4** to **3.5.7**).

Additionally, in some cases works may need to be carried out in the *public place* outside of standard work times to minimise impacts on vehicle, pedestrian and/or traffic movement (see **3.5.6**). This is particularly critical on *roads* with high traffic

volumes. For example, Roads & Maritime Services require some *road* works to take place at night to avoid traffic disruption. Other agencies may also need to work outside of normal hours including at night to undertake infrastructure works (see **4.16**).

3.6.2 Other impacts

Complaints relating to noise, vibration and dust generation within the boundaries of a development site (see **3.11** and **3.13**) and within *approved* construction times are generally the responsibility of the City's Health and Building Unit to investigate.

Issues and complaints associated with dust generation and tracking of soil and debris onto *roadways* will initially be investigated by the Construction Regulation team. If necessary, complaints may be referred to the Health and Building Unit for further follow-up action. This also applies to complaints arising from works on *roadways* by government agencies and their contractors (see **4.16**).

3.7 Construction site establishment and operation

The effective and orderly operation of a *worksite* to limit impacts on *public places* and building occupants in the surrounding area is dependent on a number of key factors. This includes principal contractors:



- (a) being fully conversant and compliant with the relevant conditions of *development consent* and other *approvals* including ensuring that workers and sub-contractors are also made aware of these matters;
- (b) being fully aware of the statutory (legal) regulations and obligations that apply such as this Code, *City* policies and guidelines and statutory provisions of the work health and safety regulations particularly responsibilities to afford protection to the public near *worksites*; and
- (c) applying sound site management practices including the effective control and management of sub-contractors such as excavation and demolition works including the safe movement of trucks to and from *worksites*.

3.8 Site management

Effective site management is critical to ensure a project proceeds smoothly with minimal impact and inconvenience in the locality and on the surrounding community. This includes developing and implementing sound site establishment and operational practices which consider and address all potential impacts on both *public places* and surrounding land uses.



Properly prepared and administered *site management plans* addressing the provisions set out in this Code will help minimise impacts and intervention by the *City* from incidents and community complaints.

3.8.1 Site management plans

The *City* requires *site management plans* (SMPs) for various activities associated with new development and significant alterations and additions to existing buildings.

The necessity for *SMPs* is generally dependent on a number of factors including:

- the nature and extent of work;

- likelihood of disruptions;
- potential impacts on local amenity;
- risks to the public;
- noise (particularly demolition and excavation);
- stormwater management;
- sediment and erosion control;
- traffic management issues; and
- other relevant matters required to be addressed through specific conditions of *development consent*.

For large and/or complex sites that have many forms of *work activities* operating concurrently there is a greater potential for significant off-site impacts. Major demolition and excavation works, particularly rock excavation, can cause significant impacts on surrounding and nearby land uses, particularly residential-type premises. For these development sites a single *SMP* which compiles and addresses the various inter-relationships between plans (impacts and *control measures*) for a site can be beneficial and may therefore be required by the *City*.

The *City* can impose specific targeted requirements for development located in high risk / impact areas through:

- conditions of *development consent* under the provisions of the Environmental Planning and Assessment Act 1979;
- conditions imposed in an *approval* issued under the Local Government Act and Roads Act (see below) to require the submission a *SMP* or a review / amendment of an existing Plan; and/or
- community information and communication strategies (see **3.10**).

A *SMP* may also be required at any time and for any work if the *City* considers that the activity is of such a nature and extent that a plan is necessary to address and minimise impacts.

A *SMP* must meet the following requirements:

- fully address each key stage and the types of activities;
- address in detail a range of health, safety, traffic management and amenity issues relating to the site, the adjoining *public places* and surrounding community. It must also consider broader contractor obligations including recycling, waste management and environmental initiatives during the development work (see **3.8.2**, **3.9**, **3.14** and **3.15**);

- be *approved* by the appointed principal *certifying authority* for the development or project;
- be implemented and followed for the duration of the development or work activity; and
- pre and post-construction dilapidation reports, as appropriate or directed, of the *City's* infrastructure.

3.8.2 Waste management and work method statements

Sites must be fully and effectively managed in relation to the production, storage and removal of demolition and construction waste including managing impacts on *public places*. The storage or placement of waste in *public places* is generally not allowed (see **4.13** –*skip bins*).

It is generally a requirement of a *development consent*, particularly for large projects, that prior to commencement of work the following documents must be prepared and submitted to and *approved* by the *principal certifying authority* for the project:

- demolition work method statement prepared by a *SafeWork NSW* licensed demolisher (see 'note');
- excavation work method statement prepared by an appropriately qualified person; and
- waste management plan for demolition and/or excavation activity.

Such statements must, where applicable, comply with:

- AS 2601-2001 Demolition of Structures;
- the Work, Health and Safety Act 2011 and Regulations;
- the *City's* 'Policy for Waste Minimisation in New Developments 2005';
- the Waste Avoidance and Resource Recovery Act 2001, and
- all other relevant acts and regulations.

Furthermore, other requirements may also be included as conditions of *development consent* therefore *consents* should be thoroughly checked as part of preparing statements.

Note:

Demolition by:

- induced collapse;
 - the use of explosives; or
 - onsite burning,
- is not permissible.

3.9 Construction traffic management plans (CTMP) (see also 4.6)

Well planned and managed control of traffic, pedestrians and bicycle riders in the vicinity of a *worksite* is critical to the effective and safe management of a site and *public places*. To achieve this outcome the *City* may require, typically through a condition of *development consent*, the development and *approval* of a Construction Traffic Management Plan (CTMP). A CTMP is a report that assesses the potential impacts of development and works on the *public place* resulting from activities including:

- demolition;
- excavation;
- construction; and
- any other activity that affects *public places* including the operation of mobile cranes and other equipment through an *approval* granted by the *City* (see **2.4.1**).

A CTMP may also be required at any time and/ or size / type of development where impacts are being experienced or are likely to be encountered, including works within the *public place* (see also **4.6**).

Plans must be submitted to the *City* for *approval*.



3.9.1 Content and structure of a CTMP

A CTMP must have a structure and sufficient content to enable the *City* to fully and properly assess and consider a proposal. Further information including planning for bicycle movement and maintaining safe pathways and movement, is available on the *City*'s website (see also **3.9.2** and **4.4.2** regarding truck access, sizes and types).

3.9.2 Articulated vehicles and dog-trailers

The use of *articulated vehicles* and *dog-trailers* is generally not suitable for most development sites in the *City*'s area. There are several reasons for this, including:

- insufficient *roadway* width to allow safe and efficient truck entry and exit from sites;
- many sites have insufficient size and dimensions to accommodate truck maneuvering and turning circles to allow forward entry and exit to and from sites (reversing into sites is generally not allowed); and
- Transport for NSW does not generally support such usage due to the adverse impacts on traffic movement on the local *road* network, particularly in the city-centre (high volume bus and light rail transport systems).

Builders and contractors must consider these constraints and limitations as part of the site planning and tendering processes as truck size and type will have implications in relation to timeframes to undertake proposed works, particularly for demolition and excavation works.



Figure 38: The use of *dog-trailers* is generally not supported. Any proposed usage requires the specific *City approval*.

In some circumstances, based on site-specific needs, the *City* may consider allowing the use of *dog-trailers* and *articulated vehicles*. This must however be discussed with the *City*'s Construction Regulation team early in the site planning process to obtain in-principle endorsement including confirming if any special controls need to be addressed, met and implemented.

3.9.3 Compliance and enforcement of a CTMP

Traffic in the vicinity of a site including trucks entering and exiting a site must be managed effectively throughout the full duration of a project. In the event that the *City* finds that the CTMP is not being followed periodic compliance reports may be required to be submitted to the *City* demonstrating that the site is operating in accordance with the *approved* plan. Penalties (fines) can also be issued for non-compliance with an *approved* Plan (see **1.13**).

3.9.4 Amending a CTMP

CTMPs can be amended (with *approval*) if there is a demonstrable need arising from:

- a change in traffic conditions;
- a change in land use or other development activity in the vicinity of the site;
- changes in demolition, excavation or construction methodology; and/or
- a change of builder / contractor for the site which necessitates a change in the *approved* plan.

3.9.5 Car parking – workers and contractors

With the exception of vehicles standing in an *approved works zone*, all vehicles associated with a development site should be parked wholly within the site. A *works zone* (see **3.14**) can be used by contractors to stand a vehicle when unloading and loading tools and equipment but must not be used for other purposes such as general parking for workers.

Where it is not possible to accommodate staff parking onsite workers should be encouraged to use public transport to minimise disruption to the local *road* network including demand for kerbside parking by local residents, businesses and visitors.

Developers and/or builders must therefore consider long-term parking availability for workers in the site management planning stage. This may require arrangements being made to provide acceptable alternative off-street parking for contractors / workers.

Where a construction traffic management plan (CTMP) is required for a development it must include worker parking needs and solutions / methods to discourage kerbside parking.

Further information:

Information in relation to the development of a CTMP including the requirements that apply are set out in the following documents which are available on the *City's* website:

- 'How to prepare a Construction Traffic Management Plan (CTMP) report'; and
- Standard Requirements for Construction Traffic Management Plans'.

3.10 Community information and communication about development works

The *City* encourages developers and builders to maintain good relations and communication with local residential and business communities during development and other associated activities. This can be achieved through a number of strategies (see **3.10.1** below).



3.10.1 Communication strategies

In some cases, particularly for large projects, the *City* may require through a condition of *development consent*, developers / builders to prepare detailed communication strategies to keep the community informed at various key stages of a project. Such strategies could include, as a minimum, information about:

- (a) any special conditions of *consent* that must be implemented and followed in relation to minimising impacts on the surrounding area (noise, operational limitations and monitoring – see **3.2** and **3.11.3** to **3.11.5**);
- (b) clear information about construction work times and scope of work;
- (c) *approved* specific activities that may be permissible outside of the *consent approved* hours of operation such as:
 - large crane delivery and set-up (see **3.5.6** and **4.10**);
 - *hoarding* installation / dismantling;

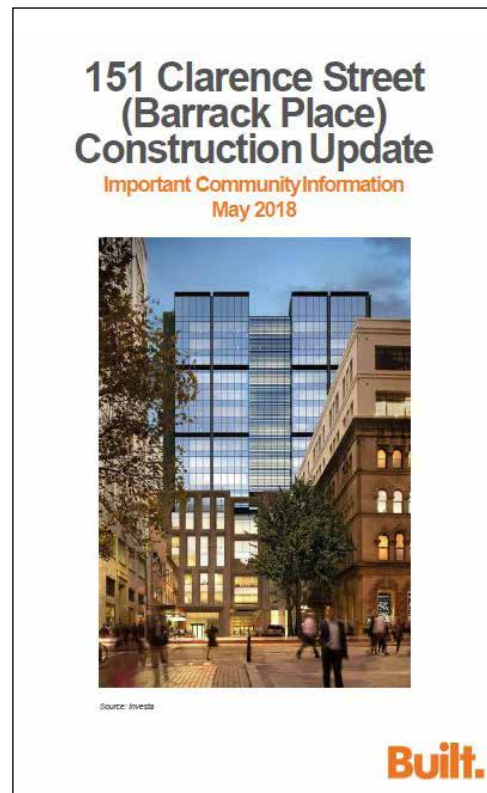
- special delivery of large plant; and
 - the transport and delivery of large structural members that cannot be undertaken during the *approved* standard work times;
- (d) key construction stages, commencement dates and estimated durations e.g.: demolition, excavation, in-ground works, above-ground works and completion; and
- (e) site management information including methods to minimise impacts such as:
- dust general and prevention moving off-site;
 - noise and vibration;
 - site remediation works / excavation;
 - truck unloading;
 - truck movement and routes;
 - cleaning and maintaining the *public place* adjoining a site in a clean and tidy state.

3.10.2 Forms of communication

Communication can take several forms, including:

- (a) for very large development of lengthy durations, the establishment of a local construction liaison committee. This may be required as a condition of *development consent*. Committees will generally comprise interested parties representing likely affected properties surrounding a site and/or any interested group;
- (b) for smaller development, community newsletters at key stages of a project can be an effective strategy. This may be required as a condition of *development consent*.

Information may be in the form of hard-copy newsletters distributed via letterbox-drop and/or electronic communication through email delivery to interested and/or registered parties including the *City*;



- (c) posting regular project updates on company websites or social media platforms can also be effective in keeping the community informed. Newsletters and websites must contain 24/7 contact details of key personnel to allow affected persons to report issues / impacts that may arise throughout a development;
- (d) community newsletters and websites must also contain information about ongoing communication strategies and details for registering to receive electronic newsletters (if these are to be used) throughout a project; and
- (e) periodic tours of a site at key stages to allow interested parties (local residents) to view the works and obtain first-hand briefings on progress and future stages of the development.

3.10.3 Site management plans – notice to neighbouring and nearby properties

Builders and developers may, through a condition of *development consent* or as part of an *approved site management plan* (SMP), be required to consult with neighbouring and affected properties near a site and/or consult more broadly to the public / community through notification including notification of any variation to a *SMP* (see **3.8.1**) that could affect the local community.

3.11 Demolition, excavation and construction noise / vibration management

Noise generation associated with development and other work activity has significant potential to cause adverse impacts if not managed effectively.

Demolition, excavation and *construction activity* is inherently noisy therefore some noise-related impacts from various work activities will occur. The *City* however expects and requires that all reasonable steps will be implemented by builders and sub-contractors to minimise noise and loss of community amenity.

To balance the needs of the development and construction sectors and the community, restrictions are imposed on the amount of noise that can be emitted.



This is achieved through the *City's* code regulating construction-related noise which will apply where imposed as a condition of *development consent*. This Code includes measures to reduce noise and impose time restrictions on all potentially noisy *construction activities*. Respite periods may also be required through a condition of *development consent* (see **3.11.3**).

3.11.1 Working outside of prescribed hours (see also 3.5.4 to 3.5.7)

Potentially noisy activities and the feasibility of undertaking works during the *approved* standard hours should be the primary consideration in the early stages of construction planning and scheduling works. There may however be special circumstances where there is a justifiable need for work to take place outside of the prescribed standard construction times due to local conditions such as the need to avoid traffic disruptions. Examples include:

- the delivery of oversized plant or large structural elements (to limit impacts on *road* traffic – see **4.10**);
- movement and set-up of large mobile cranes and installation of site-based cranes which often requires partial or full *road* closures (see **4.10**);
- emergency works (see **3.5.4**);
- maintenance, repairs or works on public infrastructure including *road openings* (see **2.13**); and
- works including maintenance activities by utility owners and government agencies (see **4.16**).

3.11.2 Construction noise

To balance the needs of the construction industry, residents and business community, the *City* manages the amount of noise produced by construction works and other works including demolition and excavation. The *City's* code which regulates construction-related noise requires builders and contractors to:

- include measures to reduce noise and detail these in development applications;
- obtain advice from qualified and competent acoustic consultants on noise-compliance measures;
- restrict all potentially noisy *construction activities* within the *City's* standard work hours and days (or within the work times prescribed in an *approval (permit)*); and
- take reasonable and practicable steps to prevent offensive noise.

Communicating with the local residential and business communities (see **3.10**) can be an effective means of dealing with noise impacts particularly when concentrated and very noisy work is programmed allowing sufficient notice to be given to surrounding properties.

3.11.3 Noise restrictions / limitations

Where possible, quieter machinery should be used in place of noisy equipment. Where noisy equipment is proposed consideration should be given to retrofitting damping material and/or mufflers. Acoustic barriers built around noisy operations can also be a means to address noise impacts.

In cases where sound levels:

- (a) exceed those stated in site / construction / *noise management plans*; or
- (b) exceed a condition of *development consent*; or
- (c) cannot meet site-specific agreed levels as stipulated in a *development consent*,

the *City's* code regulating construction-related noise may be used by the *City* to provide guidance in determining the most appropriate solution to resolve a noise issue.

If activities and equipment cannot meet noise restrictions, the *City* may require developers to alter their work activities and programming. This may require regular breaks or lengthy respite periods to minimise impact on affected parties. These restrictions may be imposed as part of the development application assessment process or imposed if complaints arise during *construction activities*. Restrictions on the use of highly intrusive equipment can also be imposed.

3.11.4 Complaint monitoring

The builder and/or contractors should keep a log that details noise complaints and any action taken. This information can be requested by the *City's* environmental health officers as part of any investigation into noise complaints. In some circumstances the *City* can require the mandatory keeping of a log book to record complaints and incidents.

Contractors are expected to implement a complaint-monitoring and resolution procedure. A representative's contact details must be publicly displayed at the site and made available to neighbouring noise-sensitive properties (see **2.5.10** for mandatory site signage). Complaints and any subsequent action taken must be logged and be available to *authorised persons* of the *City* if so requested.

3.11.5 Noise management plans

If *construction activities* and other associated works are likely to have a significant impact on the local community, the developer or principal contractor

must submit a *noise management plan* to the *City*. In the majority of cases large development sites will require a management plan to control noise and vibration.

Further information:

Information on noise-related aspects associated with development sites including *noise management plans* is available on the *City's* website and through contacting the Health and Building Unit.

3.12 Public safety / amenity, site security and signage

To ensure the general public is adequately protected from activities occurring on development / *worksites* the person in control of a site, typically the principal contractor, must develop and document strategies to provide a safe and secure *worksite* including maintaining the *public place* in a neat and tidy state (see also **3.8.1**).



3.12.1 Fencing and isolating sites from public places

Before the commencement of work the site must be secured by a fence, *hoarding* or other suitable barrier to prevent unauthorised access. Fencing is a requirement of the Work Health and Safety Regulation 2017 (Clause 298).

The design and installation of site security / safety fencing, typically chain-wire fencing erected on development sites and which adjoin the *public place* (*footway*), is not regulated by the *City*.

Some forms of temporary construction site fencing are permissible as 'exempt development' (no formal *approval* required) through the NSW 'State Environmental Planning Policy (Exempt and Complying Development Codes) 2008' (SEPP), subject to:

- (a) the fence being associated with works that are either 'exempt development' or 'complying development'; and

- (b) meeting prescribed minimum development standards as set out in the SEPP.

The relevant development standards are located in Division 3, Subdivision 2 'Scaffolding, hoardings and temporary construction site fences' of the SEPP.

On a site that is subject to a *development consent* all temporary fencing such as chain-wire or ply/steel sheet must form part of a *development consent* with details of fencing *approved* by the certifying authority before works commence (see **4.5.3**, **4.19** and **4.20**).

If a *hoarding* is proposed to be used as a method of securing and isolating a site from the *public place* and is placed on a *road* or related area, the *hoarding* must be designed and installed to meet the *City's* 'Guidelines for Hoardings and Scaffolding' (see **2.6.1**).

3.12.2 Site signage

Statutory signage such as the contractor's name, 24/7 contact details, safety signage and other required signage (see 3.5.10) must be clearly displayed in a prominent space and be maintained in good condition throughout a project. The following additional details, as a minimum, must be displayed:

- (a) site notices / signs and project details:

a site notice is to be prominently displayed at the boundary on each frontage of the site for the purposes of informing the public of appropriate project details and relevant *approvals*. The notice(s) is to satisfy all of the following requirements:

- (i) minimum dimensions of the notice are to measure 841mm x 594mm (A1) with any text on the notice to be a minimum of 30 point type size;
- (ii) the notice is to be durable and weatherproof and is to be displayed throughout the construction period;
- (iii) a copy of the first page of the *development consent*, building approval (including any modifications to those *approvals*) and any civic *works approvals* are to be posted alongside the notice in weatherproof casing/s;
- (iv) the notice(s) is to be mounted at eye level on the perimeter fencing or *hoardings* and is also to state that unauthorised entry to the site is not permitted.

- (b) safety signage required by the Work Health and Safety Act and Regulations;

- (c) traffic control signage where required by a construction and/or traffic management plan;
- (d) signage relating to any special measures such as danger notices where a deep excavation is present behind a site fence or *hoarding*; and
- (e) other signage as required by the *City's* 'Guidelines for Hoardings and Scaffolding'.

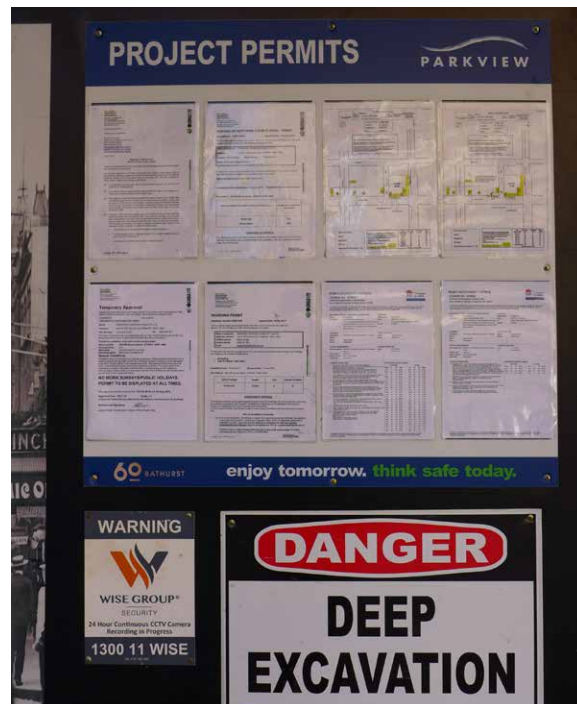


Figure 39: Mandatory signage and information must be clearly displayed on a site and be easily viewable from a *public place*.

Further information:

Clause 308 of the Work Health and Safety Regulation 2017 also requires contractor signage to be displayed.

3.13 Erosion and sediment control, dust generation and other environmental controls

The environmental impact of sediment run-off from *worksites* such as mud, sand and soil can be significant. If sediment is not controlled it can enter the stormwater drainage system obstructing flow and causing local flooding and also impact on waterways including Sydney Harbour.



Some examples of other impacts include:

- direct pollution of our creeks and rivers with sediment. This leads to poorer water quality, affecting swimming or leisure activities in and around our waterways;
- destroys aquatic habitats and smothers native plants and animals that live in waterways; and
- causes safety risks for pedestrian and drivers through slippery roads and footways.

Appropriate controls must therefore be implemented to address these potential environmental pollutants.

3.13.1 Builders and contractors – obligations

Builders and contractors are responsible for implementing strategies and measures to prevent soil erosion and sediment moving off development sites including soil and debris being tracked on truck wheels into public places (see 3.8.1, 3.13.2, 3.14, 3.19, 4.5 and 4.5.6).

It is an offence to allow any substance other than rainwater to enter a stormwater drainage system. If pollution incidents occur a builder / contractor is required by law to notify the City so that appropriate steps can be taken to minimise any harm to the environment and impacts on the stormwater drainage system. Penalties can be imposed by authorised persons for pollution offences and for non-compliance with conditions of development consent.

Where sites are not managed properly to control sediment the City's Construction Regulation team will attend to check the controls and where necessary issue directions to the builder and/or contractor to rectify the issues.

Where soil or mud is being tracked off-site by trucks (see 3.14 and 4.5.6) or there is spillage of concrete onto the roadway from pumping operations (where adequate surface protection is not in place), City rangers will investigate and take steps to deal with the issue. This will include the issuing of clean-up directions. Fines may also be issued (see 1.13.1).

3.13.2 Soil and water management plans

The provision of a soil and water management plan or erosion and sediment control plan is typically required as a condition of development consent. Where plans are required they must be implemented fully and regularly checked against site conditions throughout a project.

3.14 Covering loads and cleaning truck wheels / bodies

To minimise impacts on public places and the community, all vehicles involved in the demolition and/or excavation processes when departing a site must have their loads fully covered before entering public places.



Prior to the commencement of work, suitable measures must be implemented to ensure that sediment and other materials are not tracked and/or fall onto the roadway by vehicles leaving a site.

It is an offence to allow, or cause materials to pollute or be placed in a position from which they may pollute waters. Appropriate procedures are to be developed, adopted and followed throughout the project to prevent loose soil, contaminated material, spoil, dust and/or demolition debris being deposited onto the roadway from trucks and associated equipment moving to and from the site.

In complying with these requirements the procedures must also detail appropriate processes to clean the surrounding roadway (and footway) surfaces from any accidental spillage (see also 3.18 and 4.3 for general requirements relating to the cleaning of public places around worksites).

Notes:

The washing of roadways / footways with free-flowing water is not an acceptable method of surface cleaning as this will result in polluted water entering the stormwater drainage system / waterways; an offence under the Protection of Environment Operations Act.

3.15 Dust generation and impacts

Dust generation resulting from all activities associated with development particularly demolition and excavation works, must be minimised by implementing effective control measures. For the demolition of buildings this may require the full height enclosure of a structure through the use of perimeter *scaffolding*, combined with containment netting and dust meshing (see 'note' below). The use of continuous water spray during the demolition and excavation processes can be an effective control measure however waste water must be appropriately collected and processed in a manner that meets all regulatory controls that may apply (see also **3.16**).



3.15.1 Impacts and complaints

Impacts and/or complaints relating to dust generation within the boundaries of a development site or from work activity within the *public place* such as *road openings* must be effectively managed by the person or entity in control of the *worksite*. *City* officers will investigate complaints and take action which may include the issuing of fines for offences such as breaches of the *development consent*. Refer to **3.6** for matters relating to complaints and processes.

Where impacts cannot be resolved satisfactorily and the issue continues, the matter will be referred to the *City's* Health and Building Unit for further investigation and action by compliance and/or environmental health officers.

Notes:

1. The NSW Work Health and Safety Regulation and applicable Codes of Practice should be checked for requirements regarding the enclosure / encapsulation of demolition works. The *City's* 'Guidelines for Hoardings and Scaffolding' has performance criteria for containment netting and meshing.
2. The use of compressed air to blow dust from a building or site is not allowed.

3.16 Pooled rainwater in excavations, de-watering and disposal of wastewater

Pooled water in excavations is classified as contaminated water and therefore must be dealt with accordingly to avoid pollution offences when it is discharged or removed from a site.

The *City* will allow pooled rainwater or water from de-watering processes to be discharged to the stormwater system subject to strict controls being implemented. Sydney Water however does not allow such water to be discharged into their sewage drainage system.

In circumstances where the *City* allows the discharge of wastewater into the stormwater drainage system, an application using the standard form must be lodged for assessment by the *City's* Public Domain team.



Further information:

Contact the *City's* Public Domain team for information about lodging an application and the details that must be provided.

3.17 Rainwater spouting and drainage of buildings under construction or alteration

Under the Roads Regulation 2018 (Clause 16), water must not drip or flow from a property (construction or *worksite*) onto any part of a *road* other than a street gutter (see 'box'). All water must therefore be appropriately collected and disposed of to an *approved* drainage system (see 'note'). When discharging to the *City's* drainage system, the design and connection must comply with the *City's* 'Sydney Streets Technical Specifications' and the 'Stormwater Drainage Manual' (see **4.15**).



Temporary connection to the street gutter for minor development is allowed to dispose of unpolluted rainwater in a controlled manner however connections must be completed to the City's standard specifications as soon as it is feasible to do so.

16 Property to be sufficiently spouted

The occupier of land having frontage to a road must not allow water to drip or flow from the land onto any part of the road other than the gutter.

Maximum penalty: 10 penalty units.

(Roads Regulation 2018)

Notes:

1. Unless specifically *approved*, contaminated fluids including contaminated rainwater must not be allowed to enter the stormwater drainage system (see **3.13.1**).
2. An *approval* is required under Section 68 of the Local Government Act 1993 to connect to a City-controlled / owned stormwater drainage system including a street gutter and/or drainage pit. Connection *approvals* are issued by the City's Public Domain Unit.

3.18 Management of public places

There are a number of important management procedures that must be developed and implemented to protect city infrastructure and also keep the *public place* adjoining a site in a safe and tidy state. This includes maintaining *footway* and *roadway* surfaces in a fully *accessible* and clean condition. A *site management plan* (see **3.8.1**) must detail these aspects.

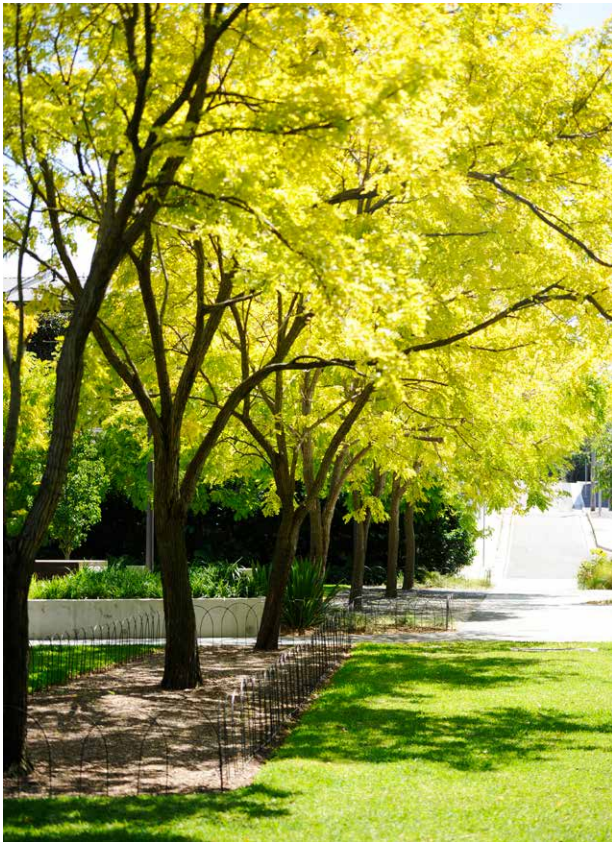
Maintaining street garden beds adjoining a *worksite* is also required. This may include, where necessary, watering street gardens in circumstances where a Type B *hoarding* installation spans over gardens (restricted exposure to rainfall).

Other matters that also require attention and consideration are detailed in **Part 04**.



3.18.1 Street trees and gardens (see also 2.14.5 and 2.14.6)

Street trees must be protected in accordance with the City's requirements where they are located near a proposed *worksite* (see also **2.14.5** and **2.14.6**). Details are available in the City's 'Tree Management Policy' and in Part D of the 'Street Tree Master Plan' (available from the City's website) which includes, but not limited to, the following requirements applying to tree trunk protection:



- (a) tree/s must be protected in accordance with the 'Australian Standard 4970 – Protection of Trees on Development Sites';
- (b) tree trunk and major limb protection must be undertaken prior to the issuing of the construction certificate and/or installation of *hoardings*. The protection shall be installed by a qualified arborist with a minimum AQF Level 5 and must include:
 - (i) tree trunk/s and/or major branches must be protected by padded material (hessian is not suitable) to limit damage from the timber planks (or *approved equivalent*);
 - (ii) timber planks (50 mm x 100 mm or similar) shall be placed around tree trunk/s. The timber planks shall be spaced at 100 mm intervals and must be fixed against the trunk with tie wire, or strapping. Protective padding and timber planks must not be fixed to the tree in any instance, or in any manner;



- (iii) the protective materials and installation method must allow for the trees natural growth until the completion of the project, and/or adjusted as required;
- (iv) tree trunk and major branch protection is to remain in place for the duration of construction and development works and shall be removed at the completion of the project; and
- (v) any other tree protection as specified in relevant *development consent* conditions, tree works, *hoarding* or *works zone permits*.

3.19 Vacant development sites

If proposed works involve demolition only and a site is to be left temporarily vacant, the land must be left in a condition complying with any applicable condition/s of *development consent* that may apply.



In cases where a specific condition of *consent* is not imposed the site must, as a minimum, be:

- (a) cleared of all demolition waste and debris;
- (b) maintained in a clean and tidy state;
- (c) fully fenced within the boundaries of the allotment with a complying fence (see **2.6.2**) or secured by a *hoarding* complying the *City's* 'Guidelines for Hoardings and Scaffolding' (see **2.6**); and

- (d) where there is open ground, be appropriately managed including preventing soil movement off-site through the installation of sediment control barriers or the ground surface stabilised (seeded using a suitable grass species and be appropriately maintained) to the City's requirements to prevent environmental impacts (wind-blown dust and soil movement off-site – see **3.13** and **3.15**).

Any precautionary measures implemented for public protection purposes including *temporary structures* (site fencing etc.) erected within the *public place* or within the site boundaries must comply with relevant statutory provisions of the Work Health and Safety Act and any other *SafeWork NSW* requirements. Where fencing (a *hoarding*) is proposed, *approval* must be obtained (see **2.6**)

3.19.1 Performance bonds (see also 1.14)

The property owner is responsible for the site after it has been vacated by the demolition contractor, principal builder or other entity. In some cases, typically through a condition of *development consent*, the City may require a financial *performance bond* to be lodged to ensure the owner satisfies all relevant conditions of *consent* applying to the site and also accepts responsibility to maintain the site in a condition that meets the City's *approval*.

Where the property owner fails to act on directions issued by an *authorised person* to maintain a site in an acceptable state, the City may seek Court orders to access the site and use the *performance bond* to recover costs incurred in any clean-up action and/or to carry out any other required works including matters that affect public safety and amenity (see **4.4**).

3.20 Pedestrian and bicycle rider control gates at truck entry / exit points (see also 4.4.2)

At *approved* truck access points to a site concertina control gates must:

- be installed and operated on each side of a crossing (driveway) and be appropriately manned to prevent pedestrians and bicycle riders moving through the crossing zone when vehicles are entering and exiting a site;
- traffic and pedestrian controllers required by (a) must wear required and distinctive uniforms or vests in accordance with the requirements of NSW Roads and Maritime Services;



- form part of the Construction Traffic Management Plan and have the *approval* of the City's Construction Regulation team for their use; and
- be removed from the *public place* outside of the *approved* work times.

Further information:

Details relating to control gates are also set out in the City's 'Guidelines for Hoardings and Scaffolding' (see **2.6**).

3.21 Full temporary footway closure and pathways for pedestrian diversion

The City is generally not supportive of proposals that seek the full temporary closure of a *footway* to allow works on buildings to take place or to carryout required works in a *public place* such as reconstructing *footways*. In these circumstances partial temporary closure is preferred (see **2.7.3**).



There may however be extenuating circumstances or special site-specific needs that require a *footway* to be fully closed and to divert pedestrians around an area of work or exclusion zone. This also applies to shared pathways and *cycleways*. In these cases, including where the *roadway* and local traffic / pedestrian / bicycle rider characteristics permit, a

suitably safe and *accessible* barricaded temporary pedestrian pathway established on a *roadway* may be allowed (see **2.7.5** and **2.13.6** for bicycle rider diversions).

3.21.1 Diversions

Where this is not feasible or acceptable to the *City* and/or State agencies (Roads and Maritime Services) due to *roadway* and local traffic conditions and needs, proponents can seek *approval* to fully close a *footway* and/or *cycleway* and create a temporary diversion through the adjoining development *worksite* i.e. within the property boundaries of the site. Where this is considered acceptable to the *City* the following provisions will apply:

- (a) acceptable safe pathways must be formed and be suitably maintained; and
- (b) temporary diversions through private land (sites) must be subject to a deed of agreement (see **3.21.2**) between the *City* and the proponent (typically the principal contractor responsible for the site).



Figure 40: The hatched area indicates a *works zone* on a temporarily closed *footway* (operational only during *approved works zone* times) with a pedestrian by-pass through a fully enclosed protective tunnel within a construction site.

3.21.2 Deed of agreement

Where a temporary pedestrian diversion is considered warranted by the *City* an agreement in the form of a deed in accordance with the *City*'s standard deed template must be completed by the proponent and submitted to the *City* for review and execution.

The minimum information and details that must form part of the deed (as annexures) include, but are not limited to, the following:

- (a) details, including drawings (site plan, plan, elevation and sections) of the proposed temporary diversion pathway;
- (b) the method or systems of isolating the diversion pathway from the *worksite* / exclusion zone to afford adequate protection, amenity and convenience of the public, including:
 - (i) whether a protective structure (equivalent Type B *hoarding*) is necessary or required for overhead protection and any required enclosing site fences (to form a protective tunnel) including overhead protection (rating 10 kPa, min.);
 - (ii) ground surface construction / finish within the diversion (smooth and non-slip finish);
 - (iii) vandal-proof lighting and illumination levels (refer to the *City*'s 'Guidelines for Hoardings and Scaffolding' for details);
 - (iv) appropriate directional signage at the diversion portals including warning signage if a portal is located near a vehicular access point (driveway);
 - (v) a clear minimum overhead deck / ceiling height (generally not less than 3 metres as applies for Type B *hoardings*);
 - (vi) a clear acceptable width as determined by the *City* based on the locality and pedestrian densities (maximised in the city-centre and generally not less than 1200 mm outside the city-centre in low pedestrian volume areas);
 - (vii) pedestrian ramps must be avoided however if required must comply with the minimum design criteria set out in the *City*'s 'Guidelines for Hoardings and Scaffolding' and **2.9.4**;
- (c) details for ongoing maintenance, management processes and procedures for the regular cleaning, repainting of internal surfaces where necessary and checking lighting systems etc. within the diversion pathway and structure;

- (d) evidence of an *approval* from the *City's* Traffic Operations Unit for the proposed temporary full closure of the *footway* and/or *cycleway* (where closed to allow for public domain works to take place); and
- (e) where a pedestrian diversion is associated with the establishment of a *works zone* on a *footway* and/or *cycleway*, evidence (the *approval permit*) for the *works zone* must be provided as an annexure in the deed; and
- (f) a copy of the proponent's *public liability insurance* policy in the amount of at least \$20 million (see **1.15**).

3.22 Temporary structures erected on or above community land (parks, reserves and squares)

Many of the *City's* small parks and reserves adjoin private land with side walls of buildings often adjoining the property alignment / junction making access difficult. These reserves are land owned by the *City* or Crown land which is managed by the *City* as Crown land manager. If a park is Crown land, managed by the *City*, the Crown land legislation allows the *City* to grant short-term licenses for access purposes to allow the installation and use of *temporary structures*.

If the land is community land owned or managed by the *City*, it will depend on whether there is a plan of management in place for the land which allows the *City* to grant a license for access purposes and the installation / use of *temporary structures*.



3.22.1 Obtaining access

Approval to access to *City-owned* / managed land is necessary for the purposes of installing and using *scaffolding*, ladders and other equipment to undertake construction works on adjoining buildings including building maintenance.

Where access to *City-owned* land is required proponents should contact the *City's* Properties Unit for advice and *approval*. In some cases proponents may need to seek access through the provisions of the 'Access to Neighbouring Lands Act 2000' (see **1.18**) and/or enter into a licence agreement.

Further information:

Temporary structures in the *City's* parks and reserves must be designed and installed so that there is no, or little, impact on existing trees and gardens. Trees must not be pruned without written consent from the *City* (minor pruning only will be allowed). Tree protection in accordance with **3.18.1** must be installed prior to any *approved* structures being installed.

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Other requirements

PART 04



01

02

03

04

4.1 About this part

This part includes requirements and information relating to other matters that are additional to the provisions set out in Parts 02 and 03.

4.2 Reporting hazards and urgent repairs

Builders and contractors should be aware that the general public is encouraged to report unsafe *footway* surfaces and other hazards, particularly hazards adjoining *worksites*. The public can report damage or unsafe *footways* online or by telephone. Reporting online allows photographs to be attached which assists investigating officers undertake initial or urgent action.

In circumstances of damage occurring to the *City's* property (*roadways / footways*) where public safety is at risk, the person in control of the site must:

- (a) take immediate steps to make the area safe; and
- (b) advise the *City* immediately to allow for an inspection of the area to assess the damage and to arrange for any necessary rectification works and/or temporary public exclusion zones to be established (see also **4.4.1**).

In cases where defects are found to have resulted from development or building works and corrective actions are not implemented promptly by contractors, the *City* may undertake required rectification work to resolve the public safety risk. Costs associated with this work may be recovered by the *City* including drawing down on any *performance bonds* (see **1.14**) held against the development or site. Fines may also be issued (see **1.13**).

4.3 On-going maintenance and cleaning of public places adjoining worksites

It is the responsibility of builders and/or contractors to keep the *public place* in a clean and tidy condition in vicinity of a *worksite*. This is particularly important in the city-centre due to very high pedestrian volumes and is essential where a *hoarding* is installed.



Hoardings can prevent or obstruct safe access by the *City's* mechanical *footway* sweepers therefore manual sweeping of *footways* by principal contractors must be carried out regularly. In granting an approval to place a *hoarding* on a *footway* it is a requirement that the *permit*-holder maintain the *public place* in a clean and tidy state at all times.

4.4 Public place – safety and public convenience adjoining worksites

The person in control of a *worksite* must ensure there are no trip or fall hazards on the public *footway / roadway* in vicinity of a work area.

Safe and convenient pedestrian access including importantly access for pedestrians with a disability and older persons, must be maintained at all times.



This may require the use of temporary ramps over works and services (see **2.9.3** for design details applying to ramps over concrete pump-lines). Unless specifically permitted and *approved*, *cycleways* must be maintained where existing bicycle access is provided adjacent to a *worksite*. Ramps on *cycleways* are not allowed due to potential increased fall risks.

Where *approval* is given to temporarily alter a *cycleway* to accommodate proposed works or a *works zone*, the design and traffic control arrangements must comply with the 'Traffic Control Plan for People Riding Bicycles' available on the *City's* website (see **2.7.5**).

4.4.1 Reporting and repairing damage

Any damage to *footways*, *roadway*, *kerb*, stormwater drains and street furniture that results from work activity is the responsibility of the builder, contractor or developer to rectify to the *City's* standards (see **4.12**).

Any damage that may affect the safety of pedestrians, bicycle riders and motorists must be repaired immediately. For substantial damage, this must be reported to the *City* immediately to allow for a detailed assessment to be made including the preferred method of repair (see **4.2**).

4.4.2 Safety at works zones, worksites and truck entry / exit points

The general public must be protected from *construction activities* including:

- vehicle loading and unloading within *public places* (see **2.4** in relation to *hoisting* activity); and
- vehicles entering and exiting sites (see **4.6**).

All risks must be identified and appropriate precautions and *control measures* implemented and maintained to address risks in *public places*. This may include and require:

- (a) the use of 'spotters' and traffic controllers (for pedestrians and bicycle riders);
- (b) restrictions on the hours of operation / work (no work during peak commuter and traffic periods);
- (c) restrictions on the type of work being carried out (welding, friction-cutting, etc.);
- (d) selecting the most appropriate type and size of machinery needed for the specific task and site constraints to minimise impacts; and
- (e) concertina barricades to separate the public from a work area and in some circumstances *works zones* (see **Figure 41**), subject to specific *City approval* and compliance with (f); and
- (f) where *approved*, concertina barriers must be freestanding and not fixed to *hoarding* columns / counterweights. They must be removed from the *public place* outside of work times to allow full and unencumbered pedestrian access to and from the *kerb / footway*.

Note: Non-permanent concertina barricades that can be removed at the end of each day's work is the preferred pedestrian control system (see **Figures 41 and 42**).

See also **4.6** for further requirements in relation to truck movement to and from sites.



Figure 41: The control and safety of pedestrians and bicycle riders at truck access points is essential. This is particularly important in high volume pedestrian areas. The *City* will allow, and require, the use of manned concertina gates as a *control measure*.

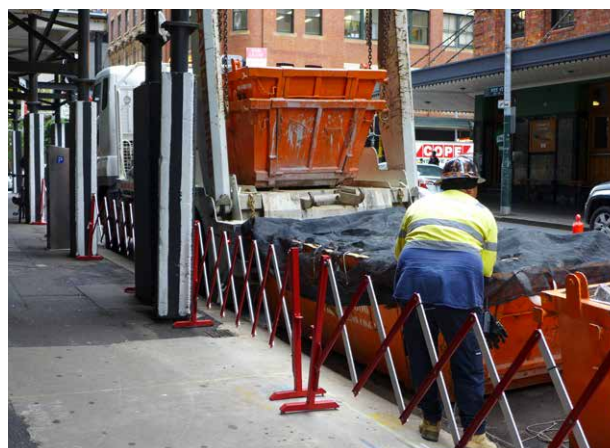


Figure 42: Movable concertina temporary barriers can, subject to specific *City approval*, be used to prevent pedestrians entering a *works zone* area during construction days and times.

4.4.3 Public places – must kept clear of material and equipment

Unless otherwise specifically allowable under other parts of this Code such as the establishment of an *approved work compound* (see 2.16), all construction material and equipment must be stored onsite and not in *public places*. This also applies to the storage of material and equipment on the deck of Type B *hoardings* located within and above *public places* (refer to the 'Guidelines for Hoardings and Scaffolding' and 2.4.4 for further details).

4.5 Excavation, shoring and ground anchoring

As a general principle the clearing and excavation of land should be avoided until the substantial development works are about to commence (see also 3.19).

A number of statutory requirements apply when excavating land adjoining or near a *road* and also when introducing structures and other systems to support the perimeter of an excavation near a *road*.



4.5.1 Excavations generally

Clause 17 of the Roads Regulation 2018 (see box) states that a person must not excavate land in vicinity of a *road* if the excavation is capable of causing damage to a *road* or any structures on a *road*.

Excavations near *roads* have the potential to cause subsidence and damage to *roads* and other infrastructure on or within the *road* reservation. Where this potential exists, proponents must contact the *City's* Public Domain team (where the *City* is the local *roads* authority) to discuss the proposed excavation works before commencement. When support systems are placed with *road* reservations formal *approval* is required (see 4.5.2).

17 Excavations adjacent to road

A person must not excavate land in the vicinity of a *road* if the excavation is capable of causing damage to the *road* (such as by way of subsidence) or to any work or structure on the *road*.
(Roads Regulation 2018)

4.5.2 Supporting structures

Where support systems such as shoring and/or ground anchors are proposed to be placed within the *road* reservation including projecting beneath a *road*, a formal application under Section 138 of the Roads Act 1993 must be made to the *City* (see 4.5.2).

Applications must be made using the standard form available on the *City's* website and include drawings, details and certification as set out in the form and/or any other information that the *City's* Public Domain team may require.

Persons and other entities undertaking excavation near or adjoining *roads* also have a statutory obligation under the Environmental Planning and Assessment Regulation to provide support to *roads* (see 4.5.4).

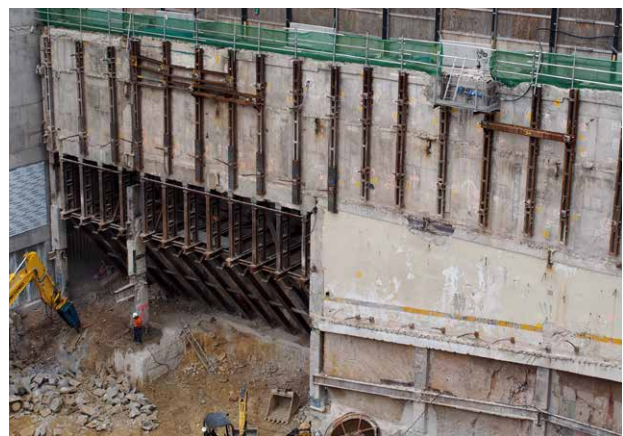


Figure 43: Shoring and ground anchoring placed with the *road* reservation to support *roads* adjoining excavations require the *approval* of the *City*. Excavations must also be protected using appropriate pedestrian and traffic barriers (see 4.5.3)

For proposed works affecting a state *classified road* the *approval* (concurrence) of NSW Roads and Maritime Services will also be required. Proponents should therefore allow additional time in the programming of works to obtain required concurrences.

Further information:

Further details about ground anchoring, the support of roadways adjoining an excavation and protection of excavations can be obtained from the City's Public Domain team. Information, including requirements for lodging an application, are available on the City's website.

4.5.3 Protecting excavations

Development sites (excavations) must be secured with suitable fencing to afford adequate protection to public places (pedestrians) and also motor vehicle impacts (drivers and passengers).

The Work Health and Safety Regulation 2017 requires the person undertaking excavation work and the principal contractor to manage the risks associated with excavating land including meeting the provisions of Clause 305 of the Regulation. This includes potential hazards and risks to the public such as falling into an excavation.

The City can also direct an owner or occupier of land (including builders and contractors) to protect excavations (s103 of the Roads Act 1993 – see box). This can involve the installation of barriers such as fencing and/or other more substantial fall-protection systems (concrete or steel barriers – see **Figure 44**).

103 Installation etc of fences, lights etc around dangerous premises

- (1) A roads authority may direct the owner or occupier of land to erect or install fences, lights or other equipment on or around any premises on the land that are, in the opinion of the roads authority, in a sufficiently dangerous condition to threaten the safety of persons or property on a public road in the vicinity of the premises.
- (2) A direction under this section may specify:
 - (a) the manner in which or the standard to which, and
 - (b) the period within which, the direction must be complied with. (Roads Act 1993)



Figure 44: Excavations (deeper than 1.5 metres) must be protected by suitable barriers that the PCBU determines is required and is of an acceptable design to withstand all likely impacts including vehicular impacts.

As a minimum, the following statutory and other requirements must be addressed and satisfied:

- (a) the person responsible for a worksite must also satisfy any other requirements such as relevant Safe Work Australia codes of practice;
- (b) the City, as a roads authority, considers that excavations deeper than 1.5 metres pose a sufficiently dangerous risk or condition to threaten the safety of persons using a public road adjoining a worksite. This is particularly relevant for sites adjoining high traffic volume roads and at road intersections where there is greater potential risk of crash incidents and loss of vehicle control.

The City may, irrespective of any risk assessment undertaken by the person in control of a business or undertaking, require appropriate safety barriers as a control measure to protect an excavation (see 'Note');

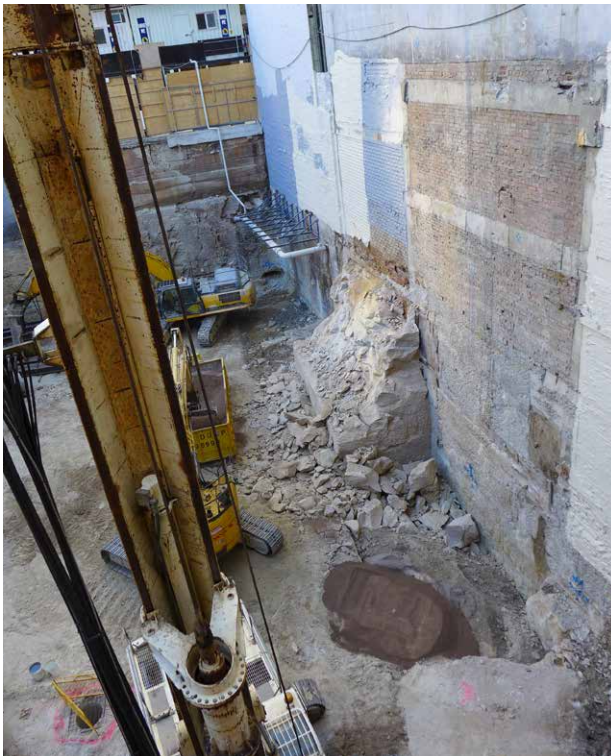
- (c) where a risk assessment or determination establishes that safety barriers are required and a hoarding is proposed to be placed on a roadway or footway adjoining the excavation continuous traffic barriers must be located behind the hoarding fence. Under these circumstances the City's 'Guidelines for Hoardings and Scaffolding' require barriers to be of concrete or steel and designed to the relevant loading standards (see 'note'); and
- (d) standards of design must also be based on the recommendations of any pedestrian / traffic risk assessment that has been undertaken to satisfy relevant requirements of the Work Health and Safety Act and Regulations including codes of practice.

Note: Further details about the protection of excavations including methods of protection when associated with a construction *hoarding*, can be found in the *City's 'Guidelines for Hoardings and Scaffolding'*.

4.5.4 Supporting land and/or structures on adjoining land

It is a requirement of the Environmental Planning and Assessment Regulation 2000 that where an excavation extends below the level of the base of footings of a building, structure or work on adjoining land (including excavations below and adjoining roads), the person having the benefit of a *development consent* must:

- protect and support the building, structure or work (including road) from possible damage from the excavation;
- where necessary, underpin the building, structure or work to prevent such damage.



Note: The *City* does not regulate this statutory provision of the 'Environmental Planning and Assessment Regulation 2000'. The person having the benefit of the *development consent* must therefore satisfy this requirement of the Regulation as part of any proposed excavation works.

4.5.5 Excavated material temporarily stockpiled onsite

Excavated material temporarily stockpiled on a site (with the *consent* of the *City*) must be adequately contained and stabilised to prevent the dispersal of the material around the site and onto *public places* including wind-blown soil / sand and movement off-site in stormwater run-off. Where sites can be viewed from a *public place* containment such as appropriate covering of material may be required.

Soil that is contaminated must have specific *approval* to be temporarily stockpiled and if allowed, must satisfy any applicable conditions of an *approval*.



Figure 45: The short-term stockpiling of excavated material that is awaiting removal from a site is permissible subject to specific *approval* and implementing environmental controls including measures to prevent the movement of material in water run-off and through wind actions.

For sites that have been cleared of buildings and left vacant with open ground and undeveloped, specific requirements apply (see **3.19**).

4.5.6 Removal / transportation of excavated material from sites

Trucks leaving a site must have material covered and wheels adequately cleaned to ensure soil, mud and other site debris is prevented from spilling and being tracked onto adjoining *road* surfaces and the general *road* network (see also **3.14**).

Where minor dust and debris does accidentally fall onto the *public place* it must be cleaned up immediately and the general condition of the *public place* kept clean and tidy through regular cleaning

(see **2.11**, **3.18** and **4.3**). The use of water to clean surfaces is not allowed except where a minor amount of water is used as part of mechanical plant street sweeper operation conducting an emergency recovery.

4.6 Truck access to and from sites and public roads

Where vehicle (truck) access to a *worksite* is proposed or required by the *City* (see **2.14** for provisions applying to *works zones*), full and detailed consideration must be given to the type and size of vehicles that are planned to be used, based on the constraints of the site and locality.



City approval to allow truck access to and from a site must not be assumed. There may be factors including constraints associated with the adjoining *roadways* and land uses that will not permit site access.

The construction traffic management plan (CTMP) must address the above matters including consideration of the following:

- the physical constraints of the site including the area and site perimeter dimensions / configuration;
- the size and configuration of the site to safely and effectively accommodate safe truck access and maneuvering including at truck entry and exit points to and from adjoining public *road/s*;
- the number and location of proposed entry / exit points including existing any dimensions of proposed temporary *crossings* (widths);
- local *road* network constraints including *roadway* width, kerbside parking in the locality, local land uses (residential, industrial, commercial etc. including vehicle movements and peak times), proposed times and duration (number of weeks) of proposed truck access etc.;

- pedestrian and traffic densities in the locality; and
- other site-specific special aspects and needs that may apply must be detailed and addressed.

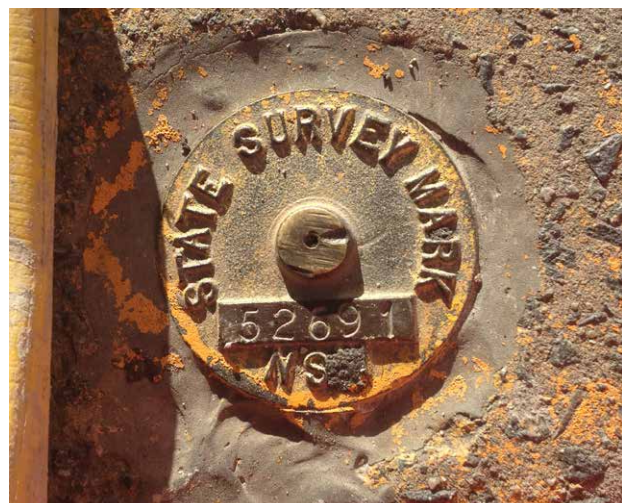
The *City* will assess a CTMP against the above aspects and other factors (see also **3.9** for further details on CTMPs).

Truck access, including access by *articulated vehicles* (*semi-trailers, dog-trailers* etc.), are not permitted unless specifically *approved* by the *City's* Construction Regulation team (see also **3.9.2**). It is therefore recommended that proponents seeking to obtain *approval* to allow truck access, particularly sites and localities with special needs and constraints, discuss their proposal with the Construction Regulation team prior to preparing a CTMP.

Further information: Further details about CTMPs including the requirements for lodging plans are available on the *City's* website and also in **3.9** of this Code.

4.7 Preservation of survey marks

Survey infrastructure assets within the *City* have been placed by a number of organisations including federal, state & local government agencies and other public or private entities. The *City* provides information on survey infrastructure assets irrespective of ownership. The *City* does not explicitly or implicitly claim to own all assets indicated on plans held by the *City*.



When undertaking works in *public places* associated with development sites all steps must be taken to ensure the preservation of existing permanent survey marks. Survey marks take several forms:

- a brass bolt fixed into the pavement or kerb surface; or
- a lead plug holding a brass tack, enclosed by a cast iron box / lid.

Mapped survey infrastructure within the city is typically a 'permanent survey mark' as prescribed in Schedule 4 of the Surveying & Spatial Information Regulation 2012 and may take one of three forms:

- a numbered brass disc set into concrete in the kerb, gutter or footway (Type 1 or Type 2 State Survey Mark [SSM]);
- a stainless steel pin or brass bolt set into concrete under a numbered steel cover box in the footway or roadway (Type 4 Urban [PM]);
- a small stainless steel disc and pin set into concrete in the kerb, gutter or footway (Type 15 State Survey Mark [SSM]).

Several examples of survey marks are provided in **Figure 46**.



Figure 46: Examples of survey marks located in the City of Sydney LGA. Survey marks are important survey assets and are protected under legislation.



4.7.1 Sensitivity of survey marks and their importance to the City

All survey infrastructure (including cadastral reference marks) are protected under Section 24 of the Surveying & Spatial Information Act 2002. Penalties may apply for unlawful alteration, removal, damage or destruction. Further details are available from NSW Spatial Services.

Due to the nature of survey infrastructure and its sensitivity to disturbance, the following minimum clearances must be adhered to when undertaking works:

- 1000 mm when operating pneumatic tools (jackhammers, vibrating plates etc.);
- 1500 mm when operating mechanical excavators.

4.7.2 Requirements when working near survey infrastructure

Persons undertaking works in a *public place* must:

- (a) inspect the area to check for any existing survey infrastructure prior to commencement of works;
- (b) where there is potential for adverse impact, works must avoid disturbance to survey marks; and
- (c) if survey infrastructure is still at risk of being disturbed or destroyed, in accordance with the Surveying & Spatial Information Act 2002, a registered surveyor must be engaged to undertake necessary works as set out in the Surveyor General's Directions No.11 'Preservation of Survey Infrastructure'.

Where it is not possible to avoid disturbing a survey mark, the following applies:

- (a) an application must be made by the surveyor to the NSW Surveyor General seeking *approval* to disturb a mark as required by the Surveyor General's Direction No.11 for Preservation of Survey Infrastructure. LPI will provide further instructions for moving and re-establishing the mark before and after the works; and
- (b) the surveyor engaged must make a report under SCIMS Status Report on the status of survey marks in the vicinity of the area under reconstruction once works have concluded.

Further information:

Contact NSW Spatial Services for more detailed information and assistance.

Additionally, in relation to *City* alignment marks, the survey infrastructure may need to be reinstated by the *City's* surveyors. In these circumstances a fee will be charged in accordance with the *City's* Schedule of Fees and Charges.

4.7.3 Approval to undertake work near survey marks

Relevant *approval* must be obtained prior to commencement of works on or near survey infrastructure. The person undertaking work is responsible for ensuring that all required *approvals* have been obtained prior to works being undertaken in accordance with the requirements of any *approval*. The following also applies:

- (a) at least one (1) weeks' notice is required prior to the commencement of any works in the *public place* located within one (1) metre of a permanent survey mark. Contact must be made with the *City's* Project Manager Survey / Design Services to arrange for the recovery of the mark;

- (b) prior to the issue of a construction certificate, a survey plan clearly indicating the location of all permanent survey marks fronting the site and within five (5) metres on each side of the frontages must be submitted to the *City*; and
- (c) a fee is payable to the *City* for the replacement of any permanent survey mark removed or damaged (refer to the *City's* Schedule of Fees and Charges) and for reinstatement of a survey box.

4.7.4 Damage to mapped survey infrastructure and reporting incidents

Parties undertaking works will be held responsible for all damage to survey infrastructure as a result of the works. This includes interfering with survey infrastructure and conducting unauthorised modification works.

Any damage to mapped survey infrastructure must be reported immediately to the *City* on 9265 9333 or email: council@cityofsydney.nsw.gov.au.

The *City* reserves all rights to recover compensation for any loss (including consequential losses) associated with adverse impacts on survey infrastructure.

4.8 Protection of stone kerbing and stone (cobble) roadway surfaces and other fabric

A reference to *public place* includes the *roadways*, *footways*, *kerbing*, *verges* / *street gardens* and other public land owned by the *City*.

The *public place* forms an important part of the character and heritage significance of many city streets and is particularly important in heritage conservation areas. Any works in or adjoining a *public place* must therefore be undertaken in such a way, through effective site management, to respect and protect the heritage significance of elements and features that make up the streetscape. This includes preventing or minimising impacts and damage.



Approval must be obtained from the *City* prior to any work taking place that may affect stone kerbs and gutters, whether or not they have heritage significance (see **4.8.1**).



Figure 47: Cobble stormwater drainage gutters and stone kerbing are important historic fabric of the *City* and must not be damaged or removed when undertaking works within *public places*.



Figure 48: Significant sandstone kerb stones marking the original location of the *roadway / footway* alignment. Such features must not be altered or disturbed without first obtaining the *approval* of the *City*.

4.8.1 Heritage Development Control Plan

The *City's Heritage Development Control Plan 2006* details important provisions that must be followed when undertaking work in *public places* including that:

- (a) significant public domain features must be retained;
- (b) development and works must not have a detrimental impact on the heritage significance of public domain features;
- (c) original pavement lights are to be retained and conserved;
- (d) original or significant signposts, milestones, boundary markers, sandstone steps and supporting walls and the like must be retained;
- (e) significant kerbing should not be altered and be maintained wherever possible. Where an *approval* is given to replace kerbing, the new material must match existing (see **4.8.2**).

Sections of original stone kerbs and guttering are often highly significant. Stone cobbles commonly located in *laneways* are also important heritage features. Where large sections are intact it may be feasible and, in some cases required, to reconstruct or infill missing sections with appropriate *approved* material. Where there are only small sections remaining, the *City* may decide that it may be more suitable to remove original materials for use in other areas of the city.

Prior to works taking place proponents must contact the *City* to discuss and resolve how best to undertake works to minimise damage and/or to reinstate significant fabric.

Survey infrastructure (cadastral reference marks) also have important technical and heritage significance, therefore marks must be protected from damage or interference (see **4.7**).

Further information:

Further details and advice should be sought from the *City* to determine the most appropriate approach to deal sympathetically with historic *public place* fabric.

4.8.2 Temporary removal and storage of stone kerbing

Many parts of the city have original stone kerbing dating from the mid to late 19th century. This has special aesthetic value and heritage significance. The *City* therefore seeks to retain and not disturb original stone kerbing wherever possible.

In some circumstances stone removal may be necessary to prevent damage. This can be required where:

- (a) there is a likelihood that kerbing may be exposed to potential damage during demolition, excavation or *construction activity*; or
- (b) there is a condition of *development consent* requiring removal and/or reconstruction; or
- (c) other *approvals* that are associated with the reconstruction of *footways*, kerbings and/or *road pavements*,

and specific *approval* has been given. Under these circumstances stones must be carefully salvaged and stored safely for later reinstatement.

4.8.3 Kerbstone removal and storage

Where specific *City approval* is given for stone kerbing removal, the following requirements apply:

- (a) for stone kerbs that are in serviceable condition (i.e. stones are in good condition for reuse as confirmed by *City* officers) including where reinstatement is required at completion of development, stones must be stored in a safe and secure location (onsite or off-site) by the builder / contractor; or
- (b) where the *City* requires and approves stone kerbing to be replaced with new kerbing, all serviceable stone as determined by *City* officers must be returned to the *City's* stone storage yard for safe-keeping and reuse throughout the city. Stone must be safely packaged on pallets and delivered to the stone storage yard (see 'note').

Note: The stone storage yard must be contacted beforehand (9265 9333) to arrange a convenient time for delivery.

4.8.4 Kerbstones and hoarding installations

Where a *hoarding* is proposed to be erected within the *public place* it must be designed to avoid placement on significant stone kerbing, particularly sandstone kerbing which is more susceptible to damage compared to granite, bluestone and trachyte which is also used throughout the city.

In circumstances where stone kerbing is required to be removed to accommodate concrete footings of a Type B *hoarding*, the removal must be undertaken in accordance with the requirements set out in **4.8.2** and be appropriately supervised.

The reinstatement of stone kerbing must be in accordance with the *City's* standard details and specifications. The following general requirements also apply:

- (a) damaged kerbs are to be replaced to match existing to the *City's* satisfaction. Where appropriate, this may require existing salvaged stones to be reinstated in an inverted position to expose a clean undamaged surface. The *City* must be contacted to provide guidance and *approval* if this method is proposed;
- (b) where new *approved vehicular crossings* are proposed to access a property or temporary construction crossings are required, affected kerbstones must be salvaged and reused wherever possible; and

- (c) all new driveway crossings and kerbs (see **4.11** for permanent *crossings*) are to be constructed with stone kerbs to match existing stones or as otherwise specified by *City* officers.

4.8.5 Cutting existing kerbstones

The cutting of existing kerbstones for stormwater kerb outlets is allowed however specific *approval* must be obtained from the *City* before undertaking such work to minimise or prevent unnecessary damage. The outlets and stone modifications must be in accordance with the 'Sydney Streets Technical Specifications' available on the *City's* website (see **4.12**).

4.8.6 Costs and performance bonds (damage deposits)

The removal, salvaging, required transfer and reinstatement of stone kerbing must be undertaken at no cost to the *City*.

A condition of *development consent* requiring lodgement of a 'Public Domain Deposit' or 'Kerb and Gutter Damage Deposit' (*performance bonds*) may be applied to the development. *Bonds*, calculated on the basis of lineal metres of site frontage, must be lodged with the *City* in accordance with the adopted Schedule of Fees and Charges. Refer also to **1.14** for further details.

Note: Where stone kerbing is to be temporarily removed, a temporary concrete kerb will need to be constructed to retain the *footway* in a safe and serviceable condition until the stone kerbs are reinstated.

4.9 Construction waste chutes

Construction waste chutes installed above public roads are not permitted in the City of Sydney local government area for several reasons including:

- (a) issues with dust generation and adverse impacts on the *public place* - dust escaping from chute segment joints and dust generation from material falling into a vehicle or receptacle standing in the *public place*;
- (b) risks to the public from chutes suspended above the *public place* (overhead protection issues);



- (c) potential risks to the public associated with waste material ricocheting into the *public place* from a truck standing on the public road receiving waste material;
- (d) noise impacts within the *public place* affecting the amenity of the city community and visitors;
- (e) potential pollution issues associated with the use of water sprays to dampen dust generation at ground level within the *public place* and the potential for water and debris run-off into the stormwater drainage system (pollution issues and offences); and
- (f) a *works zone approval* allowing a vehicle to stand on the roadway to receive waste via a waste chute would not be issued for the purpose of collecting and disposing of demolition and construction waste generated on the site via a waste chute.

4.9.1 Waste chutes on private land

Waste chutes installed within the property boundaries of a *works site* are not regulated by the *City* nor through this Code however builders must ensure that their use does not contravene any conditions of *development consent* such as aspects relating to noise (material falling and impacting on the internal surfaces of the chute and waste receptacle – see **4.13**) and the generation of dust and other off-site impacts.

4.10 Oversize and over-mass heavy vehicle access through the city

Under the Heavy Vehicle National Law (NSW) the *City*, as the *road* manager, is responsible to approve the movement of oversize or over-mass vehicle journeys (Class 1 and Class 3 heavy vehicles) on *roads* under the *City's* control.

Roads and Maritime Services (RMS) is the designated *road* manager for state *classified roads*.



Where oversize or heavy vehicles will use *City*-controlled *roads*, *approval* is required before a journey takes place. Under the Heavy Vehicle National Law, up to 28 days' notice is required to assess and determine an application.

An application can be refused if the journey is likely to cause asset damage, pose a risk to public safety or adversely affect traffic flow / movement (congestion), air quality or public amenity.

Further information:

Further information about the assessment process, accessing an application form and the applicable fees are available on the *City's* website and also through contacting the *City's* Traffic Operations Unit.

4.11 Construction of permanent vehicular crossings (driveways) (see also 2.13)

Approval is needed to construct a permanent driveway within a *road* reservation to allow vehicles to access private land. Vehicle access to a property must however already exist or have been *approved* through a *development consent* to allow the establishment of a permanent *crossing*.



A property owner is responsible for all costs associated with constructing and/or maintaining a driveway. The *City* is responsible for making sure the driveway is safe for the community.

The *approval* and construction of a temporary driveway *crossing* for demolition / construction vehicles is detailed in 2.11.

4.11.1 Residential and commercial driveways

A residential driveway provides vehicle access for a single detached house. A commercial driveway provides vehicle access for premises such as:

- townhouse developments;
- small shopping centres;
- large shopping complexes;
- business centres; or
- multi-level apartments.

Each has different standards of design and construction.

Further information:

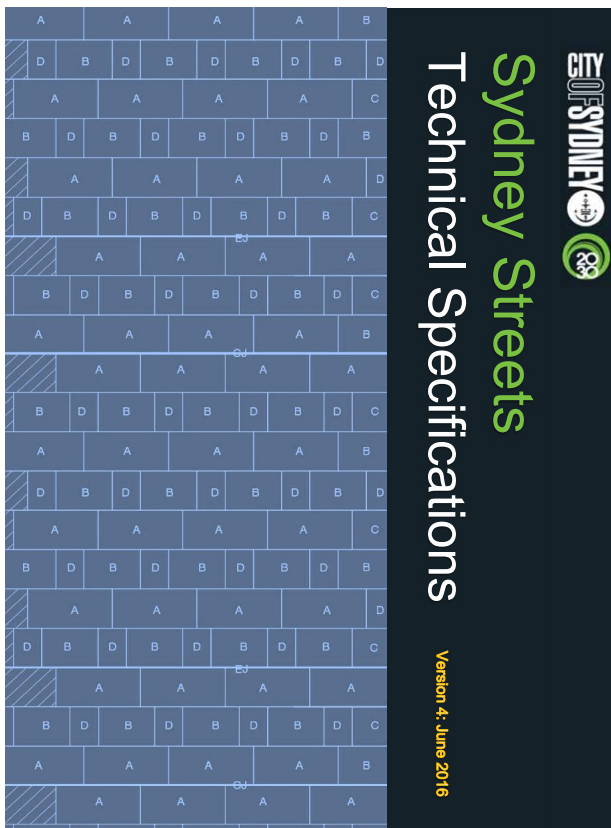
Details on the application and assessment processes including driveway construction standards are available on the *City's* website.

4.12 Public place design and construction standards and details

When works are undertaken on local streets including *footways*, the 'Sydney Streets Technical Specifications' apply. The specifications deal with a number of areas including stormwater drainage, street lighting, construction (kerbs, gutters, *footways*, *roadways*) and other aspects (see also 4.15 in relation to drainage).

The technical details provide developers, consultants, builders and service providers with the standards and details for the design and construction of infrastructure that the City will acquire and maintain post completion of development and other works.

The specifications complement the 'Sydney Streets Code', which sets out the City's vision for public infrastructure, including its relationship with 'Sustainable Sydney 2030'.



Further information:

Information including standard drawings and details is available on the City's website.

4.13 Placement of waste containers (skip bins) in public places

The placement of waste containers (*skip bins*) in *public places* is not preferred. The City's 'Local Approvals Policy for Managing Waste in Public Places' requires, in the first instance, that bins be placed on private land. Where space is not available a single bin can be placed on a *roadway* subject to meeting prescribed criteria set out in the Policy which includes a requirement that bin placement and usage must be associated with works on a single residential dwelling.



Further information:

Details on *skip bin* usage and placement on a *roadway* can be found in the 'Local Approvals Policy for Managing Waste in Public Places' available on the City's website.

4.14 Levels and gradients associated with development sites

Information and *approval* processes in relation to levels and required gradients for works within a *public place* is available on the City's website. Submissions relating to levels and gradients are required to clearly understand:

- the existing *public place* levels and grades;
- where adjustments and enhancements to gradients may be required to improve accessibility in accordance with City standards and policies; and
- the changes to existing levels, *driveway crossings* and building entries that are proposed.

A submission consists of plans, cross-sections and longitudinal sections to demonstrate the *road*, *footway*, kerb and gutter levels and cross-falls for a site and must be made for the City to assess and grant *approval* for required works.

A submission is typically required when:

- a development proposal involves construction of a new building;
- the introduction or alteration of building entries or driveways; and
- other impacts on the adjoining *footway* or *roadway* adjoining a development or *worksite*.

Further information:

Details are available:

- on the City's website;
- through contacting the Public Domain team; and
- in the City's 'Public Domain Manual'.



4.15 Stormwater drainage connections to City systems

Approving and connecting new stormwater drainage systems from private development sites or land to the City's drainage system is administered by the City's Public Domain team. Any works in the *public place* including stormwater drainage works and connection to City systems are subject to formal *approval* as required by Section 68 of the Local Government Act 1993 and the Roads Act 1993.



4.15.1 Road opening permits for drainage works

Road opening permits are also required to excavate City land to access in-ground drainage systems and lay new piping (see 2.13).

4.15.2 Defects liability and documentation

Works may be subject to defects liability periods, submission of works completion documents (e.g. works-as-executed plans, certifications, warranties and/or CCTV footage) and infrastructure handover.

4.15.3 Stormwater design and connections – must be considered as part of the development application

The proposed stormwater disposal and drainage from a development should be considered as a part of the development application process. This must include details of:

- (a) all proposed stormwater connections associated with the development;
- (b) details of any onsite detention requirements;
- (c) details of stormwater quality treatment requirements; and
- (d) details of proposed new stormwater drainage infrastructure associated with the development.

4.15.4 City of Sydney Drainage Design Code

Information on new stormwater infrastructure design and private connections for both kerb and underground connections is detailed in the City's 'Drainage Design Code' which forms part of the 'Sydney Streets Technical Specifications' (see 4.12). The City's 'Stormwater Drainage Manual' also has relevant information.

4.15.5 Kerb stormwater connections

The City may consider kerb connections on a site-specific basis. This would generally relate to works that consist of gravity discharge of stormwater via downpipes to the kerb.

Further information:

Details, including connections to street kerbs / gutters and application form, are available on the City's website and also through contacting the City's Public Domain team.

4.16 Works associated with utility services and other infrastructure works

Across the city there is an extensive network of utility infrastructure that often requires maintenance, repair and upgrading. Infrastructure is commonly located in *road* reservations including often beneath busy traffic thoroughfares.



4.16.1 Accessing services and site management

Where access is required the partial temporary closure of a *road* may be necessary. Works may also need to be undertaken at night and/or on weekends to minimise impacts on traffic movement and reduce congestion. In some circumstances full temporary *road* closure and traffic diversions may be necessary to provide a safe space for workers and to also speed the completion of work.

The *City* often has little control over works undertaken by utility service providers and their contractors. This also applies to other infrastructure works within *public places*. In many cases these works are exempt from the formal *City approval* process including the imposition of conditions to limit potential adverse impacts (see 4.16.2). Utility owners however have protocols and guidelines that must be followed to minimise impacts on the local community and some may require contractors to seek formal *City approval* for works.

The *City* encourages the various utility service providers to coordinate their works including when works are planned by the *City*. This negates any

future works needing to be undertaken in an affected area thereby reducing disruption and noise impacts on the local community. It also avoids damaging new works that may have been undertaken by the *City*.

4.16.2 Seeking approval from the City

Where a utility agency or contractor seeks *approval* from the *City* to carry out works (commonly referred to as seeking a *road opening permit*), the *City* may impose conditions to limit impacts on a local area including, where necessary, restricting times of work and/or requiring noise attenuation measures to be in place (see 3.5 and 3.11).

4.16.3 Complaints

Where persons are affected by works, in the first instance complaints should be directed to the relevant government agency / utility owner or contractor undertaking the work. Where it is not possible to identify the nature of work and/or the agency / contractor involved, the *City* can be contacted and will attempt to resolve the issues.

4.17 Temporary removal / relocation of street furniture, light poles and other street infrastructure

Where development or work requires the temporary removal or relocation of street infrastructure to allow works to take place e.g. the installation of *hoardings*, *road openings* or access driveways to sites, proposals will need to be considered by the relevant units within the *City*.





4.17.1 Street furniture

There is a vast array of street furniture throughout the city. Street furniture / infrastructure includes:

- bus shelters;
- kiosks (food / beverage, newsstand and florist retail outlets);
- phone booths;
- poster / advertising bollards;
- bicycle racks;
- light poles (see **4.17.2**);
- other elements such as litter bins, bench seats, vehicle bollards and drinking fountains.

The *approval* of the *City* is required to permanently or temporarily remove or relocate furniture and light poles. Other *approvals* or agreements from other agencies and organisations will also need to be obtained, such as:

- NSW State Transit Authority – impact on bus stops;
- Telstra–telephone booths; and
- The *City*'s property manager – consideration of potential impacts on kiosk tenants.

Obtaining *approvals* from these entities can, in some cases, take considerable time therefore this must be allowed for in the project timeframes and planning processes.

4.17.2 Street lighting alterations (temporary removal or relocation)

Proposals for temporary street lighting alterations (removal or relocation of existing street lighting) in order to facilitate site access or *construction activity* must be submitted to the *City* for consideration. To reduce delays in obtaining a decision, proponents must lodge requests as soon as possible in the planning and site establishment processes.

In lodging an application and obtaining *approval*, the following requirements apply:

- (a) lighting alteration requests must be accompanied by an alternative temporary lighting design / proposal which is certified by a suitably qualified practicing lighting engineer confirming compliance with the *City's* public domain lighting specifications;
- (b) *hoardings* and/or *works zone approvals* must be confirmed prior to granting *approval* for lighting alterations; and
- (c) adequate security undertakings (*performance bonds* – see **1.14**) will apply and must be maintained until reinstatement of the altered lighting assets to the *City's approval*.

In circumstances affecting lights owned and maintained by Ausgrid, the *City* will need to review the temporary lighting proposals before requesting Ausgrid to relocate or remove a street light or pole. All costs associated with street lighting alterations shall be borne by the proponent.

4.18 Site fences, gates and doors adjoining a public place

Unless otherwise specifically *approved*, no portion of a proposed *temporary structure* such as site safety fences, *hoardings* and *work compounds* including gates and doors, shall encroach or open over a *footway* or *roadway*.

It is an offence under the Roads Act to allow gates / doors to open over a *road (footway)*.



4.19 Commercial bill posters on hoardings, worksite safety fencing and work compounds

Bill posters on site safety fences and *hoardings* are visually polluting and therefore must be removed with 24 hours of attachment.

The posting of bills is an offence and *City* rangers can issue on-the-spot fines to persons applying posters.



The display of artwork and/or historic images on fences (see **4.20**) can prevent or reduce the incidence of graffiti attack and poster attachment.

Further information:

Refer to the *City's* 'Guidelines for Hoardings and Scaffolding' for requirements regarding bill poster and graffiti controls that apply to *hoardings* including requirements for the display of artwork. Refer also to **4.20**.

4.20 Public art on temporary site security / safety fencing and work compounds

The *City* encourages the display of *approved* temporary public art / historic images on or around the perimeter of development sites or *worksites* to enliven the local streetscape and minimise adverse visual impacts of temporary fencing.



The display of artwork / historic city images can also act as a deterrent to graffiti and bill posters which reduces maintenance costs associated with removing, cleaning and repainting fence surfaces (see **4.19**). Artwork also adds visual interest and increases the presence of creativity in the Streetscape.

4.20.1 Approval requirements and processes

Where artwork / images are proposed to be displayed on site fences placed within the allotment boundaries of a property and/or *work compounds* in a *public place*, *development consent* is required (see **3.12**).

For fences used to form *work compounds* on *City*-owned land (*footways* and *roadways*), refer to the *City*'s 'Guidelines for Hoardings and Scaffolding' and website for further details in relation to the display of artwork and images.



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