



If you need help lodging your form, contact us		Office use only		
Email	council@northernbeaches.nsw.gov.au		Form ID	4121
Phone	1300 434 434		TRIM Ref	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	March 2021
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Transport and Civil Infrastructure
			Application No.	B M P 2 0 /
			Receipt No.	

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

When is a Place Building Materials on Footpaths Application required?
This form is to be submitted and a permit issued prior to the placement of building materials on Council footpath or nature strip.
About this Application Form:

- The application will not be considered for assessment until the required fees have been paid.
- The processing time for the application is a minimum of 2 working days.
- Placement of any building materials on footpaths may only commence following receipt of the approval letter from Council. The approval letter must be kept on-site at all times during the period of placement.

Part 1: Fees

Required Fees	Fee Amount (please tick)
Application fee	\$198.45
Additional fee payable after approval	Fee Amount
Rental fee	\$36.15 x metre(s) ² x weeks
Late fee if Building Materials are placed prior to obtaining permit	\$890
Total fees due	\$

Part 2: Applicant Details

Applicant Details	
Applicant name	
Business name	
Business address	
Suburb	Postcode
Phone number	
Mobile	
Email	

Address of Property Please note this address must be where the permit will apply			
Address			
Suburb		Postcode	
Nearest cross road/street			
Stand on (street name)			

Part 3: Permit Details

Building Material Information				
DA Number if applicable				
Lot & DP/SP Number				
Type of Building Materials	Demolition Household	Construction General	Commercial Garden/Landscape	Industrial
If other please specify				
Size of Area Requested	Length (metres)	x Width (metres)	= Total Area (square metres)	m²
Will pedestrians be affected				
If yes, provide details of safe pedestrian access along the frontage of the site.				
Will the building materials involve blocking a trafficable lane and/or require management of vehicular traffic				
If yes – for applications involving blocking a trafficable lane and/or require management of vehicular traffic, a Traffic Control Plan (TCP) prepared by an RMS accredited Traffic Controller is required for submission to Council. (Refer to Part 8: Conditions 8.2 Site safety)				

Duration of the Permit			
Start Date		End Date	
Total weeks required			

Part 4: Location Sketch

Please draw a sketch or attach a drawing indicating the street, relevant properties, nearest cross street or intersection, (if applicable) and the location of the Building Materials. Please also indicate any other relevant information such as parking restrictions, driveway, and traffic calming devices.

Location Sketch: Include nearest driveways and cross streets if applicable

Part 5: Indemnity

Indemnity condition Please fill in applicant's name

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

Name of applicant			
	(referred to hereafter as the Permit Holder) holds Northern Beaches Council (referred to here after 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.		
Applicant Signature		Date	

Part 6: Insurance

Insurance Information Please fill in applicant's name			
<p>Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance</p> <p>A Certificate of Currency must be provided to Council by the insurance company before a permit is issued</p> <p>I _____ hereby declare that I as permit holder and Northern Beaches Council are insured for legal liability to the public in respect of personal injury or property damage for a limit of indemnity of not less than \$10 million</p>			
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 lapsed without the agreement of Northern Beaches Council and the policy document shall be endorsed to this effect.			
This insurance includes the cross liability clause.			
Applicant Signature		Date	

Part 7: Declaration

Mandatory Attachments to Application Please ensure the following attachments are submitted with this application	
1.	A copy of a valid certificate of currency for Public Liability Insurance cover of a minimum of \$10 million with Council's name adjoined to the policy must be submitted with this application
2.	A locality sketch and a photograph of the location
3.	A Traffic Control Plan (TCP) prepared by an RMS accredited Traffic Controller when the building materials involve blocking a trafficable lane and/or require management of vehicular traffic
4.	A separate Roads and Maritime Services Road Occupancy Licence (ROL) approval when the building materials stands within 100m of traffic lights and/or stands on any State or Regional Road. Refer State and Regional Roads list below.
I certify that the above information is true and correct in every detail. I have read and agree to the conditions listed above. I understand that if the information declared in this form is not true and correct. Northern Beaches Council may refuse my request.	
Signature	
Date	

Part 8: Permit Conditions

8.1 GENERAL CONDITIONS	<ul style="list-style-type: none"> Permits are issued for a minimum period of one (1) week Charges for occupation of the footpath are calculated according to the area required for placement of building materials or the area actually occupied by the temporary scaffolding, scissor lifts, small elevating work platforms or similar equipment No charges, apart from the application fee, apply where the footpath must be occupied to allow the planned overhead work to proceed safely, eg. Awning maintenance, window cleaning, abseiling etc. Extension of the time period may be made by arrangements with the Council. Application Permit Fee must be paid Not all sites are suitable for the placement of building materials. Council reserves the right to reject an application on the basis that it would cause access problems to pedestrians or vehicles. The locality sketch shall be approximately to scale and shall show the proposed dimensions; location of existing building frontages; existing kerb line; footpath width and any other adjacent streetscape items such as parking metres; service poles; street trees and street furniture.
8.2 SITE SAFETY	<ul style="list-style-type: none"> All traffic control shall be in accordance with either the current version of AS 1742.3 and its associated handbooks or the RMS Manual – Traffic Control at Work Sites. Plans modified those that appear in the above mentioned documents shall contain a reference to the standard plan on which they are based. Where the works to be undertaken are likely to affect vehicular traffic within 100m of any set of traffic lights, a Road Occupancy Permit will be required from the RMS Pedestrian and vehicle access to private properties shall be maintained at all times. Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until completion. The permit holder must ensure that the site for placement of the building materials is maintained and operated safely and that pedestrians have free access to the remaining area of the footpath. A clear passage of at least 1.5m must be maintained at all times in front of exit doorways from adjoining and adjacent premises. All traffic control plans shall be available on-site at all times
8.3 DEVELOPMENT CONSENT	<ul style="list-style-type: none"> Permits for the storage of building materials off-site will only be issued where appropriate development consent, DA or CC, exists for the site concerned.
8.4 ENVIRONMENT PROTECTION	<ul style="list-style-type: none"> The permit holder is responsible for any environmental pollution resulting from the building materials. Shall pollution occur, the permit holder is responsible, at their own costs, for returning the affected area its condition prior to the pollution. If the permit holder does not comply, Council may undertake the necessary work and the permit holder will be required to reimburse Council for the cost of this work plus overheads. On-the-spot fines can apply to corporations or individuals who fail to prevent pollution of public land.
8.5 DRAINAGE AND INFRASTRUCTURE	<ul style="list-style-type: none"> Building materials shall not cover or prevent access to public or private utilities and drainage pits Building materials shall not, at any time, be stockpiled against tree trunks, buildings, fences or obstruct the free flow of water along gutters. Building materials shall not obstruct the view of advisory regulatory signs and any traffic controls
8.6 REINSTATEMENT	<ul style="list-style-type: none"> When the permit expires, the permit holder shall, at their own expense, remove all building materials and ensure the area is returned to its original condition.
8.7 CANCELLATION	<ul style="list-style-type: none"> Council reserves the right to cancel the permit if the building materials do not conform with the description provided in the application or the materials extend beyond the approved permit area. Council also reserves the right to cancel the permits should there be a change of Council policy on this issue. <p>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</p>
8.8 ROAD OCCUPANCY LICENCE	<ul style="list-style-type: none"> CA separate 'Roads and Maritime Services - Road Occupancy Licence' approval must be obtained prior to submitting this application when building materials stand within 100m of traffic lights and/or stand on any State or Regional Road as listed below. Roads and Maritime Services (RMS) require approx. 10 working days notice to assess and approve a Road Occupancy Licence. You must contact the RMS to apply for a Road Occupancy Licence: Transport Management Centre, 25 Garden Street, Eveleigh NSW 1430 or PO Box 1625, Strawberry Hills NSW 2012, Phone 8396 1513.

List of State Roads		
Street	From	To
Abbott Road	Pitt Road	Harbord Road
Adams Street	Bennett Street	Griffin Road
Allambie Road	Kentwell Road	Warringah Road
Balgowlah Road	Kenneth Road	Pittwater Road
Barrenjoey Road	Pittwater Road	Beach Road
Beach Road	Barrenjoey Road	Ocean Road
Beacon Hill Road	Old Pittwater Road	Warringah Road
Belgrave Street	Raglan Street	East Esplanade
Bennett Street	Oliver Street	Adams Street
Bridge Road	Manly Lagoon	Greycliffe Street
Burnt Bridge Creek Deviation	Sydney Road	Condamine Street
Campbell Avenue	Fisher Road	South Creek Road
Carawa Road	Willandra Road	Fisher Road North
Cavill Street	Dalley Street	Lawrence Street
Clontarf Street	Wakehurst Parkway	Frenchs Forest Road
Commonwealth Parade	West Esplanade	The Crescent
Condamine Street	Sydney Road	Pittwater Road
Dalley Street	Queenscliff Road	Cavill Street
Darley Street	Barrenjoey Road	Pittwater Road
Dee Why Parade	The Strand	Pittwater Road
Fisher Road North	Willandra Road	Lynwood Avenue
Forest Way	Warringah Road	Mona Vale Road
Frenchs Forest Road	Clontarf Street	Sydney Road
Garden Street	Pittwater Road	Powderworks Road
Greycliffe Street	North Steyne	Queenscliff Road
Griffin Road	Adams Street	The Strand
Harbord Road	Lawrence Street	Pittwater Road
Hill Street	Rosedale Avenue	Sydney Road
Kenneth Road	Condamine Street	Balgowlah Road
Kentwell Road	Pittwater Road	Allambie Road
Lauderdale Ave	Rosedale Avenue	The Crescent
Lawrence Street	Cavill Street	Harbord Road
Liberator General San Martin Drive	Full length	
Lynwood Ave	Fisher Road North	Fisher Road
Manly Road	Spit Bridge	Sydney Road
McCarrs Creek Road	Mona Vale Road	Pittwater Road
Mcintosh Road	Willandra Road	Fisher Road
Mona Vale Road	K. M. Boundary	Pittwater Road
North Steyne	Manly Lagoon	Raglan Street
Ocean Road	Beach Road	Palm Beach Road
Old Pittwater Road	Pittwater Road	Beacon Hill Road
Oliver Street	Pittwater Road	Bennett Street
Pitt Road	Griffin Road	Abbott Road
Pittwater Road	Raglan Street	McCarrs Creek Road
Powderworks Road	Garden Street	Mona Vale Road
Queenscliff Road	Greycliffe Street	Dalley Street
Raglan Street	North Steyne	Belgrave Street
Rosedale Avenue	Lauderdale Ave	Hill Street
South Creek Road	Campbell Avenue	Pittwater Road
Sydney Road	Frenchs Forest Road	Belgrave Street
The Crescent	Lauderdale Ave	Commonwealth Parade

The Strand	Griffin Road	Dee Why Parade
Wakehurst Parkway	Clontarf Street	Pittwater Road
Warringah Road	Roseville Bridge	Pittwater Road
West Esplanade	Commonwealth Parade	Belgrave Street
West Head Road	Full length	
Winbourne Road	Harbord Road	Pittwater Road
Willandra Road	Warringah Road	Carawa Road

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CREDIT CARD DETAILS Council Payment Fax No. (02) 99714522			
Please charge my	Mastercard	Visa	American Express
Amount	\$		

Name as appears on card															
Card Number															
Expiry Date															

Signature															
Daytime Phone Number															
Date															

Please note: All credit card payments are subject to a 0.7% service fee

OFFICE USE ONLY															
Application No.			2	0											

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