

LIVERPOOL CITY COUNCIL

HOARDINGS POLICY

Adopted: 27 July 2016

TRIM: 084297.2016



HOARDINGS POLICY

PART 1: INTRODUCTION

1.1 LEGISLATIVE REQUIREMENTS

Environmental Planning and Assessment Act 1979

Local Government Act 1993

Roads Act 1993

Work Health and Safety Act 2011

1.2 POLICY OBJECTIVES

The objectives of this policy are:

- a) To provide a clear and consistent process by which Council may consider the approval and erection of hoardings on footpaths located within road reserves;
- b) To provide well designed, safe and quality hoardings across the Liverpool Local Government Area and adhere to all current work, health and safety requirements, to ensure pedestrian access and safety at all times;
- c) To ensure the visual quality of hoarding imagery through the implementation of consistent Council and proponent branding in appropriate locations.

PART 2: POLICY OVERVIEW

2.1.1 Application of policy

- 2.1.1 This policy applies to the erection of hoardings within the Liverpool Local Government Area.
- 2.1.2 Hoardings should protect the public from the hazards of construction, excavation or demolition works. All building sites within the Liverpool Local Government Area must be secured to prevent unauthorised entry and to provide safe access in accordance with current work, health and safety requirements.
- 2.1.3 The policy sets out requirements for the installation of hoarding imagery to provide consistent and attractive marketing and advertising.
- 2.1.4 Approvals for hoardings (which are temporary structures) will be made by Council in accordance with section 68 of the *Local Government Act 1993* (an activity under category E(2) of the table to that section) and section 115 of the *Roads Act 1993*. Any permit for a hoarding issued by Council will be subject to conditions with which an applicant must comply.
- 2.1.5 Where it is proposed that a temporary structure is erected on a classified road, the concurrence of the NSW Roads and Maritime Services (RMS) must also be

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obtained (s138(2) of the *Roads Act 1993*). A list of classified roads is available on the RMS website.

- 2.1.6 Where a temporary structure is proposed to be placed on or above a classified road, Council must refer the application to RMS for their concurrence. It is therefore important that applicants allow sufficient time in their work program to obtain the required concurrences and approvals.
- 2.1.7 This policy does not apply to site fencing which are located wholly within private properties (This type of fencing may be of open cyclone mesh form with dust preventative measures and a minimum of 2100 mm in height).

PART 3: HOARDINGS

3.1 General: type of hoardings

The hoarding is to be designed in accordance with the design and specifications adopted by Council and known as Type A and Type B hoardings. The following outlines the requirements:

3.1.1 Type A hoarding

Type A hoardings include fences, traffic barriers and jersey curbs and has the following requirements:

- a) The hoarding must be a minimum height of 2100 mm;
- b) The hoarding must be constructed of solid timber panels, a minimum of 17 mm thick, securely fixed with no protruding bolts and nails, the panelling fixed flush and evenly;
- c) The width of the footpath or nature strip is to be a minimum of 1500 mm to allow for pedestrian access;
- d) The quality and standard of the pedestrian access provided must be of the same level prior to the construction of the hoarding;
- e) The hoarding must not obstruct the view of traffic lights or signage.

3.1.2 Type B hoarding

Type B Hoardings can either be stand alone or incorporate site shed/offices. A Type B Hoarding must be erected where it is proposed to construct, demolish, carry out façade remedial works or maintenance to a building adjoining a public way, which:

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- a) Is 7500 mm or greater in height and less than 3500 mm from the street alignment; or
- b) Has a vertical height above footpath level of less than 4000 mm; or
- c) The least horizontal distance between footpath and the nearest part of the structure is greater than half the height of the structure.

The following requirements apply:

- a) Have a minimum clear distance of 250 mm from the edge of the kerb to any part of the hoarding structure. If this distance is greater than 400 mm, pedestrian access between the structure and the kerb is to be blocked off at each end;
- b) Have a minimum overhead clearance of 2200mm to any bracing, beams or any other part of the structure;
- c) The street side should be open for at least two-thirds of its height for the full length of the structure to prevent a “tunnel effect”;
- d) A clear span of 1500 mm is required for continual pedestrian access at all times;
- e) All materials must be solid in construction and provide a smooth finish to a minimum height of 2.1 metres to prevent injury to persons. All material must be securely fixed;

Attachment 1 to this policy depicts some diagrams of various types of hoarding to assist applicants.

3.2 Barrier fencing

- 3.2.1 Barrier fencing can be provided for a temporary period to secure open trenches, the construction of pathways, kerb and gutters, driveways, pipe laying and the like to protect the public from injury.
- 3.2.2 This type of fencing or barricading must be well constructed, lit and sign posted with appropriate warning and directional signs, as required.
- 3.2.3 All works requiring temporary fencing must be expedited to ensure timely completion and removal.
- 3.2.4 Demountable open panel fencing, that is,. ATF fencing, reinforcing mesh or similar structures and structures, not permanently fixed, shall not be permitted to form part of a hoarding structure situated on Council’s road reserve.

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3.3 Lighting

- 3.3.1 Hoarding lighting, connected to mains power supply, must be provided to ensure the pedestrian pathway or footpath is well lit for pedestrians. Lighting is to be equal to the level and distribution pattern of the existing street lighting in the area.
- 3.3.2 Where pedestrian hazards associated with the hoarding are present, significantly higher lighting levels will be required by Council.
- 3.3.3 All lighting associated with hoardings must not impact on surrounding traffic.

3.4 Office sheds

- 3.4.1 All site office and work sheds are to be located on private property, where possible. Where this is not possible, a Type B hoarding must be erected to facilitate this requirement.
- 3.4.2 Sheds placed above Type B Hoardings must be a minimum of 2.4 metres in height and are to be tied down to the deck by suitable structural fixings and certified by an engineer.
- 3.4.3 The office sheds and work are to incorporate a hoarding material to conceal the sheds from public view.

3.5 Use of cranes

- 3.5.1 A crane must not be used to convey material over a public way, unless a Type B Hoarding is in place and an appropriate approval has been obtained from Council.
- 3.5.2 The use of cranes, hoists, and concrete pumps shall not be placed on the public property unless prior approval has been obtained from Council.

3.6 Safety and access

3.6.1 Protective Footway Crossings

- a) If a vehicle crossing is required, the footpath must be protected and maintained and must not cause a tripping hazard or danger to the public. The vehicle crossing must be in place prior to the construction or demolition of a hoarding.
- b) Vehicles must not cross the footpath to gain access to the site, unless a temporary crossing is constructed to the satisfaction of Council.

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3.6.2 Utility Services

- a) Hydrants, utility services and sewer manholes are not to obstruct the services and infrastructure to ensure ongoing access.
- b) If the structure is in close proximity to overhead electricity wires, electrical hazards are likely.. Applicants must consult the relevant electrical authority if the structure is within two metres of wiring. All electrical distribution boards required for site works are to be located within the site and not attached externally to the structure.
- c) Applicants must consult with the appropriate utility authority to ensure tthat here is no adverse impact on infrastructure from the proposed work.

3.6.3 Footpaths and Provision for People with Disabilities

- a) When required, pedestrian detours or alternative pathways must be designed to provide for disabled access. These routes must provide appropriate widths, levels, gradients, tactile indicators and colour schemes to assist people with disabilities.
- b) Pathways must be repaired immediately, if damaged to ensure pedestrian safety. Footpaths must be reinstated to their original condition to the satisfaction of Council, when a hoarding is removed.
- c) Any obstruction to the footpath from a proposed concrete pour, laying of cables, conduits, drainage pipes, service lines and the like requires Council's prior approval.

3.7 Maintenance of hoardings

3.7.1 Graffiti Prevention

- a) Graffiti must be removed or painted over on all hoarding structures within 48 hours of detection or Council notification. Hoardings must consist of appropriate coverings to assist in graffiti removal or measures to reduce the occurrence of graffiti.
- b) In the event of non-compliance with these requirements, Council reserves the right to remove or paint over the graffiti and invoice the developer for associated costs incurred by Council.

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3.8 Protection of Council street trees

- 3.8.1 The design of a hoarding, including the type and location of posts, counter weights, crossings, and overhead decking must be designed to minimise impact on the street trees and vegetation.
- 3.8.2 Tree preservation measures may be required, if there is an impact on the street trees. No tree cutting, lopping or removal is permitted without the prior consent from Council.

3.9 Council assets

- 3.9.1 Council's infrastructure and assets must not be interfered with or damaged during the construction or operation of the hoarding. This includes the drainage system, kerb and gutters, footpaths and the like. Prior approval of Council is required for any modification to Council's infrastructure.
- 3.9.2 The use of the roadway for storage of materials, loading and unloading is not permitted at any time, unless prior Council approval is obtained.
- 3.9.3 Council's footpaths, roadways and ancillary infrastructure assets, such as litter bins, public seating and signage must be reinstated to their original condition when a hoarding is removed. An initial dilapidation report must be prepared and submitted to Council prior to the commencement of works and a second dilapidation within one week of the completion of work.

3.10 Traffic management plans

- 3.10.1 A traffic management plan (TMP) must be prepared by an accredited traffic engineer, if a hoarding is likely to affect pedestrian or traffic movements during the construction, operation or removal phase. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents a TMP.
- 3.10.2 A TMP must refer to relevant Council, Police and/ or RMS requirements. Special conditions may apply, especially in high traffic areas of the City and in the vicinity of pedestrian malls, and transport interchanges.
- 3.10.3 The TMP should provide for traffic control in accordance with the Guide to Traffic Engineering Practice and AS 1742 Part 3 Manual of Traffic Control devices. Details should be included in a Traffic Management Plan as required.
- 3.10.4 A copy of the TMP must be available onsite at all times for the inspection of an authorised officer of Council, the NSW Police or the RMS.

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3.11 Obstruction to traffic lights, RMS cameras and CCTV cameras

- 3.11.1 All hoardings must be constructed so that they will not obstruct the sight lines of motorists and pedestrians to traffic lights.
- 3.11.2 Visibility from driveways, pedestrian's crossings and intersections must not be obstructed.
- 3.11.3 The hoarding application site plan must set out the location of all traffic lights, RMS monitoring cameras, closed circuit television cameras and the like. The application must ensure there is no interference in the operation of these facilities. Referrals to the appropriate authority or Council or private organisations may be required to confirm there is no proposed interference.

PART 4: HOARDING IMAGERY

4.1 Advertising and artwork on hoardings

Overview

- 4.1.1 Council strongly encourages the provision of public art, graphics and images on hoardings. Good imagery is an opportunity for a developer to show how their development is contributing to the vibrancy and growth of Liverpool. Good graphics beautify a site and minimise the likelihood of graffiti or vandalism.
- 4.1.2 Council aims to work with developers to ensure that marketing and advertising opportunities on hoardings are high quality designs which combine the promotion of the new development with the potential economic growth and benefit to Liverpool.
- 4.1.3 Council will work with individual applicants to advise on brand style, supply artwork guidelines and examples, and give final approval to proceed with artwork designs.
- 4.1.1 Hoarding artwork must be limited to messages that relate to the adjacent development, the partners in the project and the planned benefit to the development of Liverpool City.
- 4.1.2 The planned benefit of the development to Liverpool City is to be aligned with Council's brand standards. (See Attachment 2.)
- 4.1.3 Graffiti or advertising not associated with the development of Liverpool City branding must be removed within 48 hours of a notice to the developer being provided by Council.

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- 4.1.4 In the event of non-compliance with clause 4.1.3, Council reserves the right to remove or paint over the advertising and invoice the applicant for actual costs incurred by Council.

PART 5: GENERAL OPERATING PROCEDURES

5.1 General

- 5.2.1 Planning and Growth (Development Assessment) is responsible for processing applications for hoardings.
- 5.2.2 All hoardings must be designed, constructed and operated in accordance with this policy and the Hoarding Procedure attached to this policy. (See Attachment 3.)
- 5.2.1 All hoardings must comply with the conditions of the relevant hoarding permit. Breaches of this policy and the conditions of any hoarding permit approved by Council are dealt with in Part 6 of this policy.
- 5.2.2 Conditions contained in hoarding permits must be read in conjunction with any conditions of development consent pertaining to the development of the particular site. Specific conditions in a development consent relating to the protection of Council's assets, street trees, site management and construction layout may impact on the hoarding design must be complied with. Failure to adhere to any development conditions would constitute a breach of that consent.
- 5.2.3 A copy of all approvals must be available onsite at all times for inspection by Council and WorkCover personnel. The hoarding must be erected in accordance with this Policy and any conditions contained in the approval.

5.2 Modifications to a hoarding approval

- 5.2.3 Any modification to an approved hoarding design and permit requires the submission of a further application for Council approval, accompanied by a payment prescribed in Council's fees and charges.
- 5.2.4 A development application must be submitted to Council for any proposed change from one type of hoarding to another, stating the reasons for the proposed change and including the amended architectural and structural details.

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5.3 Extending an approval

- 5.3.1 Council may determine to extend an approval under section 107 of the *Local Government Act 1993* if it is satisfied that there is good cause for doing so. An approval will not be extended beyond five years.
- 5.3.1 An approval to extend a Permit must be obtained before it lapses. The application must:
- a) Provide reasons for an extension of approval;
 - b) Set out the proposed extended period required for the hoarding; and
 - c) Set out any actual changes from the original approval.
- 5.3.2 A certificate from an appropriately qualified person may also be required to confirm that the temporary structure remains structurally sound.
- 5.3.3 A renewal hoarding permit application must include payment, as prescribed in Council's Fees and Charges.
- 5.3.4 Failure to renew an application can cause all building or demolition works to cease on site.
- 5.4 Council's standard conditions for a hoarding permit can be downloaded from Council's e-planning Portal.
- 5.5 When a hoarding permit approval has expired, Council will notify the applicant and may direct that the hoarding be removed. Council will undertake a site inspection within 48hours after the notification letter has been issued to ensure that the heading has been removed.

PART 6: BREACHES AND ENFORCEMENT OF THIS POLICY

- 6.1. Section 672 of the *Local Government Act 1993* states that a non-compliance with an approval issued under this Act is a breach of the Act.
- 6.2. If Council becomes aware of non-compliance with the conditions relating to an approval of a hoarding permit, Council may:
- a) Issue penalty infringement notices for failing to comply with the approval;
 - b) Issue a court attendance notice at Local Court. The Local Court can impose penalties for a corporation or for an individual;
 - c) Issue Orders requiring compliance with the conditions of approval;

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- d) In circumstances where Council has issued an order requiring compliance with the permit and the terms of the order have not been complied with, Council may commence legal action on land and environment court or local court to enforce the orders.

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AUTHORISED BY

Council Resolution

EFFECTIVE FROM

27 July 2016

DEPARTMENT RESPONSIBLE

Planning and Growth (Development Assessment)

REVIEW DATE

27 July 2018

VERSIONS

Version	Amended by	Changes made	Date	TRIM Number
1	Adopted by Council	Not applicable	27 July 2016	084297.2016

THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH

Chief Executive Officer (Strategic Communications and Research)

Corporate Services (Governance and Legal Services)

ATTACHMENTS

Attachment 1: Hoarding types

Attachment 2: Standards for hoarding imagery

Attachment 3: Hoardings Procedure

REFERENCES

AS 1742 Part 3 Manual of Traffic Control devices

Guide to Traffic Engineering Practice

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ATTACHMENT 1: Hoarding types

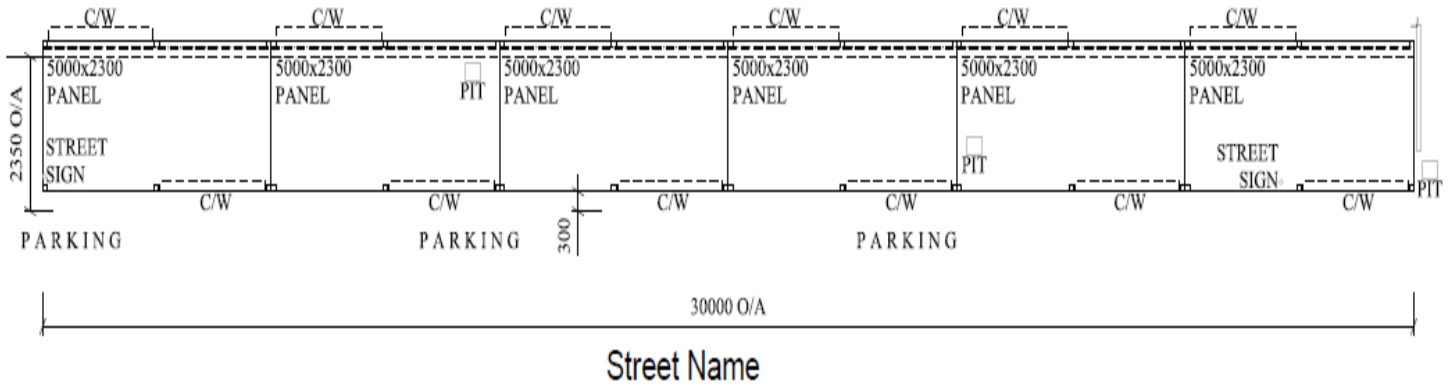


Figure 1: Typical Site Plan for Type B Hoardings

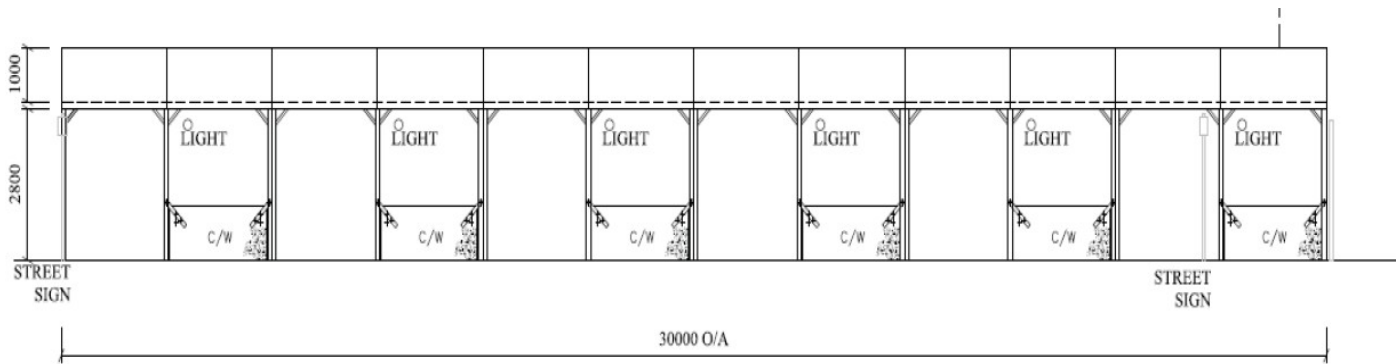


Figure 2: Typical Elevation for Type B Hoarding

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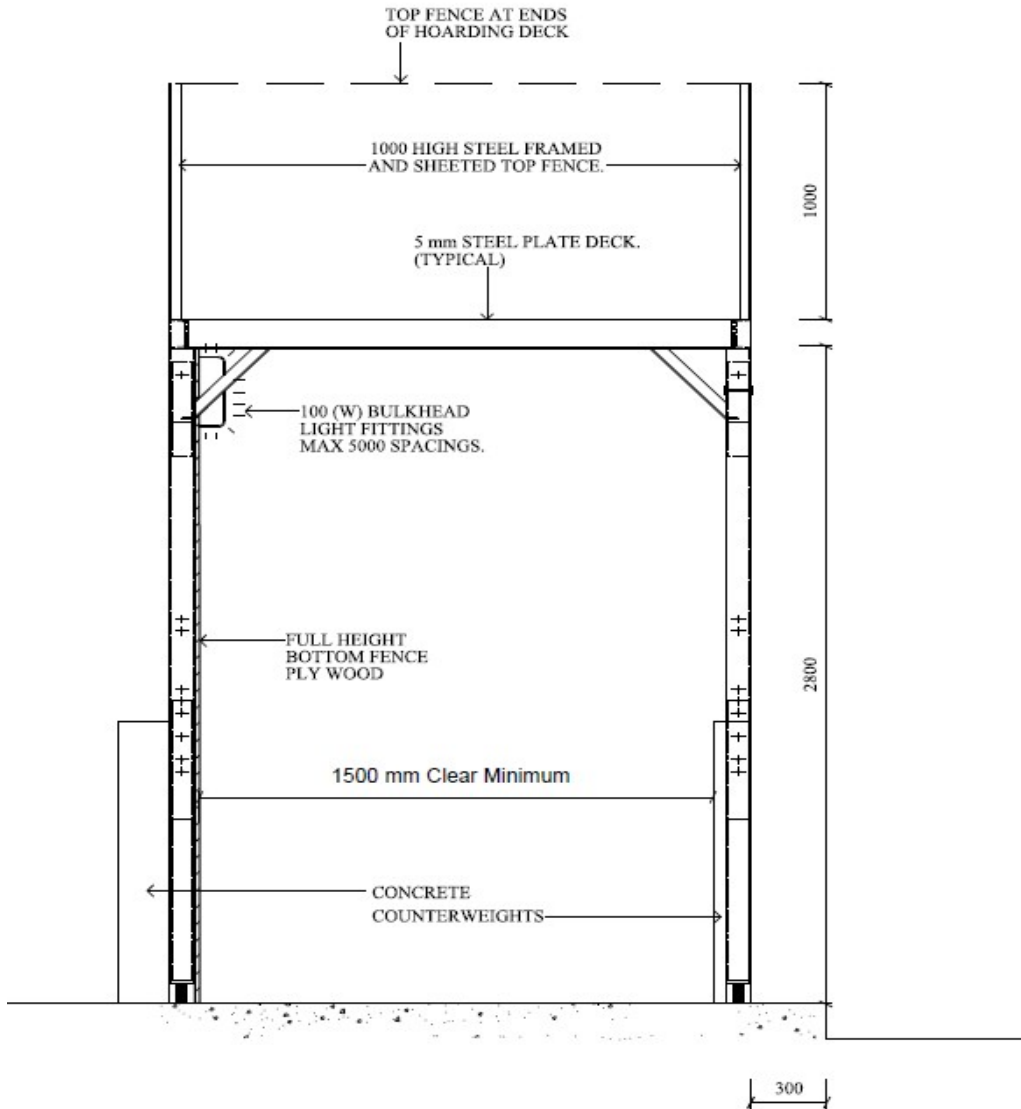


Figure 3: Typical Section for Type B Hoarding

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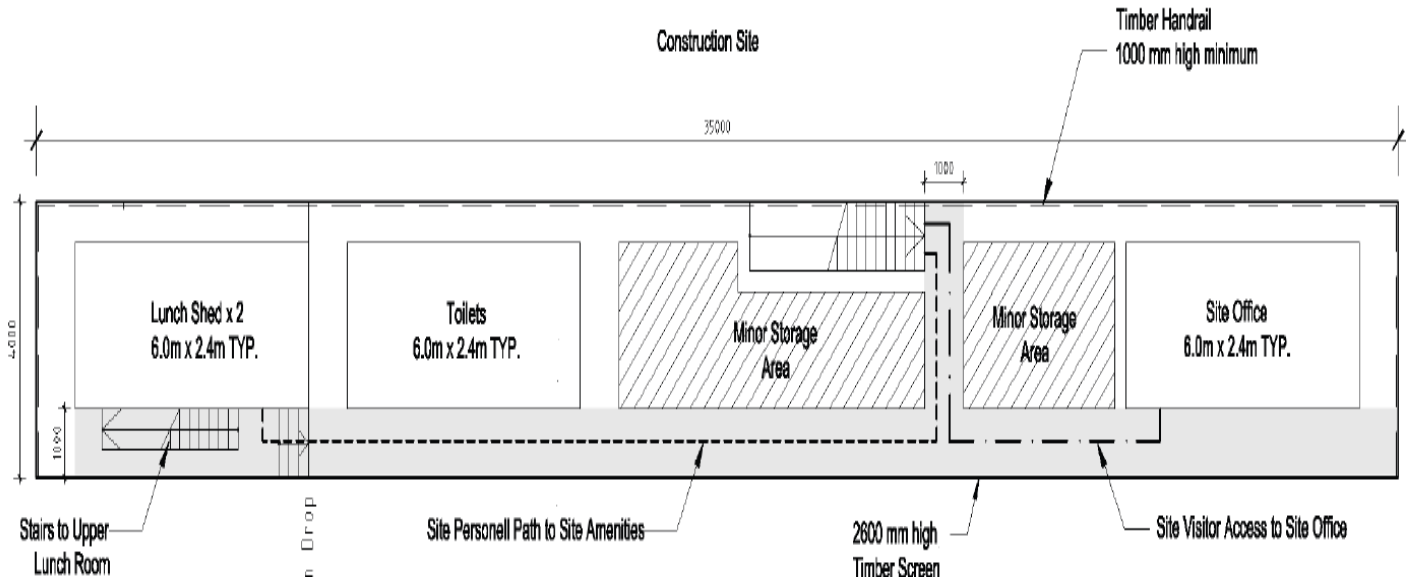


Figure 4: Typical Site Plan for Type B hoarding with Site Sheds

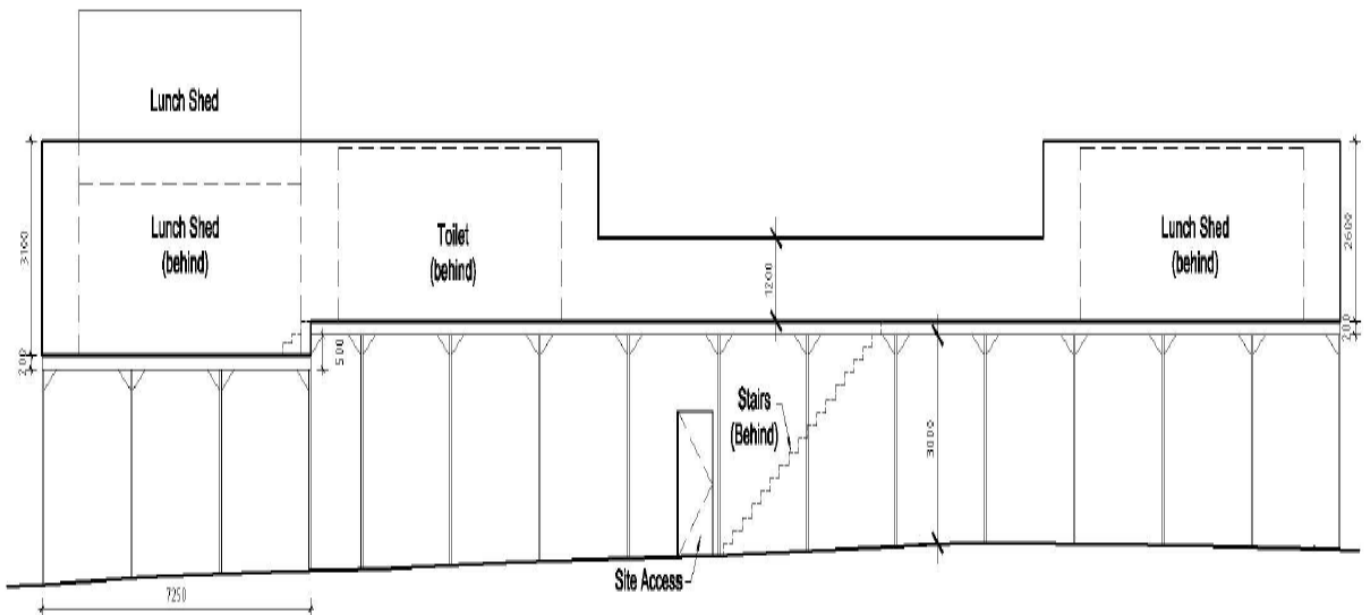


Figure 5: Typical Elevation for Type B Hoarding with Site Sheds

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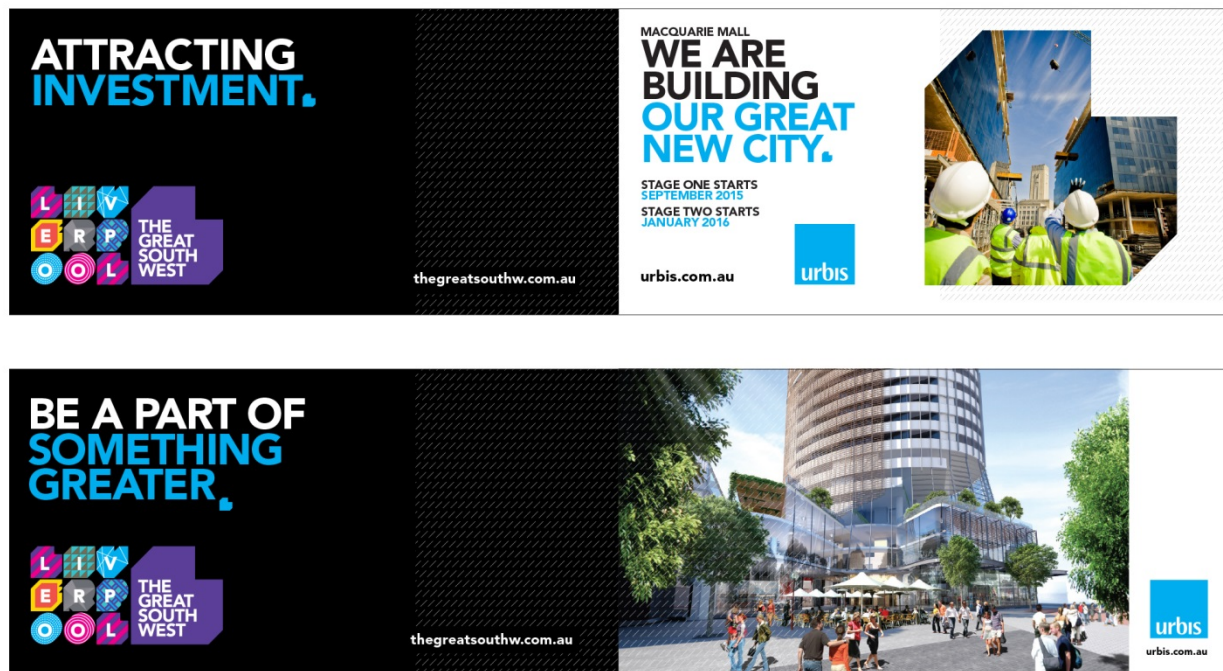
ATTACHMENT 2: Standards for hoarding imagery

Council seeks to work with developers to ensure that hoarding designs align with The Great South West brand and is appropriate for the location. Hoardings around building sites will help promote the redevelopment and reputation of Liverpool.

Text and images should include: how the final building will look (artists' impressions), partners (logos) in the development, and positively reflect The Great South West brand.

Council's Communications Team will work with individual applicants to provide advice on brand style, supply artwork guidelines and examples and give final approval for the designs.

Examples of artwork incorporating the Great South West brand are set out below:



For more information about The Great South West brand, go to www.greatsouthw.com.au, which contains Liverpool's Stakeholder Toolkit style guide to assist with brand design.

ATTACHMENT 3: Procedure



HOARDING PROCEDURE



HOARDINGS POLICY

1. PURPOSE

This procedure relates to Council's Hoarding Policy, setting out specified requirements for applicants. These requirements should be read in association with the policy.

2. SCOPE

This procedure applies to the erection of hoardings on Council property within the Liverpool Local Government Area.

3. PROCEDURE

3.1 Council requirements for hoarding construction

3.2 Application submission requirements

The following documents must be submitted with an application for approval to construct a hoarding:

- a) **Completed hoarding application** indicating the type of hoarding, the length, the duration the hoarding will be erected for, site sheds, traffic barriers. A hoarding application form can be obtained from Council's website and is attached to this Procedure (Attachment A).
- b) **Site and elevation plans** for the proposed hoarding indicating the number of street fronts, hoarding locations, footpath widths (minimum of 1500mm required for pedestrians at all times), utility services, trees, traffic lights, swing of gate and lighting.
- c) **Structural drawings and certification** prepared by a practising structural engineer for all types of hoarding.
- d) **Evidence of public liability insurance** (not less than \$10,000,000), which indicates the property address and proof of cover for the time the hoarding is erected. Council must be indemnified for the period of construction and until the removal of the temporary structure. The indemnity is for any third party claims arising from injury to persons and, damage to property including consequential loss) in the course of works. Such indemnity must be for a minimum amount of \$10,000,000 (including the excess on the policy for any one accident or event).

A certificate of currency must be submitted with the application. It is the applicant's responsibility to ensure that insurance is current while the hoarding is erected on Councils property. The hoarding approval is

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considered void should the insurance lapse prior to a new current copy being provided to Council.

- e) **Bond** is to be paid in full. A bond is required to be paid for all hoardings located within the Liverpool Local Government Area based on the type of hoarding (i.e. A,B) and the number of street frontages which will be used. Refer to Council's Schedule of Fees and Charges.
- f) **Traffic management plan** where pedestrian or vehicle traffic is being modified due to the construction, operation or removal of the hoarding (if applicable). Refer to 3.10 of the Policy.

These requirements are subject to the site specific requirements (such as impacts on roads and on the public).

3.3 Further enquiries

Council recommends that applicants should contact Council's Building Compliance Team regarding Council's requirements prior to lodgement of an application.

3.4 Payment of fees

- 3.4.1 The fees payable for the issue of a permit to erect a hoarding on Council property are determined by Council in its 'Schedule of Fees and Charges'.
- 3.4.2 Application fees are payable at lodgement. Permit fees are payable on approval.
- 3.4.3 A bond is also payable in full on approval.

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ATTACHMENT A: Hoarding application form and checklist



TO CARRY OUT WORK OR AFFECT TRAFFIC WITHIN A ROAD, PARK OR DRAINAGE RESERVE

APPLICATION FORM ONLY

Work is not to commence without a permit issued by Council

Made under Section 138 Roads Act 1993 / Section 68 of the Local Government Act 1993

Property Key:	Office Use Only
Application Type / No:	
Development App No:	
Construction Cert No:	
Date Received:	

050889.2014 (JULY 2016)

LEGAL REQUIREMENTS REGARDING INFORMATION PROVIDED TO COUNCIL

Council is obliged under s.6 of the *Government Information (Public Access) Act 2009* to publish details of all development applications (including names of applicants and owners) and any associated documents on the website, except for floor plans of any residential parts of a building. Please note that the information provided by you on this form will be used by Council or its agents to process this application and it can be made available, as required by law, to other government agencies. Under the *Privacy and Personal Information Protection Act 1998*, some personal information provided on this form, such as phone numbers, will not be published on Council's website. Information regarding access to or publication of information by Council, can be referred to Council's Privacy Contact Officer.

Type of application: (Please tick appropriate box)

- (A) Road Opening (white)
- (B) Road Opening requiring Restoration (pink)
- (C) Road Occupancy (blue)
- (D) Work Zone (mauve)
- (E) Road Opening – Within a Road, Park or Drainage Reserve (green)
- (F) Hoarding (orange)
- Other (please specify)

Address details of development

Shop/Unit No:	House No:	Office Use <input type="checkbox"/>
Street:		
Suburb:	Postcode:	
Lot No:	Deposited / Strata Plan No:	Section:

Proposal of work to be carried out

Proposed work:		
Proposed Use:		
Linear / Square metres:	Months / Weeks:	
Type and number of vehicles expected:		
Start date:	End date:	Proposed times:
Site contact person:		Site phone:
Owner's / Principal Contractor's Public Liability Insurance Co:		

Policy number:	Expiry date:	<input type="checkbox"/>
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TO CARRY OUT WORK OR AFFECT TRAFFIC WITHIN A ROAD, PARK OR DRAINAGE RESERVE
APPLICATION FORM ONLY
Work is not to commence without a permit issued by Council
 Made under Section 138 Roads Act 1993 / Section 68 of the Local Government Act 1993

General requirements

General information

- No works to be commenced until permit/consent is issued by Council**
- The application shall quote the application number for any future queries/correspondence
- The applicant shall contact Council and provide this information at least seven (7) working days prior to the intended commencement date of works. Upon receipt of the necessary information, Council will issue a permit/consent for the work

Relevant Acts

The extracts from the Roads Act 1993 & Local Government Act 1993 that are relevant to your application, are Section 138 of the Roads Act 1993 and Section 68 of the Local Government Act, 1993.

Processing and Approval

The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.

- An appropriate fee, in accordance with Council's Fees and Charges must be paid when lodging this application and if a further fee is payable, the applicant will be advised by Council. This fee shall be paid prior to issue of the permit/consent for the work. **Cheque clearance is required prior to issue of the permit.**
- At the time of lodgement, a copy of the owner's and/or principal contractor's public liability insurance cover to the order of at least \$10m, including number/expiry date, needs to be submitted and if there are any unknown details such as start and end dates of the work, etc.

Applicant's Responsibility and Compliance

- The owner is, by way of signature to the application, responsible for compliance with all of the agreements, declarations and permit/consent conditions and likewise responsible for compliance in respect of all agents, subcontractors and anyone else carrying out part or all of the activity authorised under the permit/consent
- A copy of the Council endorsed application and the permit/consent must be held onsite and be available for inspection whilst the activity is being carried out
- The works shall proceed to completion without undue delay
- The applicant shall contact Council for any extension of time required for the work, prior to the original expiry date

Temporary Restoration

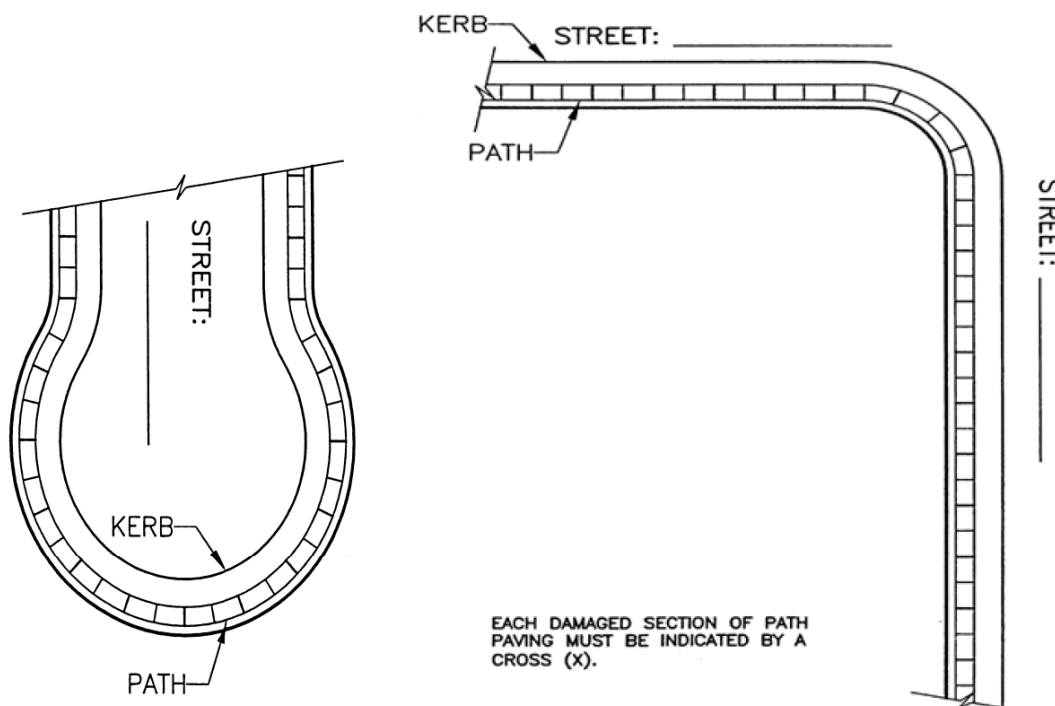
- The applicant will be held responsible for all damage in the vicinity of their work unless they have reported such in advance of commencing the work. This report will be either a dilapidation report prepared by the applicant or a pre-inspection prepared by Council prior to commencement of any work. At locations with significant defects, a joint inspection is required with the Council officer on completion of works
- The applicant of the proposed road occupancy, opening or carrying out of the proposed activity, shall maintain it in a safe condition until temporary restoration is accepted by Council.

**CONDITION OF FOOTPATH/ KERB & GUTTER /ROADS
PRIOR TO COMMENCEMENT OF BUILDING WORKS**

Is there any damage to the KERB AND GUTTER? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	Office Use Only
Is there any damage to the FOOTPATH? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	
Is there any damage to the ROADWAY? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	
Is there any damage to the STORMWATER LINE? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	<input type="checkbox"/>
Is there any damage to the SERVICE PITS? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate below)	

REQUIREMENTS:

- **This form must be completed, signed and submitted with application**
- Show reference point eg House No / landmark on diagram
- Show length of damage on diagram
- Attach photos to verify damage



Details below are to be completed in full:

Development Application / Construction / Complying Certificate No: (if applicable)			Office Use Only
Lot:	DP:	House No:	
Street:	Suburb:		
Inspection Date:			
Name:	Initials:		
Company:			
Contact Phone Number:			<input type="checkbox"/>
Office Use Only			
Code AP/MISC/RO (Rest)/ ROC-WZ /SD-RR /HA-TC Fees:	Receipt No:	Date:	
Code: AP-DA/CC/CD Fees:	Receipt No:	Date:	<input type="checkbox"/>
<input type="checkbox"/> Inspected – no further action	<input type="checkbox"/> Inspected – referred to Civil Maintenance		
Signature of Officer:	Name:	Date:	

(A) Road Opening (white)
Connection to utility services (eg gas, electricity, water, sewer, telecommunication etc)
(RO) – Connection C/C - (To Building)

Document Details:

Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the proposed activity. A Permit/Consent will not be issued if sufficient information or details are not provided. Details to be provided include:

Dilapidation Report or Pre-Inspection Report completed

All requirements have been checked and provided?

Yes No

Office
Use

Notes on Scheduled Fees:

- All fees are payable in advance. Dilapidation/Damage Inspection Fees are to be paid at the time building plans are submitted, i.e. at the same time the building fee is paid.
- In the case of road openings where no building plans are submitted, the fees are to be paid prior to any road openings being made.
- The fee payable will be assessed by the City Maintenance and/or Traffic and Transport Unit according to the schedule of fees.
- The road opening application fee payable is for the issue of a Road Opening Permit and usually will not cover the cost of restoration. Restorations will be assessed by Council prior to commencement of proposed work according to Council's schedule of restoration rates and paid prior to issue of the road opening permit. Additional charges for restoration will be measured on completion.
- No bitumen sealed, concrete or asphalt pavements shall be opened without first obtaining written approval from Council. Wherever possible, all pipes are to be placed under pavements by boring or trenchless technology.

Application Fee +	\$130
<i>Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)</i>	\$145 residential work \$175 Commerc/Indust/Flats/THouses
<i>Dilapidation / Damage Inspection Fee – at completion of works</i>	\$145 residential work \$175 Commerc/Indust/Flats/THouses

(B) Road Opening requiring Restoration (pink)
Repairs / Restoration of: (please tick relevant boxes)
 Roads Footpath Kerb and Gutter Saw Cutting
(RO) – Restorations Only - (To Civil Maintenance)

Document Details:
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- Engineering plans if applicable
- A certificate of currency as evidence of holding public liability insurance valued at a minimum of \$10 million and suitable for the activity
- A Traffic Control Plan (TCP) or Traffic Management Plan (TMP) is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS1742.3 and Work Cover regulations. Pedestrian control and management is to be included in the Traffic Control Plan (TCP)

All requirements have been checked and provided?
 Yes No

Office Use

Notes on Scheduled Fees:

- All fees are payable in advance. Dilapidation/Damage Inspection Fees are to be paid at the time building plans are submitted, i.e. at the same time the building fee is paid.
- In the case of road openings where no building plans are submitted, the fees are to be paid prior to any road openings being made.
- The fee payable will be assessed by the City Maintenance and/or Traffic and Transport Unit according to the schedule of fees.
- The road opening application fee payable is for the issue of a Road Opening Permit and usually will not cover the cost of restoration. Restorations will be assessed by Council prior to commencement of proposed work according to Council's schedule of restoration rates and paid prior to issue of the road opening permit. Additional charges for restoration will be measured on completion.
- No bitumen sealed, concrete or asphalt pavements shall be opened without first obtaining written approval from Council. Wherever possible, all pipes are to be placed under pavements by boring or trenchless technology.

Application Fee +	\$130
<i>Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)</i>	\$145 residential work \$175 Commerc/Indust/Flats/THouses
<i>Dilapidation / Damage Inspection Fee – at completion of works</i>	\$145 residential work \$175 Commerc/Indust/Flats/THouses

Restorations – Roads – per location	
<i>Full depth Asphaltic Concrete Road per sqm</i>	
Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$320.00 per sq metre per location
(b) 11 – 25 sqm	\$295.00 per sq metre per location
(c) 26 – 50 sqm	\$270.00 per sq metre per location
(d) 51 – 100 sqm	\$235.00 per sq metre per location
(e) 101 – 250 sqm	\$190.00 per sq metre per location

(B) Road Opening requiring Restoration (pink)
Repairs / Restoration of: (please tick relevant boxes)
 Roads Footpath Kerb and Gutter Saw Cutting
(RO) – Restorations Only - (To Civil Maintenance)

Restorations – Roads – per location cont'd

Sheet Asphaltic Concrete Road per sqm

Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$240.00 per sq metre per location
(b) 11 – 25 sqm	\$210.00 per sq metre per location
(c) 26 – 50 sqm	\$185.00 per sq metre per location
(d) 51 – 100 sqm	\$165.00 per sq metre per location
(e) 101 – 250 sqm	\$145.00 per sq metre per location

Bitumen Sealed Road per sqm

Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$160.00 per sq metre per location
(b) 11 – 25 sqm	\$145.00 per sq metre per location
(c) 26 – 50 sqm	\$130.00 per sq metre per location
(d) 51 – 100 sqm	\$115.00 per sq metre per location
(e) 101 – 250 sqm	\$95.00 per sq metre per location

Unsealed Road per sqm

Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$105.00 per sq metre per location
(b) 11 – 25 sqm	\$95.00 per sq metre per location
(c) 26 – 50 sqm	\$85.00 per sq metre per location
(d) 51 – 100 sqm	\$75.00 per sq metre per location
(e) 101 – 250 sqm	\$60.00 per sq metre per location

Road - other

Establishment fee	\$ 60.00 per location
Cement Concrete Road per sqm	\$680.00 per sq metre
Asphaltic Concrete on Cement Concrete Road per sqm	\$730.00 per sq metre

Note: Road restoration cost for area over 250m² per location may be assessed on an individual basis

Restoration – Footpath and Cycle ways

Cement Concrete Footpath Areas per sqm – Full Panel Replacement per location

Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$230.00 per sq metre per location
(b) 11 – 50 sqm	\$200.00 per sq metre per location
(c) Above 51 sqm	\$180.00 per sq metre per location

Cement Concrete Cycle way Areas per sqm – Full Panel Replacement per location

Establishment fee	\$ 60.00 per location
(a) 1 – 10 sqm	\$270.00 per sq metre per location
(b) 11 – 50 sqm	\$245.00 per sq metre per location
(c) Above 51 sqm	\$215.00 per sq metre per location

Footpath - Other

Establishment fee	\$60.00 per location
Footpath Area (Nature Strip) – Earth/Gravel/Turf per sqm	\$95.00 per sq metre
Asphaltic Concrete Footpath per sqm	\$160.00 per sq metre
Clay Paved Footpath on Concrete Sub Base per sqm;	\$370.00 per sq metre
Clay Paved Footpath on Road Base per sqm;	\$250.00 per sq metre
Concrete Paved Footpath on Concrete Sub Base per sqm	\$460.00 per sq metre

Pram Crossing

Establishment fee	\$60.00 per location
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Reinstatement of Concrete Pram Crossing including Bitumen Restoration	\$1275.00 per ramp
<i>Note:</i>	
1. <i>Footpath and Cycle way Restoration cost for area over 100 sq m per location may be assessed on an individual basis</i>	
2. <i>Stencil, colour concrete and decorative footpath additional 20% to standard rates applied</i>	
3. <i>Periphery paving footpath within CBD area additional 35% to standard rates applied</i>	
Restorations – Driveways Vehicular Crossings	
Establishment fee	\$60.00 per location
Concrete vehicular crossing – 125mm per sq m Full panel replacement	\$285.00 per sq metre
Concrete vehicular crossing – 150mm per sq m Full panel replacement	\$320.00 per sq metre
Concrete vehicular crossing – 225mm per sq m Full panel replacement	\$375.00 per sq metre
Concrete dish crossing – per sqm – full dish crossing replacement	\$265.00 per sq metre
<i>Note:</i>	
1. <i>Stencil and colour vehicular driveway additional 15% to standard rates</i>	
2. <i>Vehicular crossing additional 35% to standard rates</i>	
3. <i>Patterned vehicular crossing require replacement from layback to property boundary</i>	
4. <i>Other driveways require replacement from property boundary to the front of footpath or from layback to the front of footpath</i>	
5. <i>Concrete vehicular crossing (225mm) restoration may require full driveway and layback restoration</i>	
6. <i>All driveways that are over 20 sq m will have a 10% discount applied</i>	
Restorations – Kerb and Gutter	
Establishment fee	\$60.00 per location
Layback – full layback replacement per metre	\$270.00 per metre
Kerb and gutter – full panel replacement per metre	\$270.00 per metre
Kerb and gutter 200mm – full panel replacement per metre	\$285.00 per metre
Restorations – Drainage Structures	
Concrete kerb inlet lintels (including saw cutting and reinstatement of adjacent kerb and gutter 0.5 metre each end)	
Establishment fee	\$60.00 per location
(a) Opening size 0.9m to 1.2m each	\$1600.00 each
(b) Opening size 1.8m each	\$1675.00 each
(c) Opening size 2.4m each	\$1725.00 each
(d) Opening size 3.0m each	\$1750.00 each
(e) Greater than 3.0m	POA
Restorations – Saw Cutting	
Saw cutting establishment fee	\$140.00
Minimum saw cutting charge (incl establishment fee)	\$290.00 incl estimated fee
Saw cutting up to 100mm depth + establishment fee)	\$30.00 per metre + estimated fee
Additional for saw cutting over 100mm depth	\$25.00 for every additional 25mm
Saw cutting kerb and gutter per cut + establishment fee	\$50.00 + estimated fee
Restorations – Miscellaneous Items	
Reinstatement of Line Markings and Traffic signs	POA
Reinstatement of Traffic Sensor	POA
Reinstatement of Median Island, Roundabout etc	POA
<i>Note: Additional costs to be negotiated outside normal working hours</i>	

(C) Road Occupancy (blue)
Road and Footpath (including all plant and equipment eg crane permit) (please tick relevant boxes)
 Full closure Partial closure

(ROC) – (To Traffic)

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All requirements have been checked and provided?
 Yes No


Office Use

Traffic Control and Pedestrian Management

1. The applicant is to provide adequate barriers, lighting and warning signs in accordance with Australian Standards (AS 1742.3 – Traffic control devices for works on roads). Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening or road occupancy has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening or road occupancy.
2. The applicant should always maintain no adverse impact on road safety for road users including pedestrians. The applicant is responsible for making the site safe after normal operational hours.
3. Provision is made for service vehicles and resident's vehicles etc to gain access to properties at all times.

Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)	\$145 residential work \$175 Commerc/Indust/Flats/THouses
Dilapidation / Damage Inspection Fee – at completion of works	\$145 residential work \$175 Commerc/Indust/Flats/THouses

Road Closure Application Fees	
Application Cost for Permanent Road Closure	\$1,204.40 per application
Late Lodgement Fee per application – Turnaround required within 4-6 days (10%)	NIL
Application Cost for Temporary Road Closure Fee	\$1,050.60 per application
Advertising Cost for Road Closure	\$548.40
Land and Property Management Authority	\$1,875.80
Late Lodgement Fee per application – Temp Road Closure - Turnaround required within 4-6 days (10%)	\$102.50
Road Occupancy Application Fees	
Road Occupancy Fee – Partial Road Closure – Liverpool CBD Application Fee	\$323 per lane per day
Road Occupancy Fee – Partial Road Closure – non CBD road Application Fee	\$175 per application
Late Lodgement Fee per application – within 4-6 days	\$30.80
NOTE: Permits must be authorised by Council's Traffic and Transport Manager, and the local Police, prior to approval	
Road Occupancy – Full Road Closure	\$1,830 per road per week

Heavy Vehicle Local Roads Permit		\$70.00 per vehicle
		<p align="center">TO CARRY OUT WORK OR AFFECT TRAFFIC WITHIN A ROAD, PARK OR DRAINAGE RESERVE</p> <p align="center"><u>APPLICATION FORM ONLY</u></p> <p align="center">Work is not to commence without a permit issued by Council</p> <p align="center">Made under Section 138 Roads Act 1993 / Section 68 of the Local Government Act 1993</p>
<input type="checkbox"/> (D) Work Zone (mauve) (WZ) – (To Traffic)		
<p>Document Details:</p> <p>Council's acceptance of the application does not imply that a permit/consent will necessarily be granted in respect of the proposed activity. A Permit/Consent will not be issued if sufficient information or details are not provided. Details to be provided include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A site plan or a locality sketch / Dilapidation Report or Pre-Inspection Report <input type="checkbox"/> Engineering plans if applicable <input type="checkbox"/> A certificate of currency as evidence of holding public liability insurance valued at a minimum of \$10 million and suitable for the activity <input type="checkbox"/> A Traffic Control Plan (TCP) or Traffic Management Plan (TMP) is required (prepared by an RMS accredited person) in compliance with RMS's Traffic Control at Work Sites Manual Guidelines, AS1742.3 and Work Cover regulations. Pedestrian control and management is to be included in the Traffic Control Plan (TCP) <p>All requirements have been checked and provided?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		Office Use
<p>Traffic Control and Pedestrian Management</p> <ol style="list-style-type: none"> The applicant is to provide adequate barriers, lighting and warning signs in accordance with Australian Standards (AS 1742.3 – Traffic control devices for works on roads). Where in Council's opinion, inadequate barricading and/or lighting of a road or footpath opening or road occupancy has been provided, Council may, without prior notification, install additional barricades and/or lamps and charge the applicant performing the opening or road occupancy. The applicant should always maintain no adverse impact on road safety for road users including pedestrians. The applicant is responsible for making the site safe after normal operational hours. Provision is made for service vehicles and resident's vehicles etc to gain access to properties at all times. 		<input type="checkbox"/>
<p>Guidelines for Work Zone</p> <ol style="list-style-type: none"> Work zones are generally to operate between 7.00am and 6.00pm Monday to Saturday, which encompasses the normal hours of operation for construction sites. Work Zones will normally only be permitted along the frontage(s) of the construction site. Work Zones in areas designated "No Parking" or "No Stopping" for reasons of traffic flow or public safety will only be permitted under exceptional circumstances. 		<input type="checkbox"/>

Dilapidation / Damage Inspection Fee – pre work commencing (Fee applied if requested by applicant)	\$145 residential work \$175 Commerc/Indust/Flats/THouses
Dilapidation / Damage Inspection Fee – at completion of works	\$145 residential work \$175 Commerc/Indust/Flats/THouses

Construction / Work Zone Application Fees	
Application Fee for Construction Work Zones on the road	\$445 per application
Kerbside rental of road for purpose of construction (first year) Unmetered locations only	\$6.20 per linear metre/per week
Kerbside rental of road for purpose of construction (in excess of first year)	\$8.20 per linear metre/per week
Late Lodgement Fee per application - Turnaround required within 4 to 6 days (10%)	NIL

<input type="checkbox"/> (E) Road Opening – Within a Road, Park or Drainage Reserve (green) (please tick relevant boxes)	
<input type="checkbox"/> Drainage works within the drainage reserve	<input type="checkbox"/> Drainage works within the road reserve
<input type="checkbox"/> Construction of kerb and gutter	<input type="checkbox"/> Construction of footpath/roadway (RR/SD) – (To Land Development)

Document Details:

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All requirements have been checked and provided?

- Yes No

Office
Use

Traffic Control and Pedestrian Management

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3. Provision is made for service vehicles and resident's vehicles etc to gain access to properties at all times.

Dilapidation / Damage Inspection Fee – at completion of works	NIL
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Permit Approvals – Section 68 – Stormwater Drainage	
Base Fee	\$690
Per linear metre of service to be provided	\$16 per linear metre
Permit Approvals – Section 138 – Road Reserve	
Base Fee	\$690
Per linear metre of service to be provided	\$16 per linear metre
Supervision of Civil Engineering Works - Inspections	
Road Construction and Drainage (<i>Road Reserve</i>)	\$39 per metre of roadway(min \$500)
Drainage Construction only (<i>Road Reserve</i>) (<i>Stormwater Drainage</i>)	\$15.50 per metre of drainage(min \$200)
Refundable Bonds	
(b) Mtnc Bond (per lin metre of roadway) (<i>Road Reserve</i>)(<i>Stormwater Drainage</i>)	\$85 per linear metre

- ((F) Hoarding (orange) (please tick relevant boxes)**
 "A" Type "B" & "C" Type Tower Crane

(HATC) – (To Building)

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All requirements have been checked and provided?

- Yes No

Office
Use

General Conditions for Erection of Hoarding

1. Hoardings are required to be erected in accordance with guidelines prepared by the NSW Work Cover Authority. These construction guidelines are hereby adopted as a minimum requirement for Type 'A', Type 'B' and Type 'C' hoardings within Liverpool City.
2. Hoardings shall be constructed to the satisfaction of Council and shall remain in position until construction of the building is completed or in the case of demolition, until the building is demolished.
3. The hoarding is to be designed that it will not obstruct the view nor present a danger (for either motorists or pedestrians).
4. Cranes shall not be placed upon the public way unless a road occupancy permit has been obtained from the Traffic and Transport Manager.

Hoarding Type – Solid Fencing

This type of temporary system is made up of solid self-supporting panels (often referred to as a hoarding) used on its own or provided in association with an overhead protective structure and/or scaffolding.

Where Required:

Fences of solid construction are required:

- In town centres or high pedestrian traffic areas where a portion of the road reserve or public way is to be enclosed
- On land adjoining a public way where that land is excavated below the level of the public way
- On the demolition sites that adjoin a public way, unless the least horizontal distance between the common boundary and the nearest parts of the structure is greater than twice the height of the structure
- Where determined as a risk control measure under Work Health and Safety Regulations and/or any Australian Standard.

- ((F) Hoarding (orange) (please tick relevant boxes) cont'd
 "A" Type "B" & "C" Type Tower Crane

(HATC) – (To Building)

Key Standards

Reference to an Australian Standard, Code of Policy should also include any subsequent update. Temporary fencing systems must comply with the Work Health and Safety Regulations and the provisions of any relevant Australian Standard. In particular:

- The design, materials, products, components, installation, maintenance and removal must be in accordance with AS4687: Temporary fencing and hoardings. Testing in accordance with AS4687, is to be undertaken to ensure the fence structure is stable under loads likely to be imposed on it. In terms of the wind force test, the structure is to be designed and tested against 'Region A' wind speed and site exposure multipliers as outlined in AS1170.2: Structural design actions – Wind actions.
- Demolition work must be carried out in accordance with AS2601: The demolition of structures.

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Dilapidation / Damage Inspection Fee – at completion of works	\$145 residential work \$175 Commerc/Indust/Flats/THouses

Hoarding Application Fees	
Hoarding Application Fee - "A" Class	\$300
Hoarding Fee – "A" Class	\$60 per metre / per month
Hoarding Application Fee – "B" Class	\$560
Hoarding Fee - "B" and "C" Class	\$130 per metre / per month
Tower Crane Fees	
Tower Crane Application Fee (Swing or hoist goods across or over any part of a public road by means of a lift, hoist or tackle projecting over the footway)	\$289
Tower Crane Fee with Work Zone (per month)	\$788.20
Tower Crane Fee without Work Zone (per month)	\$3,677.70

Digital requirements and naming convention

- **Applications without a correctly formatted CD digital data disc or USB drive will not be accepted. These will be checked by Council before accepting the application**
- All documents (including written documents) and plans for all applications must be submitted on CD or USB and not password protected.
- **Each plan and each document must be single sided and must be submitted as a separate PDF file and named separately** eg Application form, floor plans, elevation plans, site plan etc.
- **Signatures are not to be placed on supporting documents or plans** ie Waste Management Plan, Statement of Environment Effects, floor plans, site plans etc
- Individual files for each application must not exceed 20 MB. Large files must be split into smaller size files.
- **Standard documents are required under 400dpi resolution whether they are single pages or multipage documents and must not exceed 500MB in size.**
- File names for the electronic file are to be titled using the naming convention outlined below and where possible in alphabetical order, naming each document and plan individually, including the application form: **ie Document Type + Property Address and saved in PDF format.**

Office
Use

Example:

- **Application form** – 33 Moore Street Liverpool.pdf
- **Checklist** – 33 Moore Street Liverpool.pdf
- **Elevation Plans** – 33 Moore Street Liverpool.pdf
- **Engineering Details** – 33 Moore Street Liverpool.pdf
- **Floor Plan** – 33 Moore Street Liverpool.pdf
- **Insurance** – 33 Moore Street Liverpool.pdf
- **Section Plans** – 33 Moore Street Liverpool.pdf
- **Site Plan** – 33 Moore Street Liverpool.pdf
- **Specifications** – 33 Moore Street Liverpool.pdf
- **Traffic Plan** – 33 Moore Street Liverpool.pdf

Amended Plans / Supply of Additional Information

- RO Number – Additional Information – 33 Moore Street Liverpool.pdf

Does the CD or USB contain files which are named correctly and the content exactly matches all hardcopies and documents submitted with this application?

Yes No

Documentation checklist

Copies of documents required:

- 2 hardcopies of all plans and documents are required as detailed on the checklist
- Digitalised CD or USB is required for all applications. Please note that Council is unable to accept this application without a digitalised CD or USB, in the required format attached.

Office
Use

Site, floor, elevation, section plans and drawings must include the following:

- Plans are to be A3 size or larger
- Plans to scale 1:100, 1:200
- North point and site address
- Date
- Description of plan/drawing
- Architect/designer name and contact details
- Number each set of plans eg 1 of 10
- Number and brief description of amendments
- Alterations/additions or modifications are to be coloured/shaded/highlighted
- Copies of plans are to be folded to A4 size with a title block on the front
- Section plan to show driveway gradient
- Levels to Australian Height Datum (AHD)
- Personal details are not to be placed on plans or documentation

Owner's consent is required with the application.

Failure to carry out these instructions will lead to the rejection of this application.

All requirements have been checked and provided?

Yes No

Applicant's details and declaration

NOTE: Pages 15 - 16 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		Office Use	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

Applicant(s) Declaration

I/we declare that all required documentation has been provided and is to an acceptable standard and all the information in the application and the checklist submitted are, to the best of my/our knowledge, true and correct.

Yes No

Signature(s):	Date:	<input type="checkbox"/>
Print Name(s)		

Release of determined application

Would you like your assessed application to be: (Please tick relevant box)

Posted Held for collection at Council

Signature when collected:

(Only the applicant or person authorised by the applicant can collect the consent - Authorisation may be required)

Date:

Once lodged, you can track the progress of your Application online via Council's e-planning tool, simply visit www.eplanning@liverpool.nsw.gov.au

Office Use Only:

Fee Type	Application	\$	Receipt No.	Date
AP/MISC/				
RO/ ROC-WZ /SD-RR /HA-TC				
TOTAL				

Owner's / Asset Owner's consent and declaration

Note: Pages 15 – 16 are not available for viewing on Council's website

Family Name(s)/Surname(s) (or company & ACN):		Office Use	
Full Given Names or Company Contact Person:			
House/Unit No:	Street:		
Suburb:	Postcode:		
Home Phone:	Business Phone:		Mobile:
Fax:	Email:		

Owner(s) / Asset Owner's Declaration

- I/We will comply with all environmental and other legislation, Council policies and any other Regulation applicable to the proposed activity
- I/We accept that there will be conditions to any consent the Council decides to give in relation to this application and declare that we will abide by those conditions
- I/We accept that there will be conditions to all consents issued by Council in relation to this application
- I/We accept that, if the opening is found to exceed the initial estimation/measurement, the applicant and the owner(s) are jointly and severally liable for additional charges
- I/We accept the dilapidation report or pre-inspection report which identifies the existing condition of Council's assets prior to commencing work and any further damage identified will be repaired by Council and charged to the applicant

I/we own the subject land, consent to this application and consent to Council officers entering the premises during normal office hours for the purpose of conducting inspections relative to this application. I/we accept that all communication regarding this application will be through the nominated applicant.

Yes No

Signature(s):	Date:	<input type="checkbox"/>
Print Name(s)		

Owner(s) consent requirements

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
 - (a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.