



If you need help lodging your form, contact us		Office use only	
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	4120
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	C003092
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b> July 2021
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b> Transport and Civil Infrastructure
		<b>Application No.</b>	<input type="text"/>
		<b>Receipt No.</b>	<input type="text"/>

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

**When is a Site-based Operation of a Crane over a Public Road Permit required?**  
This form is to be submitted and a permit issued prior to the placement of any type of crane of private land that will be operating in the air space over Council land or roadway.

**About this Application Form:**

- The application will not be considered for assessment until the required fees have been paid.
- All applications as listed in Part 6: Declaration must be submitted. Failure to provide the required information may result in the application not being accepted.
- The processing time for the application is a minimum of ten working days (excluding weekends and public holidays).
- Placement of any crane may only commence following receipt of the approval letter from Council. The consent must be kept on-site at all times during the period of placement.

## Part 1: Fees

REQUIRED FEES	FEE AMOUNT (PLEASE TICK)
<b>Application fee</b> (application to be lodged more than 2 working days prior to date that permit is required)	\$300
<b>Total fees due</b>	\$

## Part 2: Applicant Details

It is important that we are able to contact you if we need more information. Please give us as much details as possible.	
<b>Title</b>	Mr      Mrs      Ms      Other
<b>Family Name</b> (or Company) <small>Note: if company, state company name and managing directors name</small>	<input type="text"/>

## Part 2: Applicant Details Cont.

<b>Full given names</b> (no initials or A.C.N)			
<b>Postal Address</b>			
<b>Suburb</b>			
<b>Postcode</b>			
<b>Phone</b>		<b>Alternate</b>	
<b>Mobile</b>		<b>Fax</b>	
<b>Email</b>			

## Part 3: Location Details

<b>I wish to apply for placement of a crane</b>	
<b>At the address of</b>	
<b>Suburb</b>	
<b>Postcode</b>	
<b>DA Number (if applicable)</b>	

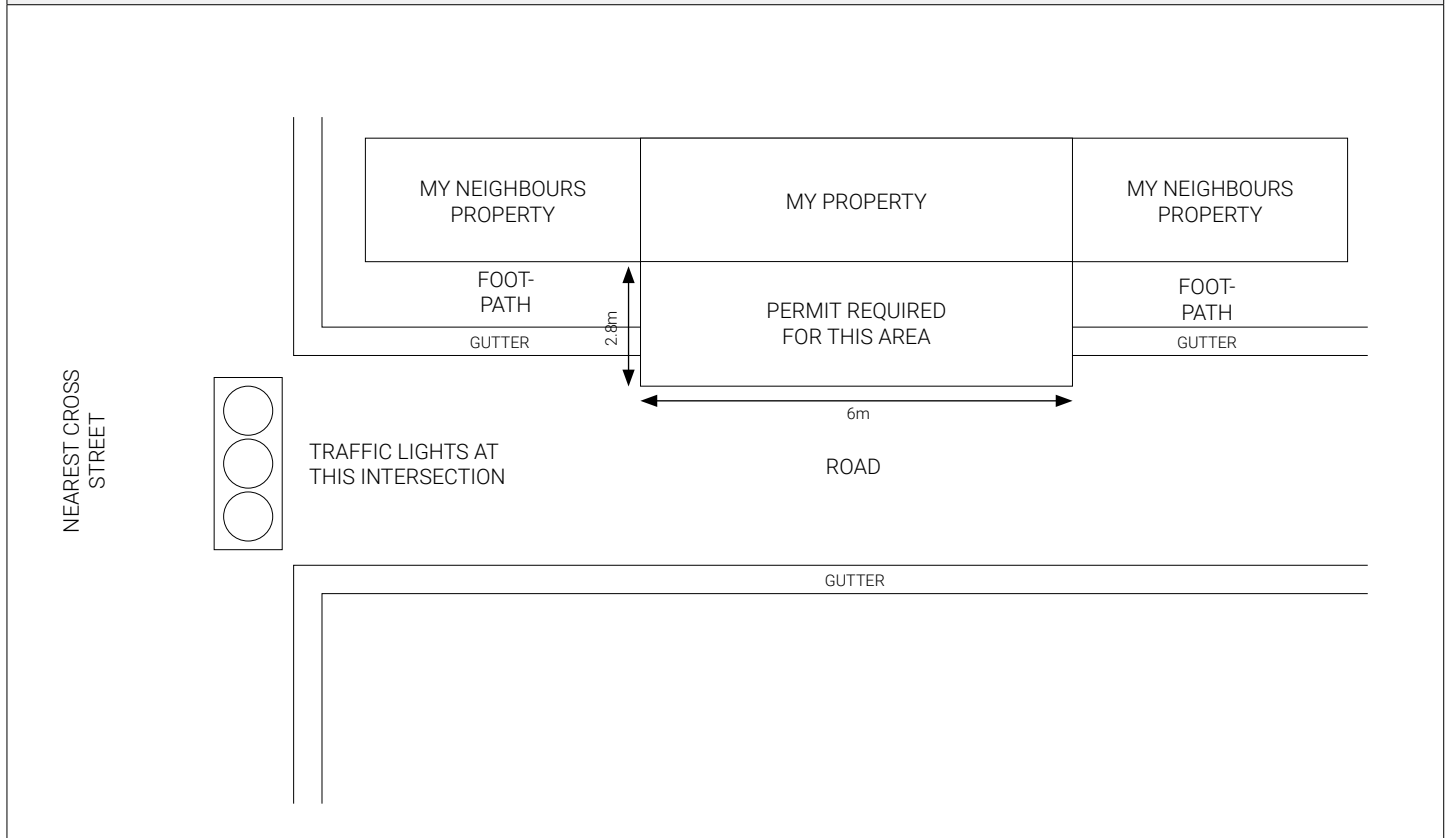
## Part 4: Crane Details

<b>Reason permit is required</b>			
<b>Crane owner name</b>		<b>Phone</b>	
<b>Address</b>			
<b>Suburb</b>			
<b>Postcode</b>			
<b>Proposed period of placement</b>	<b>From</b>	<b>To</b>	
<b>Length (m) of road or building frontage over which lifting will take place</b>			
<b>Roads over which any part of the crane will operate including slewing, luffing and wind vaning.</b>			
<b>Will the on-site crane be installed from Council land or road?</b>	<b>Yes</b>	<b>No</b>	
<b>If yes, please provide the approved stand plant number</b>			
<b>Will the lifting of material be undertaken from an approved works zone on the roadway?</b>	<b>Yes</b>	<b>No</b>	
<b>If yes, please provide the approved works zone number</b>			
<b>Will the on-site crane be mounted or fixed to a concrete footing?</b>	<b>Yes</b>	<b>No</b>	
<b>Has a Construction Certificate been obtained for the footing?</b>	<b>Yes</b>	<b>No</b>	
<b>If yes, please provide the certificate reference number here</b>			
<b>If yes, please provide the accredited certifier's name here</b>			
<b>Will any part of the crane lift, swing, vane, luff or slew over private land or Council land other than roads?</b>	<b>Yes</b>	<b>No</b>	
If yes, you will need to obtain your own access agreement with each affected landowner over which the device will operate or swing. Council does not play a role in obtaining these agreements affecting private land. A copy of the access agreement(s) from each affected landowner will need to be submitted.			
<b>For cranes which will intrude into prescribed airspace, has approval been granted under the Airports (Protection of Airspace) Regulations 1996 by the Department of Infrastructure and Regional Development?</b>	<b>Yes</b>	<b>No</b>	
<b>If yes, please provide a reference number of the approval</b>			

Part 5: Locality Sketch

Please draw a sketch indicating the street, relevant properties, nearest cross street or intersection, (if applicable) and the location of where the crane is to stand and be operated and the footpath/roadway to be affected. See sample sketch below.

Tick if Traffic Control Plan is attached



SKETCH

Blank area for drawing the locality sketch.

## Part 6: Applicant's Consent

<p>(Please tick)</p> <p>I undertake to comply with the conditions and requirements of Work Cover Authority NSW and Council's requirements that apply under this application.</p> <p>I agree to make safe the footpath and roadway during work and restore damage after completion of the work.</p> <p>I will prepare a dilapidation report / photos of the site prior to works commencing.</p> <p>I agree to abide by the conditions of the permit and understand that the permit can be cancelled if I fail to do so.</p> <p>I 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.</p>	
<p>I have completed all sections of this application and attached the following (please tick)</p>	
<p>Public Liability Insurance details (mandatory) and Certificate of Currency</p> <p>Road Occupancy Licence - obtained from Roads and Maritime Services (applicable for work on a state or regional road, or within 100m of traffic control signals)</p> <p>A site plan showing the location of the hoisting equipment on the site or on the building, the area on the roadway from which material will be hoisted over and where a crane is proposed, a drawing showing the slewing and/or luffing radius over roads and surrounding properties</p> <p>Equipment specifications and details. Note: After installation of the device, a certificate from an appropriately qualified person issued under Section 93 of the Local Government Act 1993 must be provided</p> <p>Where a hoisting device is mounted/fixed to a concrete footing, a copy of the construction certificate approval for the footing and anchorage connections including structural design certification</p> <p>Where crane intrusions will occur into the Sydney Airport airspace zones, evidence of approval from the Department of Infrastructure and Regional Development must be provided</p> <p>Where crane intrudes over private land or Council land, evidence of the access agreement from each affected landowner must be provided</p> <p>Works Zone Permit (only if lifting material from the road)</p> <p>Stand Plant Permit (only if on-site crane is installed/removed from Council land or road)</p> <p>Hoarding Permit (applicable for work in high pedestrian activity zones)</p>	
<p>Upon providing your signatures below you are declaring that you have read the above conditions and fully understand your requirements.</p>	
Applicant Signature	
Name	
Date	
Owner's Consent Signature	
Name	
Date	

**1. TERM**

This permit gives the applicant permission to stand and operate the crane only for the days approved and only at the area(s) nominated on the application form.

**2. ERECTION OF WARNING SIGNS AND BARRICADES**

The applicant must erect suitable warning signs and barricades in the area when the crane is being installed and removed. The roadway must be properly marked with an adequate number of traffic lane markers to control the flow of traffic.

**3. TRAFFIC REGULATIONS**

Permit holders should note that normal traffic regulations apply to all permits issued. This includes enforcement of clearways during signposted times. Where lifting takes place over an area not protected by a barricade, an RMS accredited traffic controller must be available to control pedestrian and motor vehicle traffic, in accordance with Australian Standard AS 1742.3 for traffic control.

**4. INDEMNITY AND PUBLIC LIABILITY INSURANCE**

A copy of the applicant's current public liability insurance providing coverage for a minimum sum of \$20M (or more, if Council determines this is necessary) must be supplied to Council before the permit will be issued. A copy of the public liability insurance is to be provided with the application.

**5. FULL ROAD CLOSURE APPROVAL**

If a 'full road closure' is required, then approval from the Northern Beaches Council Local Traffic Committee (LTC) is necessary before a crane permit can be issued. In such circumstances a Traffic Management Plan prepared by a suitably qualified and experienced traffic consultant is required in addition to a Traffic Control Plan. The applicant should ask customer service staff what date the application can be assessed by the LTC. Please note the LTC meet every four weeks and comprises of representatives from the Police, RMS, Northern Beaches Council and the Local State Member of Parliament.

**6. PUBLIC AND SITE SAFETY/ACCESS**

All work undertaken and the management of pedestrians and vehicles shall comply with the Work Health and Safety Act. Materials and rubbish must not be left on the footpath, roadway or in any way that inconveniences public use of the area.

**7. TRAFFIC CONTROL PLAN AND/OR PEDESTRIAN CONTROL PLAN**

Traffic Control Plan(s) must be submitted with the application when required and must be prepared and signed off by a suitably qualified and certified person and prepared to the current Australian standards.

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 and a copy of the notification letter provided to Council. Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until completion or, if permanent restoration of the roadway or footpath by Council is required, until that work is completed. All traffic control plans shall be available on-site at all times.

**8. PERMIT TRANSFER**

Crane Plant permits may be transferred to another day but only when the applicant has contacted Council and an amended permit issued in advance of the work commencing. If the permit is to be transferred, the applicant MUST contact Council before 9am on the day of the approved permit. Permits cannot be transferred retrospectively.

**9. HOARDING PERMIT**

High Pedestrian Activity Zones will require a Class B hoarding permit. All terms and conditions imposed by this permit must be complied with at all times.

**10. PERMIT PRODUCED ON DEMAND**

This permit and relevant permits must be carried onsite and be produced if required by an authorised Council officer.

**11. CONSTRUCTION CERTIFICATE**

An approved Construction Certificate number is required (with a few exceptions) to ensure that no illegal building works are carried out on the premises.

**12. OUT-OF-HOURS PERMIT**

The general permit hours are 7am to 5pm, Monday to Friday and 8am to 1pm on Saturday unless otherwise stipulated in the DA. To operate outside of these hours, you will need to apply for an additional permit (out-of-hours Permit). This permit requires approval from Council's Environmental Compliance team before a crane permit can be issued. Council requires a minimum of two (2) working days notice for an out-of-hours permit; if the out of hours permit is required in less than 2 working days an additional urgency fee will apply.

**13. PLANT OPERATION**

Any plant dropping oils, hydraulic fluids, concrete slurry or pollutants will be immediately closed down.

Any crane operator found allowing oils, hydraulic fluids, concrete or concrete slurry or pollutants to flow into Council's gutters or stormwater drainage lines will be fined not less than \$750 per individual or \$1500 per corporation – as per the Protection of Environmental Operations Act 1999.

Where any part of a crane intrudes into the traffic lanes of the roadway (i.e. Further than 2.5m from the kerb), traffic control measures shall be implemented in accordance with the requirements of Australian Standard 1742

Part 3 – Traffic Control Devices for Works on Roads and associated handbooks or RMS Traffic Control at Worksites Manual. Failure to comply with the requirements will result in the immediate closure of the works in progress.

**14. CANCELLATION**

This permit is subject to cancellation at any time if any of the above conditions are not complied with.

**15. COUNCIL MAY ASK FOR ADDITIONAL INFORMATION**

It is not uncommon for Council to ask for the following:

Notification letter – courtesy letter advising nearby residents of the proposed work and how they may be affected etc.

A sample of this letter must be forwarded to Council before the permit may be issued.

A letter of approval – This may be required (subject to location) from Sydney Buses, Forest Coachlines and/or local services eg. Fire and Rescue, the Ambulance Service etc. State Transit, Sydney Buses (Brookvale) Phone 9941 5816 or Forest Coachlines Phone 9450 2277.

**16. ROAD OCCUPANCY LICENCE**

A separate 'Roads and Maritime Services – Road Occupancy Licence' approval must be obtained prior to submitting this application when a crane stands within 100m of traffic lights and/or; b) stands on any State or Regional Road as listed below:

<b>List of State and Regional Roads</b>		
<b>Street</b>	<b>From</b>	<b>To</b>
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

**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 1584, 8396 1512 or 8396 1513 Fax 8396 1530

#### **17. PLACING A CRANE ON THE CORSO AT MANLY**

If you are proposing to place a crane on any part of The Corso at Manly, please allow fourteen (14) days for the processing of your application.

It should be noted that the following restrictions for the plant apply:

- Maximum weight 3 tonne
- Maximum number of axles is 2
- Rubber tyres only
- Track vehicles not permitted
- Rigid frame only

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Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card																
Card Number																
Expiry Date																

Signature															
Daytime Phone Number															
Date															

Please note: Payment card surcharge of 0.5% applies

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