

# APPLICATION FORM

## Temporary Structures

### Hoarding, Scaffolding, Façade Retention, Ground Anchors

#### Sydney Harbour Foreshore Authority



#### About this form

You can use this form to obtain approval to erect hoardings, scaffolding, façade retention, shoring systems and ground anchors in public places. **Applications to be submitted a minimum of 5 working days excluding weekends and public holidays prior to the proposed work date.** All documentation must be submitted with this application or the application may not be assessed. **Please Note:** This application is not to be used for excavations, cranes or for road footway occupancy. If your application pertains to one of the aforementioned, an Excavation Permit Application, Road Footway Occupancy for Temporary Works Application or Crane Permit is required. Please also note this is an application not an approval.

#### How to complete this form

1. Ensure that all fields have been filled out correctly.
2. Read the Notes on page 4 specifically "Note 1". The flowchart on page 8 will assist.
3. Once completed you can submit this form by facsimile, mail, email and in person. Please refer to the Lodgement details section for further information.
4. Traffic/pedestrian control plans are required (in accordance with AS 1742-3-2002). The plan should indicate site area and excavation, position of plant, traffic lane widths, barricade type and positions, sign type and positions, alternative arrangements for road users (e.g. pedestrian detours), traffic controller positions, etc.
5. *Please note* credit card details must be provided for the application to proceed. The specified credit card will not be charged until the application has been approved.
6. **The design, construction and certification must comply with the City of Sydney's Hoardings and Scaffolding Policy February 2009**

#### SECTION A – APPLICANT DETAILS

Title	<input type="text"/>	Given Name/s	<input type="text"/>	Family Name	<input type="text"/>			
Company Name	<input type="text"/>							
Business Address	<input type="text"/>							
Postal Address	<input type="text"/>							
Business Number	<input type="text"/>	Mobile	<input type="text"/>	Fax Number	<input type="text"/>			
Email Address	<input type="text"/>							
ACN No.	<input type="text"/>							
Site Manager	<input type="text"/>	Telephone No.	<input type="text"/>					
Police Permit No.	<i>(if required)</i>	<input type="text"/>						
Application Type	<i>(Please tick)</i>	New	<input type="checkbox"/>	Amend	<input type="checkbox"/>	▶	Permit No.	<input type="text"/>

#### SECTION B – SITE DETAILS

Location / Building Name	<input type="text"/>				
Street Number	<input type="text"/>				
Between Streets	<input type="text"/>	and	<input type="text"/>		
Suburb	<input type="text"/>				

**SECTION C – LODGEMENT DETAILS**

**You can lodge the completed application  
by:**

**Fax:** (02) 9271 5373      **EMAIL:** [permits@shfa.nsw.gov.au](mailto:permits@shfa.nsw.gov.au)

**Post:** PO Box N408, Grosvenor Place NSW 1220

**In person:** Level 6 Foreshore House, 66 Harrington Street, The Rocks NSW 2000

**PLEASE NOTE:** *Incomplete forms will not be processed until all information has been provided  
Credit card authorisation must be completed for application to be processed*

**APPLICATIONS WILL BE PROCESSED WITHIN FIVE (5) WORKING DAYS OF RECEIPT**  
**TELEPHONE: (02) 9240 8535**

**Credit Card Details**

\*I authorise the Sydney Harbour Foreshore Authority to debit my credit card in the amount of: (please specify amount in space provided:

\$

Cardholder's Name\* (please print name in capital letters)

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Credit Card Details\* (Visa, MasterCard)

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Credit Card Expiry Date\*:

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Cardholder's Signature\*:

Date\*:

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**SECTION D – ACKNOWLEDGEMENT OF APPLICATION**

**DECLARATION**

I declare that all information and plans that have been submitted are correct and that I will comply with all conditions of the approval.

**Date:**

**Name of Applicant:**

**Signature:**

## SECTION E – TYPE OF WORK

Please nominate the type of application you are making (tick as applicable)

New works       Amendment to an existing approval       Extension of an approval

Type of Temporary Structure (tick as applicable)

Installing temporary scaffolding in a public place       Installing a hoarding (Type A^)  
 Installing a façade retention system       Installing a hoarding (Type B^)  
 Installing temporary shoring to support a public place       Ground Anchors

(^) Please refer to Note 2 for further information on Type A and Type B Hoardings

Detailed description of the proposed structures and locations

When do you wish to commence installation?

How many weeks will the structure be in place?

Is this application associated with a Development Approval?       No       Yes (Please provide consent number)

Development Consent Number    D/

## SECTION E – TYPE OF WORK (CONTINUED)

Are sheds proposed to be placed on the hoarding?       No       Yes (Please provide details below)

How many sheds?  Total length of the hoarding to be occupied by sheds (metres)

Single stacked sheds  Double stacked sheds

Is a site fence of a hoarding proposed to be placed on the footway?       No       Yes

If yes, please provide justification below (i.e. the extent of the encroachment and reasons why it is required)

For new buildings the Authority may require the site fence of Type B hoardings to be relocated to the property alignment once construction has reached first floor level. This will require the hoarding columns to also be relocated to the property alignment to maximise the width of the footway. If you wish to retain the site fence on the footway for the duration of the development **you must provide details below as to why this is necessary.**

# Hoarding, Scaffolding, Facade Retention, Shoring, Ground Anchors Notes for completing the Application

## **Note 1: Important information regarding public safety**

Before completing and lodging this application you must read the following:

The approval of temporary structures such as hoardings and/or scaffolding systems erected in a public place is controlled through The Roads Act 1993 and associated Regulation. Any approval granted for these and other structures does not endorse or approve the design or structural adequacy of a structure for the purposes of satisfying an employer's responsibilities under the Occupational Health and Safety Act 2000 and Regulations particularly the provisions of Clauses 57 and 231 of the Occupational Health and Safety Regulation 2001 (see below). It is the responsibility of an employer to design, install and maintain an effective overhead protection system to protect persons in the public place from objects that may fall from the work area.

## **Compliance with the City of Sydney's Hoardings and Scaffolding Policy February 2009**

The City of Sydney's Hoardings Policy prescribes minimum design criteria to address public amenity including aspects relating to the visual design and pedestrian access within the public domain area adjoining a work site. It must be noted that compliance with this Policy does not absolve an employer from any statutory responsibilities under the requirements of the Occupational Health and Safety Act and/or Codes of Practice issued by the New South Wales Workcover Authority.

## **The Occupational Health and Safety Regulation 2001**

### **Clause 57: Falling objects -- particular risk control measures**

**An employer must ensure that risks associated with falling objects are controlled by use of the following measures:**

- (a) Provision of safe means of raising and lowering plant, materials and debris in the place of work,**
- (b) Provision of a secure physical barrier to prevent objects falling freely from buildings or structures in or in the vicinity of the place of work,**
- (c) If it is not possible to provide a secure physical barrier, provision of measures to arrest the fall of objects,**
- (d) Provision of appropriate personal protective equipment.**

**Maximum penalty: Level 4.**

### **Clause 231: Overhead protective structures -- particular risk control measures**

**(1) This clause applies if:**

- (a) Construction work is carried out at a place that adjoins a public place or any other property, and**
- (b) That construction work is carried out at a vertical height exceeding 4 metres above the lowest ground level of that public place or other property (unless the ratio of the horizontal distance to the vertical height between the nearest boundary of that public place or other property and where the work is carried out exceeds 2), but does not apply to maintenance work on power or telecommunication poles, towers or overhead lines unless a risk assessment identifies that any hazards cannot be controlled by means other than overhead protective structures.**

**(2) In any case in which this clause applies, an employer must provide an overhead protective structure that:**

- (a) Is of appropriate strength and design having regard to the circumstances of that case, and**
- (b) Will catch, deflect or hold any weight and amount of material or objects that might reasonably be expected to fall on it.**

## **Note 2: Types of hoardings**

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

**Type B:** a steel framed structure that provides overhead protection to the public place and that also encloses or separates the work area from the public place by a site fence incorporated in the temporary structure. The structure allows pedestrian or vehicular movement below the hoarding deck.

### **Checklist: What you need to include with your application**

- One set of all plans
- Site plan to a scale of 1:100 (smaller scale permitted for large sites) showing all footpath detail (width and surface finish), street tree locations (see also Point 4 below), street furniture, parking meters, street lighting poles and traffic control and pedestrian signals.
- Architectural drawings of the hoarding including plan view, elevations and sections to a scale of 1:100.
- Details of all street trees located within five (5) metres of the proposed hoarding, as well as any other trees whose branches will be affected by the hoarding including:
  - Diameter, approximate height and extent of canopy;
  - Method of tree protection;
  - Any required trimming or pruning to accommodate the proposed hoarding and site sheds/scaffolding to be placed on the deck of the hoarding;
- Where required by the Authority, a report from a qualified arborist reporting on the condition of the affected trees and recommendations as to any required trimming and tree maintenance during the period the hoarding is in place and/or after the hoarding is removed, if required.
- Construction details, structural drawings and other details.
- Lighting plan to ensure pedestrian safety is maintained along the footway.
- Certification using the Authority's standard Certification Form (refer to form attached) by an appropriately qualified practising structural engineer confirming the structural adequacy of the proposed temporary structure.
- Detail of any proposed graphic design on the hoarding, a photomontage or sketch adequately describing the graphic design and information including colours.
- Have you checked the site for any likely pedestrian obstructions such as trees, poles, parking meters, seats, litter bins that may result from the installation of the proposed temporary structures?
- It would assist the Authority in the assessment and processing of your application if photographs of the site are provided with the application.

### **Security Deposit**

The Authority requires the lodgement of a bond in the form of a bank guarantee to rectify any damage to the Authority's infrastructure including street trees and the maintenance of hoardings, including the removal of graffiti and bill posters. For tree damage this may include the full cost associated with tree replacement and maintenance for a period of at least 12 months. If a security deposit / bond is required you will be contacted when your application is processed. Any required bond must be lodged before the Approval is issued.

## SECTION E – CERTIFICATION (HOARDING AND SCAFFOLDING)

This certificate allows for the certification of various aspects of the hoarding's design and installation, including scaffolding erected above or on the Authority's road reserve (footway). When certifying an element you must indicate this by ticking the applicable box against the specific element (see below)

Property Address

**Hoarding (design) - To be lodged with the application form.**

I hereby certify that I am an appropriately qualified and competent person in the relevant field of structural engineering and as such can certify:-

That the certified structural drawings listed below have been checked and comply with:-

- (a) The relevant clauses of the Building Code of Australia;
- (b) The relevant current Codes of Practice of the NSW WorkCover Authority;
- (c) The relevant current Australian Standards; and
- (d) Other documents listed (e.g. Risk Assessment Recommendations)

**Hoarding (as-built - structural) - To be faxed to the Authority within 24 hours of completion (Fax: 9271 5373).**

I hereby confirm that I have inspected the installed hoarding and certify that the hoarding complies with the full set of certified structural drawings forming part of the approval.

**Hoarding (as-built - non structural aspects) - To be faxed within 24 hours of completion (Fax: 9271 5373).**

I hereby confirm that I have inspected the installed hoarding and certify that the installation complies with the approved drawings/details and all conditions of the approval including tree protection, signage and footpath lighting.

**Scaffolding (installation) - To be faxed within 24 hours of erection (Fax: 9271 5373).**

**Note: The scaffolding certifier cannot certify Type B hoardings.**

I hereby certify that I am an appropriately qualified and competent person to erect the proposed scaffolding and to adequately secure any required ties to the adjoining building/structure and as such can certify that:-

That the scaffolding erected at the subject premises has been checked and complies with:-

- a) The relevant clauses of the Building Code of Australia;
- b) The relevant current Codes of Practice of the NSW WorkCover Authority, the Construction Safety Act and Occupational Health & Safety Act;
- c) The relevant current Australian Standards (including AS 1576 and AS/NZS 4576); d) The Supplier's Specification;\*
- e) The Designer's Specification complying with a) to c) above. If applicable, the structure is to be separately certified\*.

\* Delete sections that are not applicable

### CERTIFIER DETAILS

Given Name/s  Family Name

Name of Employer

Business Number  Mobile Number  Fax Number

Qualification

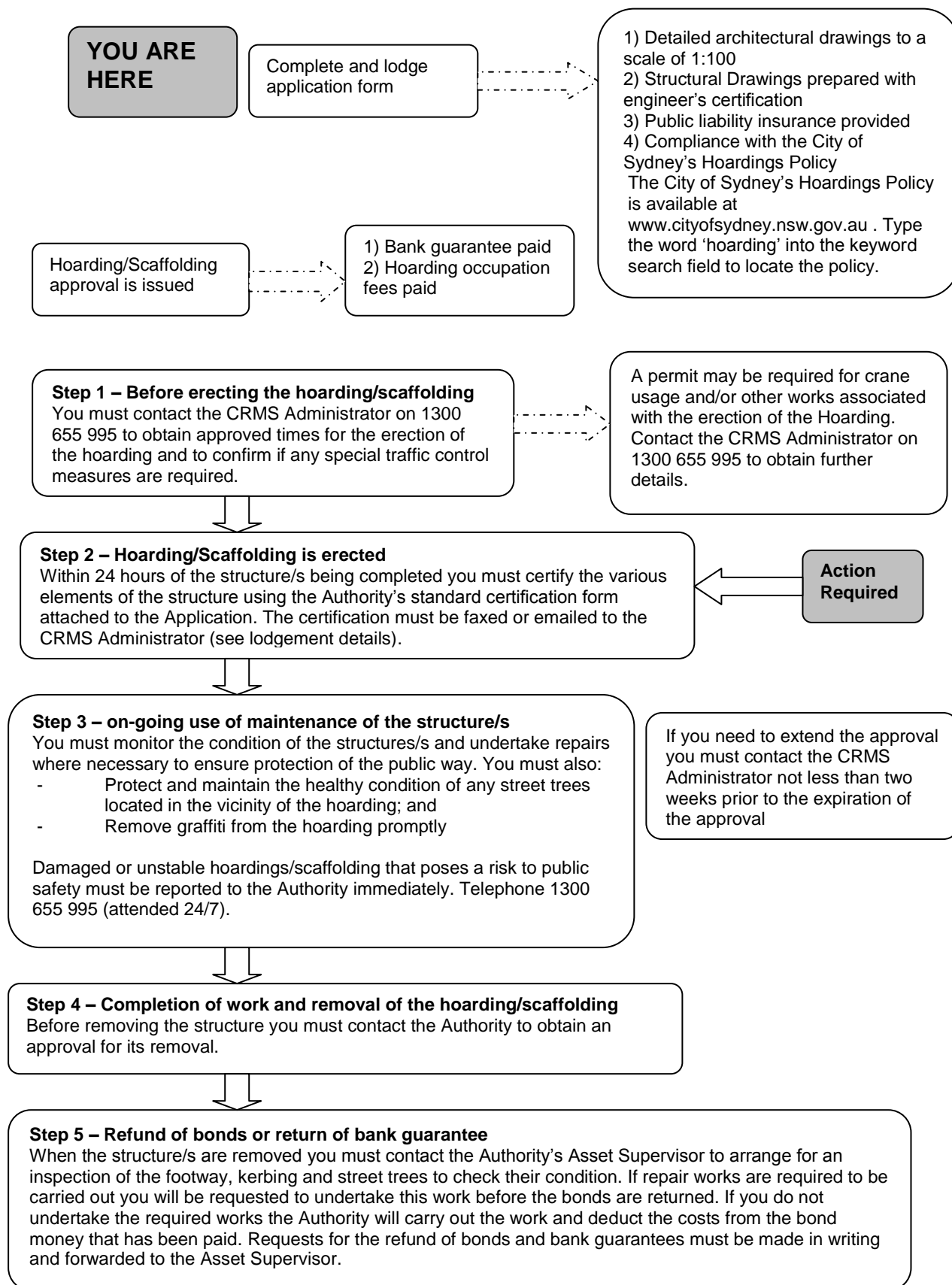
Certified Drawings (Please list below, including revisions if applicable)

I declare that I am appropriately qualified to issue this certificate and I acknowledge that in certifying these works I am absolving the Sydney Harbour Foreshore Authority of any liability.

Certifier's signature

Date

# Flow Chart – Application & Approval Process



# Standard Conditions for Temporary Structures of Sydney Harbour Foreshore Authority Owned Roads and Footways for Temporary Works

1. The applicant shall indemnify, and keep indemnified, Sydney Harbour Foreshore Authority against all claims, demands, suits, actions, damages and costs incurred by or charges made against the Authority in respect to death or injury to any person or damage in any way arising out of this approval.
2. A public liability insurance policy for an amount not less than \$10,000,000 for any one occurrence must be held in joint names including Sydney Harbour Foreshore Authority as an interested party. The holder of this approval must inform its liability insurers of the terms of this condition.
3. The person carrying out work under this approval must have this approval on site at all times and produce it if requested by a Sydney Harbour Foreshore Authority or City of Sydney representative along with any other relevant authority granted in connection with this approval. All workers on site must comply with all instructions given by an officer of either the Sydney Harbour Foreshore Authority or City of Sydney regarding safety and access or breaches of the approvals conditions.
4. This approval may be withdrawn or modified at any time without notice for safety issues or breaches of conditions
5. The applicant is wholly responsible for any damage caused to the public place or fittings therein caused by these activities.
6. This approval is subject to the requirements of the City of Sydney's Code of Practice for Construction Hours/Noise and the City of Sydney's Hoardings Policy 2009.
7. Traffic and pedestrian control plans (TCP's) are to be approved by the Authority and must not be modified without the prior consent of the Authority. Approved TCP's are to be on site at all times.
8. Pedestrian and traffic management measures are to be implemented in accordance with the relevant Australian Standard **AS1742.3 – 2002** and any other conditions imposed on this Permit. All traffic controllers must be RTA certified
9. Access to hydrants, manholes, or any surface cover or infrastructure must not be affected without the approval of the relevant service authority and compliance with any conditions associated with that approval.
10. Kerb ramps must not be obstructed.
11. Building material, spoil and skips must not be placed on the public way without approval.
12. The adjoining footway, roadway and crossing must be kept safe, clean and free of debris at all times. The equipment and vehicles conveying debris or excavated material must be covered to prevent debris from dropping onto the road.
13. Wheel or track type vehicles must not cross the footway unless an approved temporary vehicle crossing built to the Authority's Specifications is in place.
14. Street trees must not be affected in any way.
15. All complaints received are to be phoned through to the Authority's hotline on 1300 655 995.
16. **HAZMAT** – Hazardous materials may be present in the ground or building fabric. You are required to take the necessary precautions prior to performing any activity that may disturb HAZMAT.



# Sydney Harbour Foreshore Authority HOARDING/SCAFFOLDING CHECKLIST

The application should provide the following information. Please tick (✓) the information provided

- SAFE WORKING METHOD STATEMENT** - This should outline exactly how the works will be carried out and how the public will be protected from: falling debris, machinery, trip hazards, protrusions, traffic and the like during the works.
- INSURANCES** - Insurances must be included with the application with the following;
  1. Minimum \$10 million public liability insurance
  2. Expiry date
  3. Sydney Harbour Foreshore Authority **MUST** be noted on the policy cover sheet as an “Interested” party
  4. The cover sheet should note that it is to include “Items placed on the footpath”
- CREDIT CARD AUTHORISATION FORM**

**Other Considerations**

Has development consent been approved for the works?                      Yes                       No

DA Number .....

**FEES**

Application fee	\$133.00
Class A on Footpath	\$36 per lineal metre per month
Class A on Roadway	\$44 per lineal per month
Class B	\$49 per lineal metre per month
Class B with site sheds	\$89 per lineal metre

These fees are exempt from GST as Division 81 Fees & Charges.

Bond in the form of a bank guarantee is required    \$1058 per metre

APPLICANT CHECKLIST	
<b>I have attached the following:</b>	
1 set of plans, elevations and sections	<input type="checkbox"/>
Completion of schedule – documents accompanying the application	<input type="checkbox"/>
Structural certification	<input type="checkbox"/>

**List of documents accompanying the application**

<b>DOCUMENT</b>	<b>NO. OF SETS</b>