



## APPLICATION FOR SCAFFOLDING, HOARDING & TEMPORARY FENCING

Roads Act 1993 Section 139

### PART A – APPLICATION AND SITE DETAILS

Part B of this document will be made available on the Inner West Council website. Part A of this application form must be copied separately on to any disk containing electronic copy of documentation.

#### SITE DETAILS (Please list all properties subject to this application)

Unit No/s		Street No/s		Street	
Suburb				Postcode	
Property Type	Residential	<input type="checkbox"/>	Commercial/Industrial	<input type="checkbox"/>	Other <input type="checkbox"/>
Building Type					
Site Depth		m	Site Frontage		m

#### APPLICANT DETAILS

Please print clearly and give all contact details. If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Family / Company Name			
Given Name		Contact person (if company)	
Postal Address			
Phone No:		Mobile:	
Email:			

Estimated Cost of Work	\$ _____ (includes GST and all associated costs)
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Conflicts of Interest	Does Inner West Council employ the applicant or owner/s of the property or is the applicant or owner/s a Councillor? Is the application being submitted on behalf of an employee or Councillor?
	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please explain:

## DECLARATION

- I apply for approval to place scaffolding, hoarding and temporary on the footpath as described in this application. I declare that all the information in the application is to the best of my knowledge, true and correct
- I understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application
- I declare that any electronic data provided is a true copy of all plans and associated documents submitted with this application
- I declare that any electronic data is not corrupted and does not contain any viruses
- I understand that Council will use the information and materials provided for notification and advertising purposes
- I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of *the Government Information (Public Access) Act 2009* and correspondence from Council may be made available for viewing by the general public.
- I understand that information provided with this application is being collected for the purpose of assessing the application and display on Council's online tracking system and any subsequent information submitted and correspondence from council will be made available on council's website for viewing by the general public.
- I am authorised by the copyright holder of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright holder acknowledges that this material will be made publicly available on Council's on-line DA tracking system, both during and after the assessment is completed.
- I declare that each document is a PDF no bigger than 3MB, named descriptively, there are no security settings applied and are provided on a CD ROM. I understand that all information provided on the disk will be publicly available.

**Applicant's signature:**

**Date:**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

## PRIVACY STATEMENT

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.

## INSTRUCTIONS FOR APPLICANTS

- Lodging an application requires a completed application form, all relevant information and the payment of the required fee.

### INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO YOU

- Lodge in person – Inner West Council's Leichhardt Customer Service Centre, 7-15 Wetherill St, Leichhardt.
- Council's opening hours are Monday - Friday, 8.30am – 5.00pm, cashiering hours are Monday - Friday, 8.30am - 4.30pm. Please note Applications must be lodged by 4.00pm.
- Lodge by mail – Inner West Council - Leichhardt, PO Box 45, Leichhardt NSW 2040
- **Lodge by Email – [leichhardt@lmc.nsw.gov.au](mailto:leichhardt@lmc.nsw.gov.au) (applications for tree removal and Heritage Exemption Certificates only)**
- Application will be checked at lodgement to ensure the required information is provided
- Payment – In person – cash, cheque, EFTPOS, credit card (0.8% charged on credit card payments; MasterCard and Visa only).
- Payment – By mail/Email – Cheque or complete the Credit Card Authorisation form – located on Council's website under About Council / Forms / General Forms. Make cheque payable to Inner West Council - Leichhardt.



# INNER WEST COUNCIL

## PART B – DESCRIPTION OF PROPOSAL

Please note that the information provided in this part will be public information and will be placed on Inner West Council's website.

### SITE DETAILS

Please list all properties subject to this application

<b>Unit No/s</b>		<b>Street No/s</b>		<b>Street</b>	
<b>Suburb</b>				<b>Postcode</b>	
<b>Lot, DP, Strata Plan, Vol/Fol</b>					
<b>Site Depth</b>			m	<b>Site Frontage</b>	m

### APPLICANT DETAILS

Please print clearly.

<b>Given Name</b>		<b>Family / Company Name</b>	
<b>Contact person (if company)</b>			

### PROPOSAL

Please provide details (including location of scaffolding/hoarding/temporary fencing):	
Details of works to be carried out (works must have consent or be exempt development):	
Related Development Consent:	Date of Approval:
Proposed date of installation of hoarding/scaffolding:	
No. of weeks to be erected:	
(If hoarding is required beyond nominated dates the applicant is responsible for advising Council of additional period required and payment of relevant fees)	
If less than one (1) week provide details of works:	

**WORKS ON CLASSIFIED ROADS** (e.g. Victoria Rd, Balmain Rd, Marion St, Parramatta Rd & others)

Are the works to be carried out on a classified road? Yes  No

Has consent been obtained from RMS? Yes  No

**TYPE OF HOARDING PERMIT REQUESTED**

- Type A – Hoarding, scaffolding or temporary fencing
- Type B – Hoarding (hoarding is built over the top of footpath)
- Short Term Footpath Occupation (less than 1 week) – for ladders; moveable scaffolding for painting, maintenance, sign replacement, etc.

**PUBLIC LIABILITY INSURANCE**

A copy of your public liability insurance to a minimum value of \$10 million **must** be attached to the application. It must include the following details:

- Insurance Company
- Policy Number
- Date of expiry
- Inner West Council noted as an interested party to the insurance policy for activity on Council roads and footpaths

**SUBMISSION REQUIREMENTS/CHECKLIST**

The following information should be included with the application.

- Public Liability Insurance – required for every application (see details above)
- Three (3) sets of plans including site plan indicating location and type of hoarding to be erected. Specify Type A or Type B including dimensions of length, height and depth of hoarding/scaffolding or other structure to be erected
- A plan showing site entry/exit and loading/unloading facilities
- Cross Section certified by structural engineer for Type B hoarding
- Copy of DA consent or scope of works submitted for exempt works as applicable
- Contact details for site supervisor
- Is the site located within a conservation area?
- Structural details & certification of works required & submitted
- Application fee is payable at time of lodgement
- Lease fees are applicable on approval of permit and payable prior to erection of hoarding. Additional fees are payable following expiry of permit date if structure is still erected on Council land

OFFICE USE ONLY			
Road Certificate No:		Amount Paid:	
Road Fee:		Receipt No:	
Checked by Officer:		Cashier Code:	
Date:		Initial of CS Officer:	
DWS No:			