

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 Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4052
TRIM Ref.	
Last updated	August 2022
Business unit	Transport and Civil Infrastructure
Application 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 Works Zone Application required?

This application form is to be submitted to establish a temporary signposted 'Works Zone' parking area adjacent to a building site for vehicles engaged in construction work.

About this Application Form:

1. The application will not be considered for assessment until the required fees have been paid.
2. Application fee is non-refundable if the application is not approved.
3. All documentation as listed in Part 7: Declaration must be submitted. Failure to provide the required information may result in the application not considered for assessment and not approved.
4. The processing time for the application is a minimum of 10 working days excluding weekends and public holidays.
5. This application does not constitute an approval to proceed with any works. Establishment of a Works Zone may only commence following receipt of the Approval Letter from Council and the installation of the signposted 'Works Zone'. The Approval Letter must be kept on-site at all times during the period of placement.
6. Applicant must notify Council in writing no less than 10 working days 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 continue Works Zone rental fees for a period of time.
7. The approval of a Works Zone does not exempt the applicant from their obligations to obtain separate approvals for Stand Plant, Building Waste Containers and Storage of Building Materials on Footpath and Road Reserve when applicable.

Part 1: Fees

	Primary	Standard
Required Fees	Fee Amount (please tick)	Fee Amount (please tick)
Application fee	\$1,451	\$968
Additional fee payable after approval	Fee Amount	Fee Amount
Rental fee	\$47.20 x metres x week(s)	\$31.50 x metres x week(s)
Total fees due	\$	\$
Primary Zone	Neighbourhood Centre (B1), Local Centre (B2), Commercial Core (B3), Mixed Use (B4), Enterprise Corridor (B6), Business Park (B7), General Industrial (IN1), Light Industrial (IN2), Medium Density Residential (R3) & Tourist (SP3) Any location where the work zone impacts on time-restricted or metered/paid parking.	
Standard Zone	Any other location within the Northern Beaches LGA not noted above.	

Part 2: 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			
Applicants are required to submit a separate application for each additional street.			

Part 3: Permit Details

Work Zone Information	
DA Number	
Length requested	Metres
Will the Works Zone affect existing parking restrictions in the location?	
Will the works Zone extend past the boundaries of the property?	
If yes – you will need to obtain your Agreement Letter with each affect landowner where the proposed work zone extends in front of. Council does not play a role in obtaining these agreements affecting private land. A copy of the Agreement Letter(s) for each affect landowner will need to submitted. (Refer to Part 7)	
Will the works be carried out on any State or Regional Road or within 100m of traffic lights?	
If yes, for applications located on State or Regional roads or within 100m of traffic lights, a separate Transport for NSW Road Occupancy Licence (ROL) approval is required for submission. Allow up to a minimum of ten (10) working days notice for a Road Occupancy Licence (Refer to Part 8)	

Duration of Permit			
Start Date		End date	
Total week(s) required			
During the hours (Mon to Fri)	am	to	pm
During the hours (Sat)	am	to	pm
Council standard hours are 7:00am – 5:00pm Monday to Friday and 8:00am to 1:00pm Saturday. (Refer to Part 8)			

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 Work Zone. 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			
	<p>(referred to hereafter as the Permit Holder) holds Northern Beaches 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.</p>		
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			
<p>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.</p> <p>This insurance includes the cross liability clause.</p>			
Applicant Signature		Date	

Part 7: Declaration

Please tick and ensure the following mandatory attachments are submitted with this application	
<p>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.</p> <p>All external approvals, acknowledgements, or permits, subject to location i.e. residents, businesses, Transport for NSW, Road Occupancy Licence, Sydney Buses, Forest Coach Lines and/or emergency services.</p> <p>A site plan and a photograph of the location.</p>	
<p>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.</p>	
Signature	
Date	

Part 8: Conditions

1. Permit specifications

The 'Works Zone' area shall be signposted 'Works Zone' with appropriate hours conforming to the hours of building works stipulated by Council on the relevant development application. 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.

Vehicles parked in a 'Works Zone' shall comply with Australian Road Rules. A driver must not stop in a Works Zone unless the driver is driving a vehicle that is: 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. Occupation of the kerb space may only commence following installation by Council of the works zone signs.

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 works. At no time shall the applicant attempt to remove, add or relocate such signs.

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.

Unless otherwise specifically approved in writing by Council, all works, processes, storage of materials, loading and unloading associated with the development are to occur entirely on the property. The applicant must apply for specific permits available from Council.

Goods and materials should be located within the construction site boundaries and not in the Works Zones. A separate permit must be obtained in advance from Council for the Storage of building materials on footpath and road reserve. Additional fees apply.

All building waste containers should be located within the construction site boundaries and not in the Works Zone area. Permission to locate a building waste container in the Works Zone area will only be granted in exceptional circumstances where no storage space is available within the site. For works associated with the above, a separate Building Waste Container Application is required for submission. Additional fees apply.

Cranes, hoists, concrete pumps and other plants should be located within the construction site boundaries and shall not be placed upon a public land (roadway and/or footway). For works associated with the above, a separate Stand Plant Application is required for submission. For placement of cranes, hoists, concrete pumps and other plants. Additional fees apply.

The approval of works on public land (roadway and/or footway) is regulated through the Local Government Act 1993 and associated Regulations. Any approval granted for this activity does not endorse or approve the design or structural adequacy of the works, system or operation for the purposes of satisfying a person's responsibilities under the Work Health and Safety Act 2011 and Regulations.

2. Development consent

If applicable, permits will only be issued where appropriate Development Consent, Development Application or Construction Certificate, exists for the subject address.

3. Public and site safety or access

Responsibility for pedestrian and road users' safety rests with the applicant from the commencement of work until completion.

The work and management of pedestrians and vehicles shall comply with the Work Health and Safety Act. Traffic Guidance Schemes and/or Traffic Management Plans, where required, submitted with the application and is to be prepared by a Transport for NSW accredited Traffic Controller, in accordance with Australian Standard 1742.3 – Traffic Control Devices for Works on Roads and associated handbooks or Transport for NSW - Traffic Control at Work Sites Technical Manual. All Australian Road Rules in relation to traffic and sign-posted parking restrictions must be complied with.

The applicant must ensure and provide safe pedestrian access through the Works Zone area during the hours of operation. A minimum 1.5 metre wide accessible path of travel must be maintained for pedestrians at all times, clear of obstructions between the adjacent property boundary(s) and the kerb.

4. Indemnity and public liability insurance

The event applicant shall indemnify Northern Beaches Council against all claims for damage or injury that may result from the activity or occupation of part of the public way during the activity. A copy of the applicant's current public liability insurance providing coverage for a minimum sum of \$10 million must be supplied to Council before the permit will be issued.

It is the applicant's responsibility to ensure Council has a copy of the current policy.

5. Environment protection

The applicant is responsible for any environmental pollution resulting from the activity. Shall pollution occur, the applicant is responsible, at their own costs, for returning the affected area to its condition prior to the pollution.

If the applicant does not comply, Council may undertake the necessary work and the applicant will be required to reimburse Council for the cost of this work. On-the-spot fines can apply to corporations or individuals who fail to prevent pollution of public land - not less than \$4,000 per individual or \$8,000 per corporation as per the Protection of Environmental Operations Act 1997.

6. Permit to transfer and/or extend

Permits may be transferred and/or extend to another date and activity may only commence following receipt of the approval letter from Council. Applicants wishing to transfer and/or extend the Works Zone must notify Council in writing no less than 2 weeks in advance of the Works Zone expiry date. The extension of the Works Zone is subject to Council's consideration and payment of the additional rental fees.

It is the applicant's responsibility to ensure the associated documentation is valid and affected residents, Transport for NSW, State Transit Authority, Forest Coachlines and/or Emergency Services are notified if permit is extend.

The applicant must notify Council in writing no later than 2 weeks in advance of the Works Zone expiry date 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.

7. Cancellation

Council reserves the right to cancel the permit at any time if the activity fails to comply with conditions of approval or any activity contravening the Roads Act 1993, Local Government Act 1993 or any other relevantly applicable legislation. This may include the issue of a Penalty Infringement Notice or institution of legal action.

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.

8. Notification

When applicable, Council requires the following:

Notification letter – A minimum of 48 hours of written notice must be hand-delivered to residents and/or businesses. The notification letter must also include a contact phone number of the site officer for residents' enquiries. A copy of the notification letter is to be provided to Council.

A letter of approval – This may be required from affected residents, businesses, Transport for NSW, Sydney Buses, Forest Coachlines and/or Emergency Services.

9. Road occupancy licence

A separate Transport Management Centre - Road Occupancy Licence approval must be obtained prior to submitting this application when the Works Zone stands within 100m of traffic signals and/or stand on any State or Regional Road as listed below.

Any conditions specified in the Road Occupancy Licence that may impact their road network including approved hours of work will reflect Council's approval.

Transport Management Centre requires a minimum of 10 working days for processing from the date of receipt. The applicant must contact the Transport Management Centre to apply for a Road Occupancy Licence: Road Occupancy Unit (ROU), 25 Garden Street, Eveleigh NSW 2015 or PO Box 1625, Strawberry Hills NSW 2012, Phone: 8396 1513, Email: tmc_piu@tmc.transport.nsw.gov.au.

10. 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.

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List of State and Regional 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 Avenue	Rosedale Avenue	The Crescent
Lawrence Street	Cavill Street	Harbord Road
Liberator General San Martin Drive	Full length	
Lynwood Avenue	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 Avenue	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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**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Credit Card Details			
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: All credit card payments are subject to a 0.5% service fee

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