

# Quality Management – Asset Management - Civil



QMF-CA-011

## Application – Permit to Erect Hoarding

**COMPLETE AND LODGE THIS FORM AT:**  
 COUNCIL'S CUSTOMER SERVICE CENTRE  
 86 Avoca Road, Wakeley NSW 2176  
 Ph: 9725 0222  
 Email: mail@fairfieldcity.nsw.gov.au

Payment **MUST** be made at time of lodgement or your application will not be processed.

Code (82)

OFFICE USE ONLY	DATE:
	RECEIPT NO:

### PROPERTY DETAILS

Street No.:	Lot No.:	D.P.:	DA No.: . /20
Street:		Suburb:	Postcode:

### OWNER DETAILS (permit sent via email)

Name:	Contact No:
	Email:
Address:	

### CONTRACTOR/BUILDER DETAILS (permit sent via email)

Company:	Contact No:
Name:	Email:
Address:	
Licence No.:	Public Liability Policy No.:

### HOARDING DETAILS

Total Site Frontage: metres	Start Date:	End Date:
Purpose of hoarding:		

### FEES (where applicable to hoarding type)

<b>Type A Hoarding</b> (\$23.00 per lineal metre frontage, per week)	<b>Application Fee:</b> \$212 +
	<b>Weekly Fee:</b> (\$23.00 x _____ m x _____ weeks) = \$ _____ +
<b>Type B Hoarding</b> (\$39.00 per lineal metre frontage, per week)	<b>Application Fee:</b> \$485.00 +
	<b>Weekly Fee:</b> (\$39.00 x _____ m x _____ weeks) = \$ _____ +
<b>TOTAL CHARGE = \$ _____</b>	

### ADDITIONAL REQUIREMENTS

The following documents shall be submitted with this application to enable assessment and determination of application.

- Structural plans prepared and certified by a practising structural engineer for all types of hoardings, detailing structural members, hold down fixings and the like, with reference to the relevant Australian Standards and associated codes.
- Architectural plans detailing site plan, hoarding locations, cross-sections, footpath widths, utility services, street trees, traffic lights and all other relevant details.
- Traffic Management Plan (as per AS 1742.3 & RMS Traffic Control at Work Sites manual) where pedestrian or vehicle traffic is being modified due to the construction, operation or removal of the hoarding.
- Evidence of a minimum \$10million Public Liability insurance policy to indemnify Fairfield City Council in the event of any member of the public suffering injury to person or property by reason of the presence of the hoarding.
- Dilapidation Report (in colour) detailing the existence and condition of any footpath paving and/or kerb & gutter adjoining the site for checking against Council's records. Damage to footpaths, kerb & gutter, stormwater systems and general streetscape will require restoration at the permit holder's expense.

**NOTE:**

- Allow 10 working days from lodgement of this application for the processing of a permit. Works shall not commence prior to the issue of a permit.

**CONDITIONS OF APPROVAL**

The general conditions governing the Occupation of the Footpath/Hoarding are set hereunder.

1. Any variations or special directions given by authorised officers of the Council are to be complied with by the permit holder. Council reserves the right to cancel the permit at any time.
2. Each Permit is valid only for the period covered by the nominated start and finish dates. The maximum period for a permit is 12 months. If an extended period is required then the applicant should reapply for a new permit prior to this permit lapsing.
3. Damage to footpaths, kerb & gutter, stormwater systems and general streetscape will require restoration at the permit holder's expense.
4. Type A Hoardings (partial footpath occupation) must be constructed with minimum 16mm solid timber panels. It must be securely fixed with no protruding bolts, nails or wire, finished smooth, and flushes with the ground. The minimum height is two metres. The hoarding must not reduce the available footpath width to less than two metres. Where a gate is installed, it must be constructed to swing inwards only.
5. Type B Hoardings (full/partial footpath occupation) must additionally provide for pedestrian access directly underneath the hoarding structure, and provide appropriate lighting.
6. Upon erecting the hoarding, the supervising structural engineer must certify that the hoardings have been erected in accordance with the approved plans and SafeWork NSW requirements (formerly WorkCover). No construction can proceed until Council receives this certification. The hoarding must be re-certified by the supervising structural engineer every 6 months to ensure that the structural integrity of the hoarding has been maintained.
7. Hoarding and scaffolding must remain in place until construction or demolition of the building is completed.
8. Hoarding must be painted white or whitewashed and kept clean.
9. No advertisements are to be affixed to the hoardings, other than a sign not exceeding 2.4m x 1.8m on which must show the contact details of the Builder and other notices regarding the subject building.
10. A 'Billposters will be prosecuted' sign must be attached or printed at the street side of the hoarding.
11. Uprights must not be inserted in the roadway or footway surfaces. Uprights must be tenoned into sole plates.
12. Hydrants or other utility boxes/pits must not be covered or obstructed in any way. Temporary crossings to the site must not be made over utility or manhole covers, unless the covers are adequately protected to the satisfaction of the relevant authority.
13. Vehicles must not cross the footpath to gain access to the site unless a temporary planked crossing is constructed to the satisfaction of Council.
14. Cranes are not to be placed upon the public way without a permit from Council.
15. The use of the roadway for loading and unloading of vehicles is not permitted without approval for a 'Building Construction Reserve'
16. The area must be adequately lit at night, and all appropriate barriers, barricades and warning devices must be installed too protect the public.
17. The hoarding must not obstruct the view of motorists or pedestrians of any traffic lights or signs. Pedestrian crossings must be accessible at all times.
18. The roadway must not be used for the storage of building materials. The kerb and gutter must not be obstructed and kept clean and free from debris, with sediment control measures in place as required by Council's sediment and erosion control policy.
19. The hoarding is to be removed at the expiry of the permit and surfaces must be made good.

**I/WE, THE UNDERSIGNED, HAVE READ, UNDERSTAND, AND WILL COMPLY WITH ALL OF COUNCIL'S REQUIREMENTS AND CONDITIONS FOR ERECTING HOARDING:**

**OWNERS NAME & SIGNATURE (mandatory):** .....

**CONTRACTOR SIGNATURE:** .....

**DATE:** .....

**DATE:** .....

COUNCIL USE ONLY	Comments	Authorising Officer & Date
<p style="color: red;"><b>Approved</b></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No</p>		