

# Working on and Access to Reserves Guidelines



The following information has been developed to assist in the completion of application for Working on and Access to Reserves Permit for the undertaking of minor works and access to a reserve without direct Council supervision.

If you need help lodging your form, contact us	
Email	OpenSpaceBookings@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
Customer Service Centres	Mona Vale 1 Park Street Mona Vale NSW 2103
	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4003
TRIM Ref.	
Last updated	November 2022
Business unit	Parks & Recreation
Application no.	
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

## Part 1: Applicant Details

Title	Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other: <input type="radio"/>		
Name			
Organisation Name			
Role in organisation			
Address			Postcode
Phone			Suburb
Email (Email is compulsory)			

## Part 2: Access and / or work details

Park, Reserve or Sportsfield Name			
Proposed Works Date and Duration			
Number of staff/people expected to be on site during works			
Registration No(s) of any vehicles			
Does this work/access relate to a Development Application?	Yes <input type="radio"/>	No <input type="radio"/>	
If yes, please provide application number:			
Details of private property requiring access to (where relevant)			

## Part 2: Access and / or work details Cont.

Please provide a description of how you intend to access and / or details of the works you wish to undertake on the land. This must also include details on the machinery or vehicles required for access/works.

Please Provide details of the safety measures and precautions being taken.  
(Attach any additional information including a risk management safety plan if relevant)

Please provide any additional details that may assist in assessing your request for use of this reserve

A Dial before you dig (DBYD) enquiry is mandatory for any excavation works and the applicant is required to comply with the conditions set out on any DBYD notification.

Has the Dial before you dig enquiry been received?

Yes

No

Not applicable

## Part 3: Sketch of Reserve location and/or Proposed Pathway of Access

Please provide a sketch of the proposed pathway of access over the land, location or works or any storage/compound. Please mark any private property being accessed including house numbers and include the location of vegetation, park infrastructure and any other public infrastructure that may be encountered or interfered with during access.

Sketch of reserve and proposed pathway of access

## Part 4: Insurance

Name Of Insurance Company			
Public Liability Policy Number			
Period of Insurance	From		To
Limit of Liability (\$20,000,000)			

## Part 5: Process

- Requests for Working on and Access to reserves and community land under Council's care and control and management are assessed and managed in accordance with the requirements of the Local Government Act 1993 and Local Government (General) regulation 2005.
- Please note that the assessment of a Working on and Access to reserve can take up to 10 or more days depending on the complexity of the request. Additional fees will be applied for urgent requests. A pre-inspection will be taken prior to first day of access.
- Applications will attract fees as advertised in Council's [Fees and Charges](#) along with a bond commensurate with cost to restore the land to the pre-access state. For road openings refer to Council's "[Road Opening Permit](#)" application.
- For works associated with provision of public utilities and works associated with or ancillary to public utilities, all applications are to provide a dilapidation report along with a remediation plan to restore the site to pre-occupancy condition including surface levels and existing park and sportsground infrastructure affected by works.
- For any additional enquiry relating to activities on a contact Council on 1300 434 434

## Part 6: Conditions

### The following conditions will apply to working on or access to reserves:

1. All activities are to be conducted in accordance with applicable legislation, codes of practice, industry standards and manufactures specifications. The permit holder shall comply with all relevant legislation including WHS and WorkCover legislation.
2. Where "high risk construction work" as defined in the Work Health and Safety Regulations 2011 is expected to be undertaken, that "safe work method statement(s)" and site specific risk assessment reports be submitted to Council before commencing works.
3. Any utility services damaged during access and works are to be immediately reported to the relevant authority and Council.
4. Access/works are permitted inside the hours of 7.00am and 5.00pm Monday to Friday only. Work or access is not permitted on weekends or public holidays.
5. There are to be adequate safety barriers and warning signs at all times. Where there is an excavation overnight, the permit holder is to provide and maintain construction fencing to 1.8m.
6. The worksite must be left in a safe condition at the close of activities each day.
7. Permission is required from Council for the storage of materials and equipment. Any approved storage of materials and equipment may be subject to public safety requirements, environmental protection and security provisions as required by Council.
8. Prior to the commencement of any works, the permit holder shall ascertain from the appropriate authorities, the position, extent and depth of all services that may be encountered or interfered with during the works.
9. A dial before you dig enquiry is mandatory for all works involving excavation. The permit holder, contractors and third parties are required to comply with the conditions set out in the DBYD notification.
10. Where relevant, an erosion and pollution control plan must be implemented and maintained for the duration of the works.
11. Where relevant a traffic management plan and traffic control devices are to be provided as required in accordance with AS1742.3-2009 and RMS Field Guides.
12. All vehicles used must be RMS registered and operated by an appropriately licensed operator.
13. Non-compliance with conditions of approval or any activity contravening the Local Government Act 1993, the Local Government (General) Regulation 2005 or any other relevantly applicable legislation (including but not limited to the Work Health and Safety Act 2011 and the Work Health and Safety Regulations 2011) may be subject to regulatory/enforcement action (including penalty).

## Part 7: Checklist

Required	Supplied	
	Yes	No
Completed application form identifying all relevant details: <ul style="list-style-type: none"> <li>Applicant contact details</li> <li>Public land where works will be undertaken or access required</li> <li>Vehicle Registration and Driver Licence details verified</li> <li>Risk Safety management plan</li> </ul>	<input type="radio"/>	<input type="radio"/>
Sketch of reserve and proposed access pathway	<input type="radio"/>	<input type="radio"/>
Copy of Public Liability Insurance Certificate of Currency (must be min \$20,000,000)	<input type="radio"/>	<input type="radio"/>
Safe work method statements applicable for all high risk construction works (where relevant)	<input type="radio"/>	<input type="radio"/>
Traffic control plan (where relevant)	<input type="radio"/>	<input type="radio"/>
Erosion and pollution control plan (where relevant)	<input type="radio"/>	<input type="radio"/>
Reserve dilapidation and remediation plan (where relevant)	<input type="radio"/>	<input type="radio"/>

## Part 8: Agreement

<p>I hereby acknowledge that the above information is correct to the best of my knowledge and undertake to advise Council should there be any alterations or additions to the information supplied. I/we declare that all works will be provided as instructed and in accordance with the conditions listed above.</p>			
<b>Name</b>		<b>Date</b>	
<b>Signature</b>			

## Part 9: Office Use Only

Inspected by			
Comments			
Application Approved	Yes	<input type="radio"/>	No <input type="radio"/>
Bond Required			
BP Number:			