

Storage of Building Materials on Footpath and Road Reserve 23/24



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	4121
TRIM Ref.	C000393
Last updated	July 2023
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 Storage of Building Materials on Footpath and Road Reserve Application required?

This application form is to be submitted prior to storing or placing any building materials (bricks, sand, pipes etc) and including overhead works (awning maintenance, window cleaning, abseiling etc) over Council land including roadways, footpaths and grass verge.

About this Application Form:

- The application will not be considered for assessment until the required fees have been paid.
- Application and Late fee is non-refundable if the application is not approved.
- 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.
- The processing time for the application is a minimum of 2 working days (48 hours) excluding weekends and public holidays. Application submitted after the storage or placement of building materials will be subject to an additional Late Fee and may not be accepted.
- This application does not constitute an approval to proceed with any works. Storing or placing any building materials may only commence following receipt of the Approval Letter from Council. The Approval Letter must be kept on-site at all times during the period of placement.
- The approval of Building Materials on Footpath and Road Reserve does not exempt the applicant from their obligations to obtain separate approvals for Stand Plants, Works Zone and Building Waste Containers, when applicable.

Part 1: Fees

Required Fees	Fee Amount (please tick)
Application fee	\$229
Additional fee payable after approval	Fee Amount
Rental Fee	\$37.10 x metre(s) ² x weeks
Late fee (for applications lodged after the placement of building materials)	\$1023
Total fees due	\$

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			

Part 3: Permit Details

DA number if applicable			
Type of building materials	Demolition Household	Construction General	Commercial other
Please specify materials			
Size of area requested	(L)	metres x (W)	metres = total area (metres ²)
Will pedestrians be affected	Yes	No	
If yes, provide details of safe pedestrian access along the frontage of the site.			
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 approved storage or placement area.			
Will the building materials involve blocking a trafficable lane and/or require management of vehicular traffic?	Yes	No	
If yes – a Traffic Guidance Scheme (TGS) is required for submission to block and/or manage vehicular traffic. A Traffic Guidance Scheme must be prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites Technical Manual. A copy of the Traffic Guidance Scheme (TGS) will need to be submitted before a Storage of Building Materials on Footpath and Road Reserve permit can be issued. (Refer to Part 8)			
Will the works be carried out on any State or Regional Road or within 100m of traffic lights?	Yes	No	
If yes – a Road Occupancy Licence (ROL) approval from Transport for NSW is required to carry out work on State or Regional Road or within 100m of traffic lights via transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/road-occupancy-licences . Allow up to a minimum of 10 working days notice for a Road Occupancy Licence (ROL). A copy of the Road Occupancy Licence (ROL) will need to be submitted before a Storage of Building Materials on Footpath and Road Reserve permit can be issued. (Refer to Part 8)			
Duration of the permit			
Start Date		End Date	
Total week(s) required			

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 building materials. 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			
	(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.		
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

Mandatory Attachments Please ensure that the following mandatory attachments are submitted with this application (please tick)	
<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>A Traffic Guidance Scheme (TGS) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites Technical Manual, if applicable – this plan must show all vehicles associated with the works</p> <p>All external approvals, acknowledgements, or permits, subject to location i.e. residents, businesses, Transport for NSW, Road Occupancy Licence, relevant Bus Company (Keolis Downer and Forest Coach Lines) and/or Emergency services</p> <p>A site plan and a photograph of the location. The plan must show all relevant information such as existing parking restrictions, driveways and traffic calming devices.</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.	
Signature	
Date	

Part 8: Conditions

1. Permit specifications

The permit gives the applicant to conduct the activity only for the days approved and only at the area(s) nominated on the application form. 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.

Traffic Guidance Schemes, Traffic Management Plans and/or Construction Traffic Management Plans submitted with the application and 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.

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

Where any part of the activity intrudes into the traffic lanes of the roadway (i.e. further than 2.5 metres from the face of kerb), a Transport for NSW accredited Traffic Controller must be available to control pedestrians and vehicles, in accordance with Australian Standard AS 1742.3.

Goods and materials should be located within the construction site boundaries. 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 shall not be placed upon a public land (roadway and/or footway). For works associated with the above, a separate Building Waste Container Application is required for submission for the location of a building waste container. 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.

Council does not enforce or guarantee the reservation of kerbside/parking spaces. All barricades and necessary signposting shall be provided by the applicant and maintained during the period of the event by a Transport for NSW accredited Traffic Controller. Signage is to be erected advising the public of changes/restrictions to parking. The barricades and necessary signposting remains the responsibility of the applicant from the commencement of the installation of traffic control measures until removal of the traffic control measures.

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 that the site for placement of the building materials is maintained and operated safely and that pedestrians have free access to the remaining area of the footpath. 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 approved storage or placement area.

Wherever possible, pedestrian and vehicle access to private properties shall be maintained. Where property access is affected, a minimum of 2 working days (48 hours) written notice must be given to affected residents.

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. Should 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 must notify Council in writing no less than 2 weeks in advance in advance of the permit expiry date.

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 transferred to another date.

Permits cannot be transferred retrospectively.

7. Out of works hours

The permit hours are 7:00am to 5:00pm, Monday to Friday and 8:00am to 1:00pm on Saturday. For works associated with a Development Application, a separate Out Of Work Hours approval is required approval to operate outside of these hours.

Council's Environmental Compliance staff require a minimum of 2 working days (48 hours), for processing from the date of receipt. If the permit is required in less than 2 working days (48 hours), an additional urgency fee will apply.

8. 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 relevant 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.

9. 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.

10. Road Occupancy Licence

A separate Transport Management Centre - Road Occupancy Licence approval must be obtained prior to submitting this application when any activity 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.

11. 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.

List of State Roads		
Street	From	To
Barrenjoey Road	Pittwater Road	Beach Road
Beach Road	Barrenjoey Road	Ocean Road
Belgrave Street	Raglan Street	East Esplanade
Burnt Bridge Creek Deviation	Sydney Road	Condamine Street
Clontarf Street	Wakehurst Parkway	Frenchs Forest Road
Condamine Street	Sydney Road	Pittwater Road
Forest Way	Warringah Road	Mona Vale Road
Frenchs Forest Road	Clontarf Street	Sydney Road
Liberator General San Martin Drive	Full length	
Manly Road	Up to Spit Bridge	Sydney Road
McCarrs Creek Road	Mona Vale Road	Up to Mccarrs Creek Reserve
Mona Vale Road	K. M. Boundary	Pittwater Road
Ocean Road	Beach Road	Palm Beach Road
Pittwater Road	Barrenjoey Road	Belgrave Street
Sydney Road	Frenchs Forest Road	Belgrave Street
Wakehurst Parkway	Clontarf Street	Pittwater Road
Warringah Road	Up to Roseville Bridge	Pittwater Road
West Head Road	Full length	

List of 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
Beacon Hill Road	Old Pittwater Road	Warringah Road
Bennett Street	Oliver Street	Adams Street
Bridge Road	North Steyne	Greycliffe Street
Campbell Avenue	Fisher Road	South Creek Road
Carawa Road	Willandra Road	Fisher Road North
Cavill Street	Dalley Street	Lawrence Street
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
Garden Street	Pittwater Road	Powderworks Road
Greycliffe Street	Dalley Street	Bridge 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
Lynwood Ave	Fisher Road North	Fisher Road
McCarrs Creek Road	Pittwater Road	Up to Mccarrs Creek Reserve
Mcintosh Road	Willandra Road	Fisher Road
North Steyne	Bridge Road	Raglan Street
Old Pittwater Road	Pittwater Road	Beacon Hill Road
Oliver Street	Pittwater Road	Bennett Street
Pitt Road	Griffin Road	Abbott Road
Pittwater Road	Barrenjoey Road	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
The Crescent	Lauderdale Ave	Commonwealth Parade
The Strand	Griffin Road	Dee Why Parade
West Esplanade	Commonwealth Parade	Belgrave Street
Willandra Road	Warringah Road	Carawa Road
Winbourne Road	Harbord Road	Pittwater Road

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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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