APPLICATION FORM AND CONDITIONS

Permit for Work Zone

North Sydney Council is responsible for the approval of work zones in the North Sydney local government area.

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 it with payment (application fee only) to the Customer Service Centre, Council Chambers, 200 Miller Street, North Sydney.

Permits are issued subject to the conditions attached here. Please make sure you read the conditions before applying for a permit.

FEES FOR 2019/2020

Application Fee $1,605.00 (non-refundable)
Painted Lines – if required $115.00 per linear metre

Commercial and Mixed Use Areas/Neighbourhood D:

Parallel Parking
Areas WITH parking meters $123.00 per linear metre per week (based on average revenue raised per metre per week)
Areas WITHOUT parking meters $93.00 per linear metre per week

Angle Parking
Areas WITH parking meters $293.00 per linear metre (based on average revenue raised per metre per week)
Areas WITHOUT parking meters $216.00 per linear metre per week

Other Areas:

Parallel Parking
Areas WITH parking meters $82.00 per linear metre per week (based on average revenue raised per metre per week)
Areas WITHOUT parking meters $72.00 per linear metre per week

Angle Parking
Areas WITH parking meters $185.00 per linear metre (based on average revenue raised per metre per week)
Areas WITHOUT parking meters $154.00 per linear metre per week

Parking Meter Areas

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking meter temporary removal/relocation</td>
<td>$1,970 per metre (removal and relocation/reinstallation)</td>
</tr>
<tr>
<td>Areas WITH parking sensors</td>
<td>$750 per sensor (removal and replacement) (7 business days’ notice or greater)</td>
</tr>
<tr>
<td>Areas WITH parking sensors</td>
<td>$950 per sensor (removal and replacement) (Urgency fees – less than 7 business days and min. 3 business days’ notice.)</td>
</tr>
</tbody>
</table>

Reinstallation of Signs:

(including modification of length) $485.00 (if applicable)

Please note:

• Fees are reviewed annually.
• Incorporate details of any loss of parking caused outside the work zone by virtue of narrow road width or request from a builder to install ‘No Stopping’ to allow easy access to the site.
• Commercial area is defined as areas adjacent to land zoned as ‘B1 - Neighbourhood Centre’, ‘B3 - Commercial Core’ and ‘B4 - Mixed Use’ as shown on the North Sydney Local Environmental Plan (NSLEP) 2013.
• Whole parking bays are to be used, not partial bays.
• If parking sensors are within the proposed work zone, they must be removed by Council in conjunction with the signage installation and the applicant shall pay for the cost of removal. Council requires minimum of 10 days to arrange their removal.
• If the removal of a parking meter is deemed necessary by Council to protect the infrastructure or for public safety, the applicant shall pay for the cost of removal/relocation.
• If the builder uses any additional bays during construction, then they will be charged the applicable fee.
• Work zone signs will be installed for a minimum period of one month.
• Please allow at least 26 business days for approval of permit.
NORTH SYDNEY COUNCIL
PERMIT FOR WORK ZONE

SECTION 1 - APPLICANT’S DETAILS

I (name) wish to apply for a permit for a work zone.

Applicant’s Name: Phone (business hours):
Business Name: ABN: (if applicable)
Business Address:
Email Address:

PROPERTY SITE DETAILS

DA No: DA Approval Date:
Address:
Suburb and Postcode:
Site Contact Person: Contact No:

DETAILS OF PERMIT REQUEST

Length (in linear metres): Duration of work (no. of weeks):
Meters affected: Yes ☐ No ☐ No of meters affected:
No of bays (spaces) affected: Meter ID/s and bays affected:

Note: Parking sensors are located in the centre of each parking meter space and can be seen from the road

If parking sensors are within the proposed Work Zone, they MUST BE REMOVED by Council in conjunction with the signage installation. Council requires minimum of 10 days to arrange their removal. See fees.

DURATION OF PERMIT – Please allow 26 business days for approval

Start Date: End Date:
I have read and understand the conditions for this permit and agree to comply with these and any other conditions set by North Sydney Traffic Committee for the duration of the permit. I understand that failure to comply with these conditions may result in the immediate cancellation of the permit and removal of the work zone.

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

Permit Application Fee (Code 153): $ Work Zone Fee (Code 153): $
Total: $ Permit No:
Receipt Number: Date:
Council Inspection Date: Officer Present:
Inspection Approved: ☐ Yes ☐ No
Conditions/Comments:
Traffic Committee Approval Date: Authorised by (name):

EPS15
Please draw a detailed sketch indicating the street, relevant properties, nearest cross street or intersection, approximate length of work zone and section of footpath to be used for which you require a permit. Please also indicate any metered parking or other parking restrictions, one way streets, traffic calming devices or other relevant information.

**EXAMPLE**

```
<table>
<thead>
<tr>
<th>MY NEIGHBOURS PROPERTY</th>
<th>MY PROPERTY</th>
<th>MY NEIGHBOURS PROPERTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEAREST CROSS STREET</td>
<td>2.6m</td>
<td>FOOTPATH</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2hr restricted parking</td>
</tr>
<tr>
<td>GUTTER</td>
<td>6m</td>
<td></td>
</tr>
</tbody>
</table>
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**NEAREST CROSS STREET**

- Traffic lights on this intersection

**MY PROPERTY**

- Permit required for this area
- Road

**MY NEIGHBOURS PROPERTY**

- 2.6m
- Footpath
- 2hr restricted parking
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: ________________
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 is 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 Insurance 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 Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.

Signed: ________________________________  Dated: ________________________________
SECTION 5 - PERMIT CONDITIONS

1. FEES
The application fee must be paid in full before a permit is considered. All additional fees must be paid in full before a permit is issued and the works zone is installed. An invoice detailing this amount will be faxed or posted to the applicant. Licence payments must be made to Council prior to the due date which is 14 days from the invoice letter date. Failure to pay the licence by the due date may result in the Work Zone being removed.

2. HOURS OF OPERATION
The work zone area must be signposted ‘Work Zone’ with appropriate hours of restriction. Operating hours are normally from 7.00 am to 5.00 pm Monday to Friday and 8.00 am to 1.00 pm on Saturday. Any variation to these times must be approved in advance by North Sydney Traffic Committee. Unless signposted otherwise, work zones will revert to normal parking outside these operating hours.

3. PEDESTRIAN SAFETY
The applicant must provide safe pedestrian access through the work zone area during the hours of operation. If alternative arrangements for access need to be made, these must be approved in advance by the North Sydney Traffic Committee.

4. VEHICLE ACCESS
Vehicles are not to be parked in work zone areas at any time, unless delivering or collecting goods and/or materials. In this case, the following Australian Road Rule applies:

A driver must not stop in a work zone unless the driver is driving a vehicle that is:
• engaged in construction work in or near the zone
• permitted to stop in the work zone under another law

A work zone is a length of road to which a work zone sign applies. Council reserves the right to remove work zone signage and replace it with no stopping signage if vehicle access conditions are not met in full. Please note that Council is not responsible for urgent maintenance work carried out at any time by the Roads and Maritime Services (RMS) that may render the work zone permit invalid. In this instance, no refund or compensation will apply.

5. STORAGE
Goods and materials are not to be stored in work zones. If storage is required, a separate permit must be obtained in advance from Council. Additional fees may apply.

6. APPROVALS
When applying for a permit you should allow at least 19 business days for an approval from the Road and Maritime Services (RMS). All applications that are considered to potentially have a major impact on traffic in the North Sydney Local Government Area will be required to be approved by a full North Sydney Traffic Committee, which meets every 6 weeks.

7. SKIPS IN WORK ZONES
All skips should be located within the construction site boundaries and not in the work zone area. Permission to locate a skip in the work zone area will only be granted in exceptional circumstances where no storage space is available within the site. A separate application will be required for a skip.
The following conditions apply to skips used in work zones:

- skips must be removed from work zones outside the normal hours of operation unless a separate permit is obtained.
- the skip must be less than 2.5 metres wide
- the skip must not impede vehicle or pedestrian access
- all skip placement is at the discretion of Council. Certain areas within North Sydney, i.e. North Sydney CBD, Crows Nest, St Leonards and Neutral Bay are subject to strict limits on the placement of skips.
- skips may be removed by order of Council if any of the conditions above are breached.

8 MOBILE CRANE/CONCRETE PUMPS IN WORK ZONES

These may be used within the work zone area, subject to the following conditions:

- the plant must be wholly contained within the work zone area
- the plant must not exceed 2.5 metres in width
- the plant must not operate outside the hours signposted by the work area zone
- warning signs, barricades, and traffic lane markers (‘witches hats’) must all be used to control traffic flow and provide adequate warning to pedestrians
- traffic controllers are to be used to control pedestrian access if the footpath is not protected by an appropriate hoarding
- no materials or rubbish may be left on any Council roadway or footpath, or to the inconvenience of the public
- it is the applicant’s responsibility to obtain any other permits from relevant authorities such as NSW Police and/or the RMS
- all other conditions listed on the ‘North Sydney Council - Permit to Stand Plant’ must be adhered to.

No additional fees are payable for operating a mobile crane and/or concrete pump within the work zone, provided that Council conditions are adhered to. For uses outside Council conditions, a separate permit to operate a mobile crane and/or concrete pump may be required and an additional fee payable. Council can advise you further.

9 INDEMNITY AND PUBLIC LIABILITY INSURANCE

Evidence of public liability insurance, i.e. a Certificate of Currency from your insurance company, must be included in your application.

10 CANCELLATION AND VARIATIONS

Council enforces work zone areas within North Sydney local government area through regular inspections. Council reserves the right to revoke any work zone permit at any time without refund or compensation if any of the conditions of use are breached. Council requires two weeks’ notice of changes to the duration of a work zone. Notice of change must be given in writing.