

WORKING ON RESERVES/ACCESS OVER RESERVES IMPORTANT INFORMATION

IMPORTANT POINTS TO NOTE

Applicants are advised to allow at least 10 working days to process applications. Late applications may incur additional fees.

The applicant should ascertain from the appropriate authorities, the position, extent and depth of all services that may be encountered or interfered with during works. The applicant, at no cost to Council, must take every precaution to protect existing services; wether encountered within or adjacent to the limits of proposed works.

Permits are restricted to the hours of 7.00am to 5.00pm Monday through Friday unless approved by Council. Permit extensions may incur additional fees.

- Click [here](#) to view the fees and charges relevant to Working on Reserves applications.

- Click [here](#) to view the fees and charges relevant to Access over Reserves applications.

CONDITIONS

The approval for vehicle access or working on a Warringah Council reserve is based on the adherence of the following terms and conditions. In some instances the nature of the request may require the inclusion of special conditions which will be listed on the actual permit.

1. Your organisation is to effect, at its own cost, Public Liability Insurance for a cover not less than \$20,000,000 for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. It is your responsibility to ensure Council has a copy of your current policy.
2. A Dial before you dig enquiry is mandatory for all works involving excavation and the applicant is required to comply with the conditions set out on any DBYD notification.
3. Your organisation is responsible for taking all necessary precautions to ensure the safety of all staff, attendees and the general public at all times.
4. Applicants must ensure safe pedestrian access is maintained and controlled for the duration of the approved access to the reserve. Any members of the public utilising land in proximity to the work area are to be made aware of the planned activities and any vehicular movements.
5. The permit holder shall provide adequate safety barriers and warning signs. Where there is an excavation open overnight, the applicant is to provide and maintain construction fencing to 1.8m.
6. At close of each day's activities, the work site must be left in a safe condition.

7. The reserve is to be returned to its original condition and in fully functioning order on completion of the works and/or access. A bond will be levied to cover any maintenance or repairs required as a result of your activities. A pre and post inspection will be undertaken to assess any impact to the reserve. The outcome of the inspection will determine the amount of bond returned.

8. Any utility services damaged during access and works activities are to be immediately reported to the relevant authority and Council.

9. Materials or equipment must not be stockpiled on the reserve without approval from Council.

10. Access and works are permitted inside the hours of 7.00am and 5.00pm Monday to Friday only and not permitted on weekends or public holidays without consent from Council.

11. All noise must be maintained of a character which is not considered "Offensive Noise" as defined by the Protection of Environment Operations Act 1997 <http://www.legislation.nsw.gov.au/maintop/view/inforce/act+156+1997+cd+0+N>. If there are any substantiated complaints or noise breaches you will be required to immediately reduce the noise. Approval of future permits may be impacted as a result of breaches to the Act.

12. Directions from Council staff must be followed.

13. All activities are to be conducted in accordance with applicable legislation, codes of practice, industry standards and manufacturers specifications. The applicant shall comply with all relevantly applicable legislation including WHS and Workcover legislation.

14. Non-compliance with conditions of approval or any activity contravening the Local Government Act 1993, the Local Government (General) Regulation 2005 or any other relevantly applicable legislation may be subject to regulatory/enforcement action (including penalty).

15. Where "high risk construction work" as defined in the Work Health and Safety Regulations 2011 is expected to be undertaken, that "safe work method statement(s)" and site specific risk assessment reports be submitted to Council before commencing works.

16. Where relevant, an erosion and pollution control plan will be implemented and fully maintained during the work and/or access.

17. Traffic management plans and traffic control devices, where required, will need to be deployed in accordance with the Roads and Maritime Services requirements and any relevant guidelines applicable at the time. All Australian road rules in relation to traffic and parking must be complied with.

18. All vehicles used during the works must be appropriately registered and operated by an appropriately licensed operator. Proof of registration and licenses should be available on site.

19. That any external contractors engaged must have Public Liability Insurance for a cover not less than \$20,000,000 and all relevant qualifications.

20. All staff/contractors are to be made aware and are expected to adhere to the terms and conditions of this permit.
21. Approval is non-transferable between parties and is for single use only.
22. Council must be notified in writing should an extension of the permit be required.
23. Access to a reserve during or immediately after inclement weather may not be permitted. In the case of wet weather please contact Council on 9942 2111 to confirm access.
24. When applicable, neighbours are to be advised via a letterbox drop of your proposed activities. This letterbox drop must take place at least seven days prior to your access. Council must also receive a copy of this leaflet at least seven days prior to your access with a map of the distribution area.
25. Council must be notified immediately if the proposed work and/or access will cause undue interference with public enjoyment or usage of the land by other groups or members of the public.
26. That a copy of this permit be onsite at all times and is available for review by Council staff as required.