

**PLACE BUILDING MATERIALS ON FOOTPATHS**  
**IMPORTANT INFORMATION**

**IMPORTANT POINTS TO NOTE**

***The application will not be considered for assessment until the required fees have been paid in full.***

***The processing time for the application is a minimum of ten working days (excluding weekends and public holidays).***

***Failure to provide the required information may result in the application not being accepted.***

***Placement of any building materials may only commence following receipt of the approval letter from Council. The consent must be kept on-site at all times during the period of placement.***

**CONDITIONS**

**1. PERMIT SPECIFICATIONS**

The permit gives the applicant to conduct the activity only for the days approved and only at the area(s) nominated on the application form.

Charges for the occupation of the footpath are calculated according to the area required for placement of building materials or the area occupied by the temporary scaffolding, scissor lifts, small elevating work platforms or etc.

No charges, apart from the Application Fee, will apply where the footpath must be occupied to allow the planned overhead work to proceed safely, e.g. awning maintenance, window cleaning, abseiling or etc.

Building materials, equipment or spoil shall not, at any time, be stockpiled against tree trunks, buildings, fences or obstruct the free flow of water along gutters. Building materials, equipment or spoil shall not cover or prevent access to hydrants, manhole covers, public or private utilities and drainage pits. Building materials shall not obstruct the view of advisory regulatory signs and any traffic controls.

The use of the road pavement for the storage of materials or plant is not permitted.

Cranes, hoists, concrete pumps and other plants shall not be placed upon the public way or road. A separate permit must be obtained in advance from Council for placement of cranes, hoists, concrete pumps and other plants. Additional fees apply.

**2. TRAFFIC REGULATIONS**

All traffic management plans and traffic guidance schemes, where required, shall be implemented in accordance with Australian Standard 1742.3 – Traffic Control Devices for Works on Roads and associated handbooks or Transport for NSW - Traffic Control at Work Sites Technical Manual. All Australian Road Rules in relation to traffic and sign-posted parking restrictions must be complied with.

### **3. DEVELOPMENT CONSENT**

If applicable, permits will only be issued where appropriate Development Consent, Development Application or Construction Certificate, exists for the subject address.

### **4. PUBLIC AND SITE SAFETY OR ACCESS**

All work undertaken and the management of pedestrians and vehicles shall comply with the Work Health and Safety Act. Materials and rubbish must not be left on the footpath, roadway or in any way that inconveniences public use of the area.

Responsibility for pedestrian and road users' safety rests with the applicant from the commencement of work until completion.

The applicant must ensure that the site for placement of the building materials is maintained and operated safely and that pedestrians have free access to the remaining area of the footpath. A clear passage of at least 1.5 metres must be maintained, at all times, in front of exit doorways from adjoining and adjacent premises.

Wherever possible, vehicle access to private properties shall be maintained. Where property access is affected, a minimum of 2 working days written notice must be given to affected residents.

### **5. INDEMNITY AND PUBLIC LIABILITY INSURANCE**

The event applicant shall indemnify Northern Beaches Council against all claims for damage or injury that may result from the activity or occupation of part of the public way during the activity. A copy of the applicant's current public liability insurance providing coverage for a minimum sum of \$10 million must be supplied to Council before the permit will be issued.

It is the applicant responsibility to ensure Council has a copy of the current policy

### **6. ENVIRONMENT PROTECTION**

The applicant is responsible for any environmental pollution resulting from the activity. Shall pollution occur, the applicant is responsible, at their own costs, for returning the affected area its condition prior to the pollution.

If the applicant does not comply, Council may undertake the necessary work and the applicant will be required to reimburse Council for the cost of this work. On-the-spot fines can apply to corporations or individuals who fail to prevent pollution of public land - not less than \$4,000 per individual or \$8,000 per corporation as per the Protection of Environmental Operations Act 1997.

### **7. PERMIT TO TRANSFER**

Permits may be transferred to another date and activity may only commence following receipt of the approval letter from Council. If the permit is to be transferred, the applicant must notify Council in writing no less than 2 working days in advance of the permit expiry date.

Permits cannot be transferred retrospectively.

## **8. OUT OF WORKS HOURS**

The permit hours are 7:00am to 5:00pm, Monday to Friday and 8:00am to 1:00pm on Saturday. A separate Out Of Work Hours approval is required approval to operate outside of these hours.

Council's Environmental Compliance staff require a minimum of 2 working days for processing from the date of receipt. If the permit is required in less than 2 working days, an additional urgency fee will apply.

## **9. CANCELLATION**

Council reserves the right to cancel the permit at any time if the activity fails to comply with conditions of approval or any activity contravening the Roads Act 1993, Local Government Act 1993 or any other relevantly applicable legislation. This may include the issue of a Penalty Infringement Notice or institution of legal action.

**THE PERMIT SHALL BE RETAINED AT THE SITE AND PRODUCED FOR INSPECTION BY AN AUTHORISED COUNCIL OFFICER AT ANY TIME DURING THE PERIOD OF THE PERMIT.**

## **10. NOTIFICATION**

When applicable, Council requires the following:

Notification letter – A minimum of 48 hours written notice must be hand-delivered to residents and/or businesses. The notification letter must also include a contact phone number of the site officer for residents' enquiries. A copy of the notification letter is to be provided to Council.

## **11. A LETTER OF APPROVAL**

If required, a copy of the external approvals, acknowledgements or permits from affected residents, Transport for NSW, State Transit Authority, Forest Coachlines and/or Emergency Services must be submitted to Council prior to the event date.

## **12. TRANSPORT FOR NSW APPROVAL**

A separate concurrence from Transport for NSW must also be obtained when lifting takes place within 100 metres of traffic signals and/or on any State or Regional Road as listed below.

Transport for NSW requires a minimum of 10 working days for processing from the date of receipt. The applicant must contact the Transport Management Centre to apply for a Road Occupancy Licence: Road Occupancy Unit (ROU), 25 Garden Street, Eveleigh NSW 2015 or PO Box 1625, Strawberry Hills NSW 2012, Phone: 8396 1513, Email: [tmc\\_piu@tmc.transport.nsw.gov.au](mailto:tmc_piu@tmc.transport.nsw.gov.au).

Any conditions specified in the Road Occupancy Licence that may impact their road network including approved hours of work will reflect the Council's approval.