

SP & OOH & RC Application Checklist



Incomplete applications will not be accepted and processed

Address:

Permit Number:

Areas Checked:

ALL form fields completed	
Date of Lodgement <ul style="list-style-type: none"> ➤ min 3 business days' notice (OOH) ➤ min. 20 business days' notice (RC) ➤ min. 48 hours notice (SP) 	
Notification Letter <ul style="list-style-type: none"> ➤ dates match to applied dates ➤ 24 hour contact number provided 	
Public Liability Insurance Certificate	
Traffic Control/Management Plan	
Police Approval	
Road Occupancy Licence	
Additional for Road Closure <ul style="list-style-type: none"> ➤ notification letter – STA/City Rail/NSW Fire & Ambulance ➤ notification signage 	

Checked by (print name):

OFFICE USE ONLY

Permit to Stand Plant

APPLICATION FEES FOR 2020/2021 - ALL FEES ARE PAYABLE UP-FRONT

<u>Stand Plant</u>		
Commercial areas	\$605.00	per day
Residential areas	\$420.00	per day
Urgency fee for Stand Plant Only Less than 48hrs notice (Applications received after 12.00pm for works on the next day <u>WILL NOT</u> be accepted)	\$350.00	per day
Out of Hours (minimum 3 working days' notice required) fee (stand plant &/or road closure)	\$565.00	per application up to a maximum of 3 consecutive nights
Change of Dates Fees	\$100.00	
<u>Road Closures</u>		
Minimum 20 working days' notice required (upon receipt of fully completed application and supporting documents)	\$1,665.00	per day
Change of date fee	\$380.00	
All road closures require Traffic Committee approval with a minimum 20 working day turnaround included in the process.		
<u>Loss of Parking</u>		
Occupation of metered parking space (stand plant and/or road closure)	\$170.00	per parking meter bay per day or part thereof (excluding 2 spaces included in application fee)
Occupation of non-metered parking space (stand plant and/or road closure)	\$90.00	per non-metered parking meter bay per day or part thereof (excluding 2 spaces included in application fee)

Please note:

- Incomplete applications will not be accepted and processed.
- Requests for transfer of permit due to adverse weather conditions, or other factors, must be made in writing by the following business day and will be granted on a case-by-case basis. For approval to be granted for the transfer, amended Police and RMS approvals are required with the written request. A request for transfer due to other factors will be granted only **once** per issued permit. **The above assigned assessment times apply to change of date applications.**
- Fees are reviewed annually.
- All fees are non-refundable.

NORTH SYDNEY COUNCIL

Permit to Stand Plant

SECTION 1 - APPLICANT DETAILS

PERMIT NO. _____

Please tick which application/s you are applying for:

Stand plant permit

Road Closure

Out of hours

Applicants Name:	Phone: (Business hours)
Business Name:	ABN: (if applicable)
Business Address:	
Fax number:	Mobile:
Email Address:	

ADDRESS OF PROPERTY WHERE PERMIT WILL APPLY

Location address:	Nearest cross road/street:
Suburb and postcode:	Stand on (street name):

DATE AND TIME REQUIRED

Date(s) required:	Hours required: _____ to _____ Standard hours Mon- Fri 7am to 5pm, Sat 8am to 1pm.
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DETAILS OF PERMIT REQUEST

Plant Type:	Weight:
Reasons for standing plant (in full):	
Occupying length, including traffic control measures (in metres):	
Occupying width, including traffic control measures (in metres):	
Number of lanes to be closed (inc parking):	
Number of travel lanes to remain open:	
Do you have Planning approval for these works? <input type="checkbox"/> YES <input type="checkbox"/> NO DA or CC number: _____	
Will metered parking spaces be affected: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many bays? _____	
Bay Numbers: _____ Meter Number(s): _____	
<i>Note Parking sensors are located in the centre of each parking meter space and can be seen from the road. Extra conditions will be imposed when required to protect the parking sensors.</i>	
Will non-metered parking spaces be affected: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, how many spaces? _____	

NORTH SYDNEY COUNCIL

Permit to Stand Plant

SECTION 2 - OUT OF HOURS APPLICATION

This section to be completed if works are to be outside 7am-5pm Mon-Fri, 8am-1pm Sat. Refer to Section 1.6 for Special Conditions.

1. Explain the specific reason **why the work cannot be undertaken during “normal” working hours.** Approval will only be given for safety or Public amenity reasons. Applications, which seek approval for “out of hours”, based on the amenity or convenience concerns of the applicant or building occupants will generally not be approved.

2. **What consideration has been given** to minimise any inconvenience/noise if there are any dwellings, churches or restaurants, etc., within 100m of the site?

PRIVACY STATEMENT

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

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.

NORTH SYDNEY COUNCIL

Permit to Stand Plant

SECTION 4 - INSURANCE DETAILS

Permits will not be issued unless you have public liability insurance for the area you want to use. Complete this section, 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.

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.

I/We have read the conditions of the Permit to Stand Plant, Privacy Statement, Indemnity and Insurance Details (sections 3-5) 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. I/We undertake to comply with the conditions and requirements of WorkCover Authority NSW and Council Crane Policy that apply to this application. I/We agree to make safe the footpath and roadway during and after completion of the work. I/We agree to abide by the conditions of this permit and understand that the permit can be cancelled if I fail to do so. I/We declare that my public liability insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective. I declare the information supplied in this application is correct in every detail.

Signature of Applicant: _____ Date: _____

<u>FOR COUNCIL USE</u>		
Amount payable:		
Plant Fee (Code 157): \$	Closure 5-9 days' notice Fee (Code 171): \$	
Out of Hours Fee (Code 157 – Traffic): \$ (per application)	Closure Greater than 9 days' notice (Code 171): \$	
Out of Hours Fee (Code 169 – CIS): \$ (per application)	Change of Date Fee (Code 171): \$	
Urgency Fee (Code 158): \$	Non-metered Parking Spaces (Code 156): \$	
Metered Parking Spaces Fee (Code 156): \$		
Receipt No:	Date:	Total Paid: \$
Authorised by:(<i>name</i>):	Date/Time:	
Conditions/Comments:		
EPS10		

C. TMP FORMAT

A. Description or detailed plan of proposed measures.

Is a detailed plan of the proposed measures necessary?

Yes

No (State reasons)

B. Identification and assessment of impact of proposed measures.

Is a detailed assessment required?

Yes

No (State reasons)

C. Measures to ameliorate the impact of re-assigned traffic.

Is an assessment required?

Yes

No (State reasons)

D. Assessment of public transport services affected.

Is an assessment required?

Yes

No (State reasons)

E. Details of provision made for emergency vehicles, heavy vehicles, cyclists and pedestrians.

Are these details required?

Yes

No (State reasons)

F. Assessment of effect on existing and future developments with transport implications in the vicinity of the proposed measures.

Is an assessment required?

Yes

No (State reasons)

G. Assessment of effect of proposed measures on traffic movements in adjoining Council areas.

Is an assessment required?

Yes

No (State reasons)

H. Public consultation process.

Is a public consultation process required?

Yes

No (State reasons)

APPLICATION FORM AND CONDITIONS

Credit Card Deduction Authority



Customer's Authority

I/We _____ ABN _____
Name or Company/Business Name (if applicable)

Contact Phone Number _____

authorise North Sydney Council to arrange for funds to be debited from my/our account at the financial institution identified.

This authorisation is to remain in force until further notice is received in writing.

Additional Payment Options

(Optional - one or more of these options can be included)

I/We request that you debit my/our account in accordance with our Agreement and subject to one or more of the following conditions:

Amount to be debited \$ _____ Monthly Quarterly Annually

First payment date ____/____/____ Once only payment

Payment Details (Optional)

The payment is for _____
Type of Service – e.g. Trade Waste Services, Car Parking Account

Company/Business Account Name _____

Account Number _____

Authorisation

I/We understand and acknowledge that:

1. North Sydney Council may, by prior arrangement and advice to me/us, vary the amount or frequency of future debits.
2. It is the responsibility of the customer to ensure that **CLEAR** funds are available in the account on any due date.
3. **Any debit which is dishonoured will be reversed from the account and a dishonour fee will be charged to the account.**

Signature _____ Date ____/____/____

Signature _____ Date ____/____/____

Credit Card Service Fee

Council charges a 0.75% service fee, inclusive of GST on transactions using Visa & MasterCard (credit, debit and prepaid)

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I have read and understand the Privacy Statement

Signed: Date:

ACCOUNT DETAILS

All details must be supplied

MASTERCARD VISA CARD

Card Number: ____/____/____/____ Expiry Date: ____ Amount \$ ____

Cardholder's Name: _____ Cardholder's Signature: _____