

North Sydney Council  
Hoarding Construction  
Guidelines and  
Requirements



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# Hoarding Construction Guidelines and Requirements

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## 1. Introduction

### 1.1 Objective

The objective of this guideline is to provide safe and quality hoardings across the North Sydney Local Government Area and adhere to WorkSafe NSW current Code of Practice, to ensure pedestrian access and safety at all times.

- a) To ensure that hoarding structures are designed and constructed in accordance with relevant Codes of Practice and Australian Standards;
- b) To achieve high standards for the construction and maintenance of all hoardings;
- c) To minimise the impact that hoardings have on pedestrian amenity and pedestrian spaces

Council's preferred position is that all building activity including the erection of hoardings, should occur entirely within the development, building or construction site.

It will be the responsibility of the persons seeking approval for the use of Council property, to demonstrate that all other alternatives have been exhausted. The issue of a Development or Building Approval by Council does not oblige Council to issue a permit for the erection of a hoarding within the road reserve, pathway etc. Council is under no obligation to grant approval for the erection of a hoarding within public areas.

In keeping with Council's preferred position, the issuing of a permit for the erection of a hoarding will only be for the shortest period possible, consistent with the activity being undertaken.

At all times, Council reserves the right to rescind any permit issued for the erection of a hoarding on its property. No compensation will be paid for the cancellation of Council's permit. There will be no refund of fees paid in the event of early completion of the works.

### 1.2 Definition of "Council Property"

"Council Property" is defined as any public street, road, land, thoroughfare, footpath, or place open to or used by the public, and includes any place at the time open to or used by the public on the payment of a fee or otherwise. Site fencing entirely within the development site does not require a hoarding permit.

"Hoarding" – as defined by Regulation 847, under the Construction Safety Act, 1912, concerning the protection of persons who are or may be in the public place adjoining the boundary of a building or structure which is being

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demolished and/or constructed or where a protective fence is to be erected for protection of persons as required by the Work Health and Safety Act 2011.

### **1.3 Class A Hoarding**

Type A hoardings include fences, traffic barriers and modular concrete or plastic barriers and have 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 with no trip hazards.
- 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 street signage.

### **1.4 Class 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 is 7500 mm or greater in height and less than 3500 mm from the street alignment and have the following requirements:

- a) The hoarding must have a minimum clear distance of 300 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) The hoarding must have a minimum overhead clearance of 2200mm to any bracing, beams or any other part of the structure;
- c) The hoarding must have a clear span of 1500 mm and is required for continual pedestrian access at all times;
- d) 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 fixe. Prefabricated modular steel gantry hoardings are encouraged; no scaffolding or shipping containers are permitted.

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Figure 1: Stand Alone B Class Hoarding



Figure 2: B Class Hoarding with Site Sheds

## 2. Requirements

### 2.1 Design Requirements

- a) Maintain the highest possible standard of pedestrian amenity on North Sydney Council streets
- b) Provide hoardings which contribute as positively as possible to the streetscape
- c) Provide a high quality designed hoarding appropriate to its location in the North Sydney Council area
- d) Inform pedestrians about the proposed development
- e) Provide safe and structural adequacy in accordance with the SafeWork NSW Code of Practice - Overhead Protective Structures
- f) Maintain materials, finishes, structure and graphics in a good condition

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- g) Provide “Bill Posters will be Prosecuted” sign on the front elevation of the hoarding.

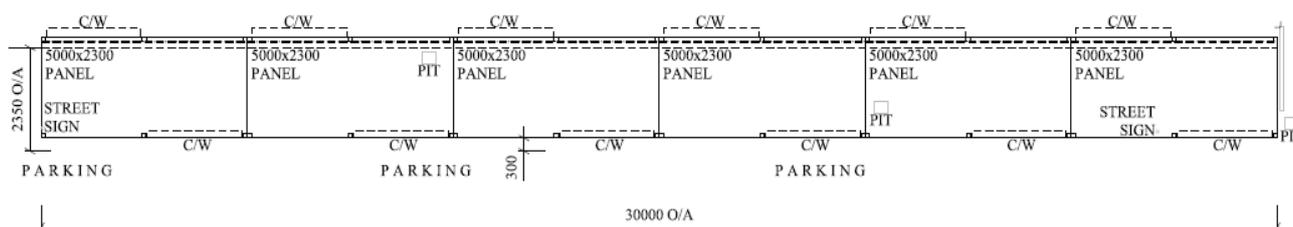


Figure 3: Site Plan for B Class Hoarding

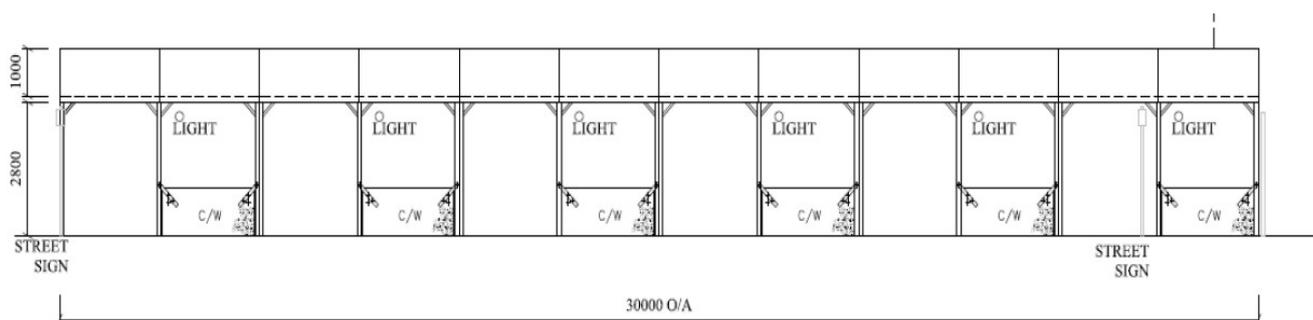


Figure 4: Elevation for B Class Hoarding

### 2.2 Undesirable Locations

Consideration will also be given to the following criteria which indicates areas which are undesirable for the erection of a hoarding and/or storage of building materials:

- a) On classified, arterial, sub-arterial roads;
- b) Narrow streets/lanes whereby the erection of hoardings would restrict normal access and impact solar access and views (neighbour consultation may be required);
- c) Locations that will interfere with the movement of traffic in travelling lanes;
- d) Locations which interfere with sight lines of vehicles entering and leaving premises;
- e) On footpaths servicing large volumes of pedestrian traffic;
- f) On footpaths within 6m of the property alignment at any intersection whether controlled by traffic signals or not;

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- g) In areas above underground utility services where there is inadequate protection for such services.

### **2.3 Eligibility of Scaffolding Contractors**

A scaffolder erecting and certifying a scaffolding structure must hold a scaffolding licence issued by SafeWork NSW appropriate for the type of scaffold (design and/or installation). Where scaffolding ties are fixed (bolted) to an adjoining structure that is not of reinforced masonry or concrete construction, the Council may require certification from a practising structural engineer complying with 2.7.1 verifying that the existing building is capable of providing adequate support to the scaffolding system.

### **2.4 Barrier Fencing**

Barrier fencing can be provided for a temporary period to secure open trenches, the construction of pathways, kerb and gutters, driveways, pipe laying et cetera to protect the public from injury. Barrier fencing must be well constructed, with appropriate warning and directional signs, as required.

### **2.5 Lighting**

Hoarding lighting 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. All lighting associated with hoardings must not impact on surrounding traffic.

The provision of lighting is required for Type B hoardings, in order to ensure the enclosed passageway is well lit for pedestrians. The average illuminance shall be a minimum of 10 lux with a minimum point of 2 lux in accordance with the requirements of Australian Standard AS 1158.

### **2.6 Office Sheds**

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.

Office 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.

The office sheds and work are to incorporate a hoarding material to conceal the sheds from public view.

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### **2.7 Fire Safety**

Any sheds situated above a Type B hoarding shall be provided with at least one (1) stair exit to the ground level. However, where hoardings exceed 30 metres in length, a minimum of two (2) exits are required to be provided. The distance between such exits shall be a maximum of 80 metres, otherwise additional stair exits will be required. A portable fire extinguisher shall be provided for each shed / site office building.

### **2.8 Use of Cranes**

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.

The use of cranes, hoists, and concrete pumps shall not be placed on the public property unless prior approval has been obtained from Council.

### **2.9 Footpaths**

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.

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.

Any obstruction to the footpath from a proposed concrete pour, laying of cables, conduits, drainage pipes, service lines, temporary/permanent pedestrian ramps and the like requires Council's prior approval.

### **2.10 Construction Vehicle Access Gates**

Construction vehicle access gates shall be either of a sliding type or inward opening. Access gate openings may also incorporate suitable pedestrian warning or safety devices such as warning lights and /or retractable hazard arms.

The minimum height clearance for access gates shall be 4.5 metres or larger, depending upon the type and height of all trucks using the site for deliveries.

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### 2.11 Parking Meters

Where metered parking is located adjacent to a site and is to remain operational for the duration of the proposed hoarding, access to parking meters must be maintained. Therefore, the following clearances must be complied with at all times:

- Face of meter (at coin slot) – 1m minimum,
- Rear of meter - 300mm minimum,
- Both sides of meter - 500mm minimum,
- The above clearances may be subject to the width of the footpath and/or adjacent structure to the meter.
- Height clearance - 2m above ground level minimum,
- Customers must have clear and safe access to the face of the meter.



Figure 5: Parking Meter – clearance details, for hoarding or other structures

All parking meter bay numbers and line markings must remain clearly legible at all times. Where bay numbers are on the top of kerb or footpath and are obscured by the hoarding, the numbers must be clearly (min 100mm) and identifiably painted or printed/laminated and fixed on the hoarding adjacent to the relevant parking bay at a height of approximately 1.5m.

Should the applicant require the removal/relocation/temporary bay changes of existing parking meters and associated meter infrastructure, the application and the plans must include the meter ID and parking space/bay numbers in relation to the proposed hoarding and temporary/permanent driveways for the entire site for assessment.

All costs related to meters and associated meter infrastructure including signage, parking bay line markings shall be paid in full to Council prior to the changes made to existing meter infrastructure.

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Note if however, the removal of parking meters and/or in-ground sensors is deemed necessary by Council to protect the infrastructure and/or for public safety, the applicant shall pay for the cost of removal.

### **2.12 Street Signage**

All existing street signs are to remain clearly visible at all times.

Where street signs are obscured by the hoarding, the signs must be relocated to a secure location immediately adjacent to the existing location and must be clearly visible to the public.

### **2.13 Protection of Council Trees**

A hoarding must be designed to minimise the impact on Council's street trees and vegetation. Tree preservation measures may be required, if there is an impact on the street trees. No tree removal or pruning is permitted without the prior consent from Council.

### **2.14 Council Assets**

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, and footpaths.

The use of the roadway for storage of materials, loading and unloading is not permitted at any time, unless prior Council approval is obtained.

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.

If there is a necessity for temporary relocation or removal of some street signs and/or bus stop signs, arrangements must be made with relevant authorities. Contact Roads and Maritime Services for street signs and State Transit Authority for bus stop signs.

### **2.15 Pedestrian and Traffic Management**

If a hoarding is likely to affect pedestrian or traffic movements during the construction, operation or removal phase, a Permit for Building Materials on Footpath and/or a Permit to Stand Plant/Road Closure application must be submitted to Council for approval. The application(s) must include a Pedestrian and Traffic Management Plan (TMP) prepared by an accredited person with a current "Prepare a Work Zone Traffic Management Plan" certificate. The TMP must identify traffic and pedestrian issues and recommend appropriate means for dealing with such issues. The TMP should provide for traffic control in accordance with the AS1742.3 and RMS Traffic

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Control at Work Sites. Details should be included in a Traffic Management Plan as required.

A copy of the TMP and permit approval must be available onsite at all times for the inspection of an authorised officer of Council, the NSW Police or the RMS.

### 2.16 Advertising and Artwork

Hoardings should not contain any advertising other than that permitted under Clause 2.105 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. Public Art may also be permitted under Clause 2.78 of State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 .

### 2.17 Duration of Approval and Extending an Approval

The maximum of 6 months (or 26 weeks) may be applied for. An approval will not be extended beyond six months, this is to ensure that the structural integrity of the hoarding has been maintained,

Additionally, if the hoarding is to remain in place for more than 90 days Council requires a minimum payment of 13 weeks.

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 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.

A certificate from an appropriately qualified person may also be required to confirm that the temporary structure remains structurally sound.

A renewal hoarding permit application must include payment, as prescribed in Council's Fees and Charges.

Failure to renew an application can cause all building or demolition works to cease on site.

When a hoarding permit approval has expired, Council will notify the applicant. Council will undertake a site inspection within 48 hours to ensure that the hoarding has been removed.

### 3. Existing Legislation

#### 3.1 Legislative Requirements

The design, supply and installation and construction of hoardings is guided presently by SafeWork NSW Code of Practice - Overhead Protective Structures. This Code is aimed at improving health and safety standards on new building and construction sites, as required by the Occupational Health and Safety Act 2004.

[http://www.safework.nsw.gov.au/\\_data/assets/pdf\\_file/0008/52883/Overhead-protective-structures-Code-of-practice.pdf](http://www.safework.nsw.gov.au/_data/assets/pdf_file/0008/52883/Overhead-protective-structures-Code-of-practice.pdf)

#### 3.2 Work Health and Safety Regulation 2011

Clause 54 Management of risk of falling objects

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1, risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person.

Clause 55 Minimising risk associated with falling objects

(1) This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.

(2) The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person by providing adequate protection against the risk in accordance with this clause.

Maximum penalty:

(a) in the case of an individual - \$6,000, or

(b) in the case of a body corporate - \$30,000.

(2) The person provides adequate protection against the risk if the person provides and maintains a safe system of work, including:

(a) preventing an object from falling freely, so far as is reasonably practicable, or

(b) if it is not reasonably practicable to prevent an object from falling freely-providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.

(3) Examples.

a. Providing a secure barrier.

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- b. Providing a safe means of raising and lowering objects.
- c. Providing an exclusion zone persons are prohibited from entering.

<https://www.legislation.nsw.gov.au/inforce/3fd72031-0a09-4c16-934f-8c80fd843666/2011-674.pdf>

### 4. Standards and Codes

#### 4.1 Standards and Code Requirements

There are a number of relevant Australian standards and codes of practice relating to hoarding design and construction, including AS 1725-2003, AS 1158 – 2007, AS 1170 Part 1-2002, AS 1170 Part 2-2002, AS 1742 Part 3-2007.

The Acts, codes and policies listed below may be relevant to the design of *hoardings* and should be considered when preparing an application and maintaining a *hoarding*.

- Local Government Act 1993;
- Local Government (General) Regulation 2005;
- Protection of the Environment Operations Act 1997;
- Work Health and Safety Act 2011;
- Work Health and Safety Regulation 2011; (*see section 3.2*)
- Environmental Planning and Assessment Act 1979;
- Environmental Planning and Assessment Regulation 2000;
- Roads Act 1993;
- Roads Regulation 2008;
- The Building Code of Australia;
- North Sydney Local Environmental Plan 2012
- North Sydney Development Control Plan 2012;
- North Sydney ‘Graffiti Management Policy’;
- North Sydney ‘Street Tree Policy 2016’;

### 5. Penalties for Non-compliance

#### 5.1 Enforcement Options

Where a breach of a Hoarding permit does occur, Council can deal with any non-compliance by issuing a penalty notice, give orders, issue directions, initiate court action and prosecute for associated breaches of the applicable legislation.

North Sydney Council will take compliance and/or enforcement action in accordance with North Sydney Council’s Compliance and Enforcement Policy.

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A person who is guilty of an offence under the various Acts administered by North Sydney Council may be liable, on conviction, for a maximum penalty as prescribed by the applicable legislation.

Parties not acting in accordance with these Guidelines and an approval allowing a *temporary structure* on or above the *Council roads* may be given notice in writing to comply before an infringement is issued.

North Sydney Council, at all times, reserves the right to issue an immediate infringement notice or penalty depending on the seriousness of the circumstance and at the discretion of the *authorised person* including consideration of North Sydney Council's Compliance and Enforcement Policy.

### 6. Documents Required

#### 6.1 Application Submission Requirements

An application to construct a hoarding permit should be submitted with the following documents sufficient enough to allow for a proper assessment of the proposal against the design requirements.

- Completed Hoarding Application indicating the type of hoarding, the length and width, and the duration the hoarding (total number of weeks) will be erected for.
- Photographs or brochures of the crane/ equipment if applicable.
- Site and Elevation plans for the proposed hoarding and crane structure, must be to scale and include elevations and accurately locate elements within Council road reserve (i.e. trees, driveway crossings, telecommunications, parking meters, signs, mail boxes and the like)
- Details of any equipment to be installed
- Engineers statement
- Public liability insurance for the area you want to use. Certificate of Currency, noting the interest of North Sydney and which indicates the property address and poof of cover for the time the hoarding is erected and insuring the authorisation holder for the minimum sum of Twenty Million Dollars (\$20,000,000)
- Traffic Management plan where pedestrian or vehicle traffic is being altered due to the construction, operation or removal of the hoarding (if applicable)

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(1) First Edition	Not applicable	April 2019