

# APPLICATION FORM AND CONDITIONS



## Permit for Building Waste Containers (Skips)

North Sydney Council is responsible for ensuring that skips in public areas are positioned safely and do not block access or visibility for cars and pedestrians. A permit is required to place a skip in a public area such as on a footpath or road.

This form includes five sections:

1. applicant's details
2. locality sketch
3. indemnity
4. insurance details
5. permit conditions

To apply for a permit, please complete all relevant sections and return with payment to the Customer Service Centre, Council Chambers, 200 Miller Street, North Sydney.

**Permits are issued subject to the conditions attached to this application form.** Please read the conditions before applying for a permit.

### FEES FOR 2018/2019

|  |  |
|--|--|
| <b>Permit fee:</b>   | \$94.00  |
| <b>Placement fees:</b>   |  |
| <u>Less than 5m<sup>3</sup></u>  | <u>From 5m<sup>3</sup> to 10m<sup>3</sup></u>                  |
| Week 1 - \$60.00   | Week 1 - \$105.00  |
| Week 2 - \$65.00   | Week 2 - \$120.00  |
| Week 3 - \$85.00   | Week 3 - \$135.00  |
| Week 4 and subsequent weeks - \$105.00                                     | Week 4 and subsequent weeks - \$165.00                         |
| <u>From 10m<sup>3</sup> to 20m<sup>3</sup></u>                             | <u>20m<sup>3</sup> and over</u>                                |
| Week 1 - \$225.00  | Week 1 - \$445.00  |
| Week 2 - \$315.00  | Week 2 - \$480.00  |
| Week 3 - \$395.00  | Week 3 - \$520.00  |
| Week 4 and subsequent weeks - \$445.00                                     | Week 4 and subsequent weeks - \$560.00                         |
| <b>Additional fee for occupation of metered parking spaces:</b>            |  |
| \$155.00 per parking meter bay and/or part of bay, per day or part thereof |  |
| <b>Impounding fee:</b>   | \$1,400.00 per offence   |
| <b>Release fee:</b>  | Cost of permit which should have been obtained                 |
| <b>Plus:</b>   | Actual cost and overhead of impounding, removal, storage, etc. |

### **Please note:**

- fees are reviewed annually
- this permit is only issued where no alternative area on subject site is available and never on a main road
- the fee for parking meter reservations is also applicable if the skip is placed in a metered parking space.

**NORTH SYDNEY COUNCIL**

**Permit for Building Waste Containers (Skips)**

**SECTION 1 - APPLICANT'S DETAILS**

I

(name) wish to apply for a permit to place a skip on public property

|                   |                         |
|-------------------|-------------------------|
| Applicant's Name: | Phone (business hours): |
| Business Name:    | ABN (if applicable):    |
| Business Address: |                         |
| Email:            | Mobile:                 |

**Address of property where permit will apply:**

|                    |                      |
|--------------------|----------------------|
| Number and Street: | Suburb and Postcode: |
|--------------------|----------------------|

**Details of permit request:**

|   |                                 |
|---|---------------------------------|
| Size of skip (in cubic metres):   |                                 |
| Length (in metres):   | Width (in metres):              |
| Parking meters affected: <input type="checkbox"/> Yes <input type="checkbox"/> No | No. of bays (spaces) affected:  |
| Meter ID/s and bay/s numbers (spaces) affected:                                   | No. of parking meters affected: |

*Note Parking sensors are located in the centre of each parking meter space and can be seen from the road*  
**Special conditions:** *If sensors are within the proposed skip location, the applicant must provide 20mm MBF board (minimum) or steel plate to cover parking space and protect parking sensor/s. Otherwise a fee will be applied for replacement sensor/s. Minimum board size 2m x 2m.*

**Duration of permit (NB: permit will be for one week unless otherwise stated):**

|             |           |
|-------------|-----------|
| Start Date: | End Date: |
|-------------|-----------|

I/We have read the guidelines and conditions of this Permit and agree to abide by these conditions in full. I/We understand that failure to meet any of the conditions can result in the immediate cancellation of the permit and recovery of any associated costs.

|         |       |
|---------|-------|
| Signed: | Date: |
|---------|-------|

**PRIVACY STATEMENT**

Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers and other authorised people. You may make application for access or amendment to information held by Council. Applications by members of the public to view Council's records are subject to the provisions of Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 1 - Government Information (Public Access) Regulation 2009.*

I have read and understand the Privacy Statement

|               |             |
|---------------|-------------|
| Signed: ..... | Date: ..... |
|---------------|-------------|

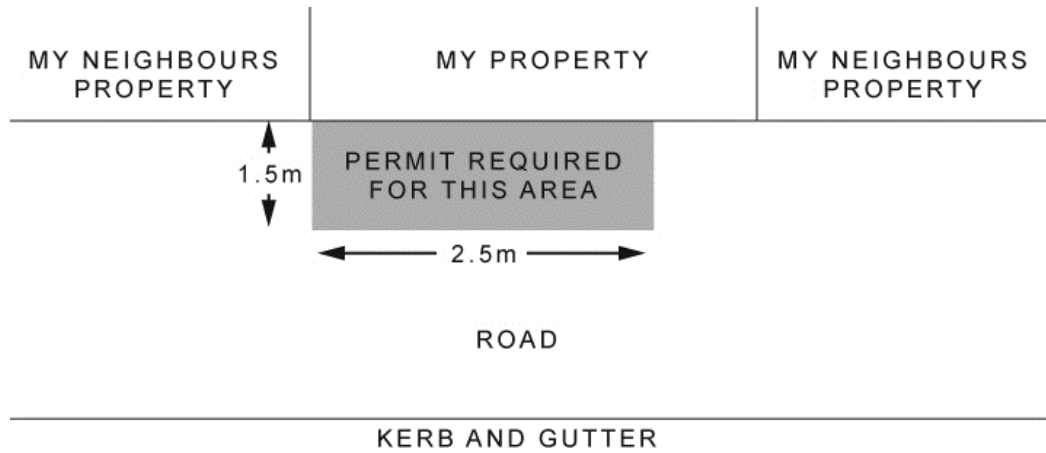
**FOR COUNCIL USE**

|                                   |                |
|-----------------------------------|----------------|
| Skip Permit Fees (Code 159): \$   | Permit Number: |
| Parking Meter Fees (Code 156): \$ |                |
| Total: \$                         | :              |
| Receipt No:                       | Date:          |
| Authorised by (name):             |                |
| Conditions/Comments:              |                |
| (EPS13)                           |                |

**SECTION 2 - LOCALITY SKETCH**

Draw a sketch indicating the street, your property, your neighbours' property, the kerb and area of footpath for which you require a permit.

**Example**



**NORTH SYDNEY COUNCIL**

**Permit for Building Waste Containers (Skips)**

**SECTION 3 – INDEMNITY**

This indemnity form must be completed and signed before a permit can be issued.

Name of Applicant:

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed:

Date:

**SECTION 4 - INSURANCE DETAILS**

Permits will not be issued unless you have public liability insurance for the area you want to use. Complete this form, giving details of your public liability insurance.

A Certificate of Currency must be provided to Council by the insurance company before a permit is issued.

All Certificates must include the following information:

- A limit of liability of at least \$20M.
- Amounts to be denominated in Australian dollars (AUD) in the first instance.
- Relevant jurisdiction to include the Australian Commonwealth.

**Insurance information:**

I hereby declare that I (name of applicant) \_\_\_\_\_ as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$20 million.

Name of Skip Bin Company:

Public Liability Policy No:

Period of Insurance from:

to:

Limit of Indemnity: \$

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.

Signed:

Date:

**SECTION 5 - PERMIT CONDITIONS**

**1 TERM**

Permits are issued on a weekly basis.

**2 FEES**

Fees are calculated according to the time taken for placement of the skip. Extension of the time period may be made by arrangement with the Council. Permit fees must be paid at the time of lodging the permit application.

**3 PARKING METER SPACES**

Where a skip will occupy or affect more than one parking meter space, the applicant will be required to pay for the occupation of any additional parking meter spaces.

**4 SITE CONDITIONS**

Not all sites are suitable for placement of skips. Council reserves the right to reject an application if the skip would endanger or obstruct pedestrians.

**5 LOCATION**

The applicant shall include a locality sketch on the application form. This sketch shall be approximately to scale and shall show the proposed dimension, location of existing building frontage, existing kerb and gutter and footpath width. It is helpful to include other adjacent streetscape items such as parking meters, service poles and street trees.

**6 INDEMNITY AND PUBLIC LIABILITY INSURANCE**

The indemnity statement and public liability sections of the application form must be completed and signed before a permit is issued.

**7 MAINTENANCE OF PERMIT AREA**

The skip shall not cover or prevent access to public or private utilities and drainage pits. The skip shall not obstruct the view of advisory and regulatory signs and traffic controls.

**8 PERMIT PRODUCED ON DEMAND**

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.

**9 PEDESTRIAN SAFETY**

The permit holder must ensure that the site for placement of the skip is maintained and operated safely and that pedestrians have free access to the remaining area of the footpath. A clear passage of at least one metre must be maintained at all times in front of exit doorways from adjoining and adjacent premises. Skips should be no wider than 1.8 metres. The skip should preferably be coloured yellow, orange or white for pedestrian visibility.

If directed by Council, the permit holder will immediately remove or make safe any skip. If the permit holder does not comply with this direction, Council may remove the skip concerned and the permit holder will be required to reimburse Council for the cost of the removal.

**10 SITE SAFETY**

All traffic control shall be in accordance with the current version of AS 1742.3 and its associated handbooks and the RMS document - Traffic Control at Work Sites. Plans modified from those that appear in the above mentioned documents shall contain a reference to the standard plan on which they are based.

North Sydney Council does NOT approve Traffic Control Plans. If a Traffic Control Plan is submitted with the application, it is viewed as a document containing information about the impacts on traffic flow only and is NOT evaluated from the viewpoint of risk assessment or Work Health and Safety. If a Permit for Building Waste Containers (Skips) is granted, it does not imply approval of the Traffic Control Plan.

Where the works to be undertaken are likely to affect vehicular traffic within 100m of any set of traffic lights, or on the following roads, a Road Occupancy Permit will be required from the RMS:

- Falcon Street - Pacific Highway to Military Road.
- Military Road - Falcon Street to Macpherson Street.
- Pacific Highway - Harbour Bridge to Christie Street.
- Berry Street - Pacific Highway to Arthur Street.
- Arthur Street - Berry Street to Mount Street.
- Miller Street - Falcon Street to Suspension Bridge.

Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is affected, a minimum of 48 hours written notice must be given to residents.

Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until permanent restoration of the roadway or footpath by Council.

All traffic control plans shall be available on-site at all times.

**11 ENVIRONMENTAL PROTECTION CONTROLS**

The permit holder is responsible for any environmental pollution resulting from the skip. Should pollution occur, the permit holder is responsible, at their own cost, for returning the affected area to its condition prior to the pollution. If the permit holder does not comply with this condition, Council may carry out the necessary work and the permit holder will be required to reimburse Council for the cost of this work.

**12 REINSTATEMENT**

When the permit expires, the permit holder shall, at their own expense, remove all the skips and ensure the area is returned to its original condition.

**13 CANCELLATION**

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Council reserves the right to cancel the permit if the skip does not conform to the description provided in the application or the skip extend beyond the approved permit area. Council also reserves the right to cancel the permit should there be a change of Council policy on this issue.