

**APPLICATION FOR FOOTPATH / NATURE STRIP / ROADWAY OCCUPATION
(BUILDING WORKS / STORAGE / HOARDINGS)**In accordance with the current provisions of the *Roads Act***APPLICANT DETAILS**

Title:	Given Name(s)	Surname / Last Name	
Mr/Mrs/Ms/ Other:	<input type="text"/>	<input type="text"/>	
Company name:	<input type="text"/>		
Contact Address:			
	Unit /	House -	Number
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street or PO Box:	<input type="text"/>		
Suburb:	<input type="text"/>	State:	<input type="text"/>
		Postcode:	<input type="text"/>
*Daytime Phone:	<input type="text"/>	*Fax:	<input type="text"/>
		*Mobile:	<input type="text"/>
*Email:	<input type="text"/>		

** Voluntary information only. (Assists with timely processing of your application) See Privacy and Personal Information Act statement)*

PAYMENT DETAILS

Method of Payment (please tick): ☐ Cash ☐ Cheque ☐ Credit Card
(Complete section below if credit cardholder is not the applicant)

The cardholder authorises payment for the amount specified. In the event of a refund the cardholder will be the recipient of the funds.

<input type="text"/>	<input type="text"/>
Cardholder's Printed Name	Date

Cardholder's Signature**OFFICE USE ONLY**Receipt No.: Amount Paid: \$ Date: Details Checked By:

PROPERTY DETAILS

Related to Development Application: Yes / No Application No. _____/20 ____ / ____

Property Address _____

From: _____ To: _____

Property Owner: _____

Phone: (Bus) _____ (Private) _____ (Mobile) _____

BUILDING WORKS / STORAGE DETAILS

Street Name and Number: _____

Types of materials to be stored (eg bricks, etc.): _____ (Vehicles not permitted)

Period of Occupation: From: _____ To: _____ (Days): _____

Traffic Control Plan (TCP) prepared
by an authorised person attached ☐

Pedestrian Management Plan (PMP) attached ☐

Council requires a minimum 10 days' notice to process applications. Public property cannot be occupied until approval is given – non-compliance with the conditions of this approval may incur a fine exceeding \$400.00.

LOCATION DETAILS

A diagram must be completed clearly showing, by hatching and dimensioning, the area of occupation required.

NOTE: UNOBSTRUCTED PEDESTRIAN ACCESS MUST BE MAINTAINED AT ALL TIMES

SHOW:
FOOTPATH
TREES
POWER POLES
DRIVEWAY

DWELLING HOUSE, SHOP OR OTHER

ROAD/STREET/AVENUE/PARADE

INDICATE HERE BY
HATCHING THE
AREA OF
OCCUPATION
REQUIRED AND
DIMENSIONED

KERB
BOUNDARY

FEES AND PAYMENT

"A" Class Hoardings

(a) Residential areas (per square metre)	\$ 30.00
(b) Commercial Areas as detailed in Hoarding Map* (per square metre)	\$ 40.00

"B" Class Hoardings

(a) On Footpath/Nature Strip (per lineal metre per week)	\$ 45.00
(b) Site Shed above (per square metre per week)	\$ 45.00
(c) Builders Fence occupying Council Property (per square metre per week)	\$ 40.00
(d) Urgency Fee (Less than 72 hours)	\$ 75.00

Building Materials/Landscaping Materials/Occupations

(a) Residential Areas (per square metre per week)	\$ 30.00
(b) Commercial Areas (per square metre per week)	\$ 40.00
(c) Building/Landscaping Material Storage for private residential use less than 24 hours and less than 10m ² (no application fee required)	\$110.00
(d) Urgency Fee (response within three working days)	\$ 75.00

Minimum Fee (Occupation) \$110.00

Application Fee \$120.00

All fees are GST exempt.

Building materials will not be permitted on Council property unless there is insufficient space within the adjoining property and then only if they are properly enclosed.

Assessment of fees (Office use only)

Note: Minimal Rental \$110 plus application fee \$120

_____ square metres @ \$ _____ per week _____ no. of weeks = \$ _____ + \$120

Receipt No.: _____ Date: _____ Total Due: \$ _____

OFFICE USE ONLY

Approval Officer's Name: _____

Approval Officer's Signature: _____

Date _____ Task to: _____

*NB If approved, this form & any conditions must be displayed in a position visible from the roadway.

Traffic Control Plan attached ☐
 Pedestrian Management Plan attached ☐
 Extra Conditions Apply: ☐ YES ☐ NO

Authorised Officer: _____

Date of Inspection: _____

Additional Conditions or Requirements:

CONDITIONS OF APPROVAL

Building materials, builders' sheds and the like may only be placed on the footpath, nature strip or roadway when it is not feasible to place them on the property. In this circumstance, the following conditions apply:

1. Payment of the relevant application fee.
2. Council requires minimum 10 days' notice to process applications.
3. A Traffic Control Plan (TCP), prepared by a certified person, must be submitted to Council for Roadway Occupation and/or a Pedestrian Management Plan must be submitted for Footpath Occupation.
4. The applicant is to provide a certified copy of a current Public Liability Policy with a minimum cover of \$20,000,000.
5. Reflectorised tape or a safety light is to be placed at both ends of the enclosure or pile of material.
6. Any occupation of the footpath or road is to be adequately lit and maintained in a safe condition at all times and as necessary by the provision of barricades and lights to the satisfaction of an authorised Council officer.
7. Building materials, builder's sheds and the like, are not to occupy more than half the width of the nature strip or footpath. Materials must not be placed on any formed footpath. (Concrete/paved)
8. The area of approved occupation shall be kept in a tidy and safe condition to the satisfaction of an authorised Council officer at all times. Hoardings must at all times be kept free of graffiti and bill posters. Treatment to prevent these is recommended.
9. The applicant will be held responsible for injury to any person and/or any property which may occur as a result of the occupation of the footpath or roadway.
10. Where required by Council's Manager Development Services, hoardings shall be erected in accordance with the requirements of the WorkCover Authority.
11. Any breach of Council's conditions or non-compliance with any direction given by an authorised Council officer could result in the immediate withdrawal of approval to occupy Council property.
12. Building materials placed on the footpath and/or roadway outside the area of approved occupation, or materials which are stored in an untidy or unsafe manner, will be removed by Council at the applicant's expense.
13. The approval to occupy remains in force strictly at the discretion of Council.
14. Unauthorised placement of goods on the footpath or nature strip may incur a penalty exceeding \$400.00.
15. Failure to comply with the conditions of this approval may result in the applicant being issued a penalty infringement notice exceeding \$400.00.

PLUS any other conditions deemed necessary by an authorised Council Officer and Police Officer.

PRIVACY AND PERSONAL INFORMATION ACT

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

DECLARATION

The details provided by me are correct and I have read and understand all information provided in this application and agree to comply with the conditions of the approval.

(Applicant's Signature)

(Date)

LODGEMENT INFORMATION

Method of Lodgement

It is recommended that applications be submitted in person at Civic Centre, Mosman Square, Spit Junction, to avoid time lost in the event of incomplete applications and the need to return them by post.

For privacy and security reasons payment is prohibited by credit card via email transmission.

Applications that are lodged by post should be addressed to The General Manager at:

PO Box 211 SPIT JUNCTION NSW 2088

Fax: 02 9978 4299

Further Information

If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Monday to Friday.

CREDIT CARD AUTHORITY FORM

This form is to be submitted in conjunction with the application form.

Refer to application form for Method of Lodgement

This credit card authority form is destroyed after the transaction is processed and no information contained therein is retained by Council.

Credit Card Details - Council Payment Fax No. (02) 9978 4299

This form cannot be emailed to Council.

Please charge my	American Express <input type="checkbox"/>	Master Card <input type="checkbox"/>	Visa <input type="checkbox"/>
Card number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Card holder's name	<input type="text"/>		Expiry Date <input type="text"/> / <input type="text"/>
Amount	\$ <input type="text"/>	Phone (<input type="text"/>) <input type="text"/>	daytime
Signature	<input type="text"/>		

Please note that American Express, Master Card and VISA incur a 1% service fee.

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