northern beaches council

Works Zone Application 18/19

If you need help lodging your form, contact us		
Email	council@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street Manly NSW 2095	**Dee Why** Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	**Avalon** 59A Old Barronjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4052
TRIM Ref	C000986
Last Updated	June 2018
Business Unit	Transport and Civil Infrastructure
Application No.	
Receipt No.	

What is a works zone and when is an application for one required?

A works zone is a signposted parking restriction allowing construction vehicles engaged in construction works in or near the Works Zone to stand at the kerb.

About this application form:

1. This application will NOT be considered until the application fees has been paid.
2. The processing time for this application is a minimum of two weeks. Urgent applications requiring installation in less than two weeks will not be accepted.
3. 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.
4. Establishment of a works zone may only commence following receipt of the consent from Council. The consent must be kept on site at all times during the period of placement.
5. Works Zone approvals only apply to occupation of the kerbside parking lane. Any workss requiring occupation of adjacent traffic lanes or the footpath area require additional approval of Stand Plant, Traffic Control or Hoarding applications as appropriate.

Part 1: Fees

Required Fees	Fee Amount (please tick)
Application fee	◯ $873.05
Additional fee payable after approval	Fee Amount (please tick)
Rental fee	$28.60 x metres x weeks
Total fees due	**$**

Part 2: Applicant Details

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Title	◯ Mr ◯ Mrs ◯ Ms ◯ Other		
Full Family Name (or Company) (no initials)			
Full given names (or A.C.N) (no initials)			
Address (We will post letters to this address)			
Suburb		**Postcode**	
Private Phone		**Alternative**	
Mobile			
Email			

Part 3: Address of the Property

I/WE APPLY FOR A WORKS ZONE(S) AT			
Unit		House number	
Street			
Suburb		Postcode	
DA No. (where applicable)			
LEGAL PROPERTY DESCRIPTION (THIS INFORMATION MUST BE SUPPLIED)			
Lot+DP/SP number			
DA or construction Certificate number			
Length in metres			
Required from (date)			
During the hours of (Mon- Fri)	**am** to	**pm**	
During the hours of (Saturday)	**am** to	**pm**	

Part 4: Location Sketch

Please draw a sketch or attach a drawing indicating the street, relevant properties, nearest cross street or intersection, location and length of Works Zone required. Please also indicate any other relevant information such as parking restrictions, driveway, and traffic calming devices.

Part 5: Conditions

1. Application must be lodged a minimum of 2 weeks and ideally 4 weeks prior to the required installation date
2. This application does not constitute an approval to proceed with any works
3. The relevant fees (application fee, rental charges & deposit) must be paid in full before the application will be considered and any Works Zone established
4. The Works Zone area shall be signposted 'Works Zone' with appropriate hours conforming to the hours of building workss stipulated by Council on the relevant development consent. These hours of operation would normally be from 7.00am to 5.00pm Monday to Friday and 8.00am to 1.00pm on Saturday. Clearways and peak hour parking restrictions must remain in force. Any variation to these times must be approved in advance by the Northern Beaches Council Local Traffic Committee. Unless signposted otherwise, Works zones will revert to normal parking outside these operating hours.
5. Occupation of the kerb space may only commence following installation by Council of the works zone signs.
6. The applicant must provide safe pedestrian access through the Works Zone area during the hours of operation.
7. The Works Zone will be sited in a manner to cause the least interference with both pedestrians and vehicular traffic and be subject to the approval of the Traffic Engineer.
8. Vehicles parked in a Works Zone shall comply with rule 181 of the Australian Road Rules for a Works Zone: A driver must not stop in a Works Zone unless the driver is driving a vehicle that is: a. engaged in construction works in or near the Zone; or be permitted to stop in the Works Zone under another law of this jurisdiction A Works Zone is a length of a road to which a Works Zone sign applies.
9. Goods and materials are not to be stored in Works Zones. A separate permit must be obtained in advance from Council for storage of materials on the nature strip and or footpath. Additional fees apply.
10. The Works Zone is subject to approval by Council's Traffic Engineer under delegated authority from the Northern Beaches Council Local Traffic Committee. Any applications which fall on State Roads or which otherwise are considered to potentially have a major impact on traffic may require further approvals. These may include external authorities such as the NSW Police and the Roads and Maritime Services (RMS).
11. All building waste containers (skips) should be located within the construction site boundaries and not in the Works Zone area. Permission to locate a skip in the Works Zone area will only be granted in exceptional circumstances where no storage space is available within the site. A separate application will be required to locate a skip bin on a road reserve and relevant fees paid.
12. The applicant must notify Council (telephone 9942 2111 fax 9942 2606) in writing at least two weeks in advance of the date upon which the Works Zone expires and would be no longer required. Failure to do so will result in the applicant being held legally liable for the continued Works Zone rental charges for the period of time that it takes to remove the Works Zone. At the Council's discretion, this may also invoke the partial or full forfeiture of the Works Zone Deposit.
13. Applicants wishing to extend the Works Zone must notify Council in writing no less than two weeks in advance of the Works Zone expiry date. Extension of the Works Zone is subject to Council's consideration and payment of the additional rental fees.
14. During the full period of construction of the project, the applicant shall be responsible for maintaining all traffic and parking restriction signs associated with the implementation of the Works Zone adjacent to the building site. This includes Works Zone signs and/or other parking restriction signs introduced by Council to facilitate the building workss. At no time shall the applicant, builder, or any sub-contractor attempt to remove, add or relocate such signs. This may invoke the partial or full forfeiture of the Works Zone deposit.
15. The applicant's use of the Works Zone is to comply with the requirements of Works Cover Authority of NSW and all other conditions under this application.
16. Northern Beaches Council reserves the right to cancel the Works Zone and any other kerbside allocation near the building site at any time.
17. The applicant will be held responsible for injury to any person and /or any property which may occur as result of the occupation of the roadway.
18. PRIVACY PROTECTION NOTICE
    Northern Beaches Council collects personal information to enhance our ability to provide services to our community. Your personal information is intended for use by Council staff only and will not be released to anyone other than you, unless your written authorisation has been obtained. If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek. You have the opportunity to access and correct your personal information by submitting this form. If you require any additional information, please read Council's Privacy Statement on the website.

Part 6: Declaration

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 on this form is not true and correct, Northern Beaches Council may refuse my request.	
Signature	
Date	

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CREDIT CARD DETAILS			
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.																

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