



# HOARDING & TOWER CRANE APPLICATION

made under the Roads Act 1993 and Local Government Act 1993

Disclaimer: The information provided by you on this form will be used by City of Parramatta or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

## PART 1 - Property & Applicant Details

### 1. Property Details

Address	Unit:	House:
	Street:	
	Suburb:	Postcode:
Lot/DP/SP	Lot:	DP/SP:

### 2. Applicant Details & Contact Information

Full name/company and contact person	Family Name (or company):	
	Full Given Name(s):	
	OR Company Contact Person:	
Postal Address	Postal Address:	
	Suburb:	Postcode:
	Home Phone:	Mobile:
Contact details	Office Phone:	Fax:
	Email:	Date:
	24 Hour Emergency Contact:	

**Note:** Applicant is required to sign the last page of this application

## PART 2 - Hoarding and/or Tower Crane Contractor Details

### 3. Contractor details & Contact Information

Full name/company and contact person	Contractor Name:	
	Owner of Company/Business Name:	
Postal Address	Postal Address:	
	Suburb:	Postcode:
	Contact Person:	
Contact details	Phone:	Mobile:
	Office Phone:	Fax:
	Email:	Date:
	After hours phone Contact:	

#### OFFICE USE ONLY— Hoardings

Fee:	\$
Reference:	HA/

#### OFFICE USE ONLY— Tower Cranes

Fee:	\$
Reference:	TC/

#### Date:

<b>Receipt:</b>



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## PART 3 - Details

4. Type Please tick (✓) Hoarding  (go to section 5) or Tower Crane  (go to section 6)

### 5. Hoarding (HA) Application

Type A  (select one below)

Low Risk  or;

High Risk

Note: for risk categories, see 'Hoarding and Tower Crane Policy'

Type B  (select one below)

Standalone  or;

Single storey on-site shed  or;

Double storey on-site shed

Length of proposed hoarding in metres: \_\_\_\_\_ m

### 6. Tower Crane (TC) Application

Road/Street affected by the activity (street name & suburb): \_\_\_\_\_

Description of Hoisting Activity: \_\_\_\_\_

Slewing over Council Property: Yes  or No

Slewing over Neighbouring Property: Yes  or No  (if yes, need neighbours consent)

Is there a current Work Zone at the proposed Hoisting Location: Yes  or No

### 7. Period Required

Length of proposed Timeframe: \_\_\_\_\_ months

From: Start Date \_\_\_\_\_ to End Date \_\_\_\_\_

Note: this section is applicable for both Hoardings and Tower Cranes

## PART 4 - Digital Documentation Checklist (no paper copies required)

### 8. Hoarding Documentation Checklist

Item	Description	Notes	Applicant	Officer
1	Site Plan	Site Plan of approved development (1:100/1:200). Includes street features, trees, traffic signs, Poles, Services etc. <u>The proposed location of the hoarding shall be reflected in the Site Plan.</u>	<input type="checkbox"/>	<input type="checkbox"/>
2	Architectural Plans	Elevations, Sections and Plan views.	<input type="checkbox"/>	<input type="checkbox"/>
3	Hoarding Plans	Structural Engineering Details and Plans for Hoarding	<input type="checkbox"/>	<input type="checkbox"/>
4	Traffic Management Plan	Traffic management plan to address pedestrian and vehicular traffic movement/controls.	<input type="checkbox"/>	<input type="checkbox"/>
5	Structural Certification	Structural Certification of proposed hoarding by a qualified Structural Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
6	Dilapidation Report	Showing any existing damage to Council land from kerb to the site. Includes, but not limited to, park benches, city significant artwork and Council furniture.	<input type="checkbox"/>	<input type="checkbox"/>
7	Public Liability Insurance	A copy of the Public Liability Insurance Policy with a minimum value of \$20,000,000 million, <u>indemnifying the City of Parramatta.</u>	<input type="checkbox"/>	<input type="checkbox"/>



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## 9. Tower Crane Documentation Checklist

Item	Description	Notes	Applicant	Officer
1	Site Plan	Site Plan scaled at 1:100/1:200. It shall show the: proposed crane location; height of tower crane; slewing and/or luffing radius over roadways and/or private lands; proposed hoisting area; and, any obstructions (i.e. trees, poles, power lines etc.).	<input type="checkbox"/>	<input type="checkbox"/>
2	Design Certification	Design certification from an appropriately qualified person issued under Section 93 of the Local Government Act 1993 confirming that the device satisfies all applicable provisions of the Work Health and Safety Act, Regulations and Codes of Practice.	<input type="checkbox"/>	<input type="checkbox"/>
3	Structural Certification	Structural Certification of proposed tower crane by a qualified Structural Engineer.	<input type="checkbox"/>	<input type="checkbox"/>
4	Traffic Management Plan	Traffic management plan to address pedestrian and vehicular traffic movement/controls.	<input type="checkbox"/>	<input type="checkbox"/>
5	Public Liability Insurance	A copy of the Public Liability Insurance Policy with a minimum value of \$20,000,000 million, <u>indemnifying the City of Parramatta</u> .	<input type="checkbox"/>	<input type="checkbox"/>
6	Owners Consent	Signed owners consent of neighbouring properties, where proposed tower cranes will slew over.	<input type="checkbox"/>	<input type="checkbox"/>

**Note:** Any Items not provided with either the hoarding or tower crane applications will have to be provided at a later stage, affecting the assessment and approval timeframe of the applications.

## 10. Digital requirements

File format requirements:



To assist Council in record keeping and processing your application all documentation (including written documents) are required on a USB. Each set of plans and accompanying documents shall be on a separate PDF file.

## PART 5 - Applicant Declaration

**11. Applicant declaration** I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

Yes  No

Applicant's signature

date:

## PART 6 - Council Officer Declaration

**12. Officer declaration** I declare that this application is, to the best of my knowledge, complete, including digital documentation and digital requirements outlined in the checklists.

Yes  No

Officer's signature

date:

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