

Hoarding Permit Application 2024/2025



Made under The Roads Act 1993 (Section 126 And 138)

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4017
Phone	1300 434 434			TRIM Ref.	C000978
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	Last updated	June 2024
				Business unit	
				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

Payment options	
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter:
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form to council@northernbeaches.gov.au and we will call you for payment. Please allow extra time for this option and note the application is not approved until payment is received.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Fees

Application Fee	\$436
Permits - Building/Footpath - Type A/metre/month - Type A Fencing and Scaffolding	\$44.40
Permits - Building/Footpath - Type B/metre/month - Type B Overheads	\$79
Permits - Building/Footpath - Type C/metre/month - Type C Overheads with offices sheds and/or storage	\$91
Late fee (Additional Fee) when work commenced prior to obtaining permit	\$1,081
Total fees due	\$

Part 2: Address of the property

Location of property: We need this to correctly identify the land.					
Unit no.		House no.		Street	
Suburb					
Legal property description (This info must be supplied)					
Lot no.		Sect.		DP/SP	

Part 3: Applicants details

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

Mr	Mrs	Ms	Other	
Family/Company name (no initials)				
Full given names (no initials)				
Postal address: (We will post all letters to this address)				Post Code
Phone number:		Alternative:		
Mobile number:		Email:		
Contact person (During business hours)				

Part 4: Site contact

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

Full family name (no initials or company)			
Mobile Number:		Email:	

Note: Hoardings must not be erected without the prior consent of Council. Such consent will be given in writing following the assessment of your application.

Part 5: Requirements

In accordance with S138 of the Roads Act 1993, the hoarding guidelines, and relevant policies, application is made for a permit to erect a hoarding on Council property.

Type A: Fencing and scaffolding. **Type B:** Overhead structure. **Type C:** Overheads with offices sheds & storage crates

Type of class hoarding (please refer to guidelines)	A	B	C						
Reason for Hoarding Permit									
Length of hoarding									
Width of hoarding									
Total number of months required			Construction Certificate Number						
Construction Certificate approval date:									
Start date:				End date:					
Declaration	I have examined the hoarding guidelines for the erection of a hoarding on Council's property.								
Signature:				Date:					
Council reserves the right to withdraw approval if the conditions of approval have not been satisfied.									

Part 6: Required documents

6.1: Documentation to be submitted with this application		Supplied	Checked
Completed application form			
Payment to Council customer service centre in accordance with Council's fees and charges			
Plans of the proposed hoarding structure, must be to scale and include elevations and accurately locate elements within Council road reserve (ie: trees, driveway crossings, telecommunications, parking meters, signs, mail boxes). Details of any equipment to be installed			
Structural engineer's design certification. Locality sketch (including site plan sketch with height measurements (dimensions) Class B & Class C only)			
Copy of the Public Liability Certificate of Currency			
Waterway (W1-W4) if applicable			
6.2: Indemnity			
This indemnity form 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 thereafter 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 person(s) in connection with the use of this public area and any work connected there with 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>			
Signature:		Date:	

6.3: Insurance information			
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. A certificate of currency must be provided to Council by the insurance company before a permit is issued.			
Declaration		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.	
Applicants name (Print name)			
Name of insurance company			
Public Liability Policy Number			
Period of insurance from		to	
Limits of indemnity \$			
Declaration		I understand that this insurance shall not be cancelled or lapse without the agreement of Northern Beaches Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.	
Signature		Date:	

Part 7: Hoarding guidelines

Section 1: Preface

Preface	<p>The objective of this policy is to provide a clear and concise system under which Council may consider the approval of the erection of a hoarding within public areas, such as a road reserve, footpath, access way, etc.</p> <p>The hoarding permit system is required to control the practice of erecting hoardings on Council's property without approval which can lead to:</p> <ul style="list-style-type: none">• Intrusion into the amenity of the area by the blockage of access (both pedestrian and vehicular), visual intrusion, and pollution (noise, spilt materials).• Dangerous positioning usually associated with location, lack of useability, etc.
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Part 2: Introduction

2.1. Introduction	<p>Council's preferred position is that all building activity including the erection of hoardings, should occur entirely within the development / building /construction site. It will be the responsibility of the persons seeking approval for the use of Council property, to demonstrate that all other alternatives have been exhausted. The issue of a development or building approval by Council does not oblige Council to issue a permit for the erection of a hoarding within the road reserve, pathway, etc. Council is under no obligation to grant approval for the erection of a hoarding within public areas.</p> <p>In keeping with Council's preferred position, the issuing of a permit for the erection of a hoarding will only be for the shortest period possible, consistent with the activity being undertaken.</p> <p>At all times, Council reserves the right to rescind any permit issued for the erection of a hoarding on its property. No compensation will be paid for the cancellation of Council's permit. There will be no refund of fees paid in the event of early completion of the works.</p>
2.2. Definitions	<p>"Council Property" – is defined as any public street, road, land, thoroughfare, footpath, or place open to or used by the public, and includes any place at the time open to or used by the public on the payment of a fee or otherwise. Site fencing entirely within the development site does not require a hoarding permit.</p> <p>"Hoarding" – as defined by Regulation 847, under the Construction Safety Act,1912, concerning the protection of persons who are or may be in the public place adjoining the boundary of a building or structure which is being demolished and/or constructed or where a protective fence is to be erected for protection of persons as required by the Occupational Health and Safety Act, 2011.</p>

Part 3: Location

3.1. General	<p>When giving consideration to the issue of a permit for the erection of a hoarding on Council property, several general criteria will be considered:</p> <ul style="list-style-type: none">• Interference with access to property, both in direct obstruction and in visibility and lines of sight to driveways and footpaths• The duration of the permit will be limited to the minimum period of placement consistent with the building operation being undertaken• The width, slope and visibility of the proposed location• Illumination of the proposed area• The location and possible interference with Council's stormwater drainage• The location of adjacent public utility services• Likelihood of damage to trees, both on the street and private property
3.2. Roads and Footpaths	<p>In addition to the general criteria listed above, specific consideration will be given to the proposed location of hoarding on public roads and footpaths as follows:</p> <p>Hoardings will not be permitted where:</p> <ul style="list-style-type: none">• Their location will obstruct pedestrian traffic entering or leaving premises• Their location will obstruct access to utility service access covers or devices which require servicing (eg traffic signal boxes, telecommunications pillars/access covers, sewerage access covers) <p>Please note</p> <ul style="list-style-type: none">• In some cases Council may request a traffic management plan in relation to procedures associated with the erection/demolition of hoardings• In the event of any special circumstances, consideration may be given to the issue of a permit for the erection of a hoarding within the prohibited location, provided that the Traffic Committee recommends to Council such approval and Council accepts the Traffic Committee's recommendation. The applicant's attention is drawn to the additional time required with permit applications within such prohibited areas by the necessity to obtain the above concurrence

Section 3: Location Cont.

3.3. Undesirable Location	<p>In addition to the prohibited areas listed above, consideration will also be given to the following criteria which indicate areas which are undesirable for the erection of a hoarding and/or storage of building materials:</p> <ul style="list-style-type: none">• On classified, arterial, sub-arterial roads• Narrow streets/lanes whereby the erection of hoarding would restrict normal access• Locations that will interfere with the movement of traffic in travelling lanes• Locations which interfere with sight lines of vehicles entering and leaving premises• On footpaths servicing large volumes of pedestrian traffic• On footpaths within 6 m of the property alignment at any intersection whether controlled by traffic signals or not• In areas above underground utility services in which there is inadequate protection for such services
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Section 4: Hoarding

4.1. Type	<p>Type of Hoarding – The hoarding and fences shall be in accordance with the design and specification adopted by the Council and known as type A, B and C Builder's hoarding as follows:</p> <ul style="list-style-type: none">• Overhead B and C type hoardings shall be constructed where buildings over two (2) storeys or six (6) metres in height above the footpath level and within 30 metres of the street alignment are being erected or demolished, or where the outer part of such building adjoining a public way is being altered <p>Where the height of the building or position of the site is such that danger is likely to occur from falling objects, an additional safety hoarding shall be provided. In special cases, where the width of the footway is less than 2.5m or whether the erection of a standard B or C class hoarding is unfeasible, the applicant shall submit plans of a suitable cantilever hoarding for the site</p> <p>B or C type hoardings shall also be constructed where material is being hoisted over or across a public way.</p> <ul style="list-style-type: none">• Where a B type overhead hoarding is erected it is required that a minimum of 12 gauge 50mm chain mesh wire be placed in a vertical position for the entire length of the hoarding to enclose the gap beneath the top of the A panel type hoarding and the underside of the decking of the B class hoardings• A type hoardings shall be constructed in all other cases where buildings within• 3.0 m of the street alignment are being erected or demolished; where the outer part of such building adjoining a public way is being altered; and where land abutting a public way is being excavated below the level of the public way• Certification of the design to meet public risk and structural adequacy requirements, certified by a Structural/ Civil Engineer
4.2. Area	<p>The applicant shall clearly define the size and shape of the area for which a hoarding permit is sought. (Note: width for a class A will not generally be more than 1.2m from boundary). If a width of greater than 1.2m is required the Council may impose special conditions or may require the erection of a Class B or C hoarding.</p>
4.3. Safety	<p>Should Council deem it necessary to provide additional protective measures or to reinstate existing measures, the costs shall be borne by the applicant. The applicant is to clearly define on the application, the safety measures which he/she intends to maintain at all times for protection of the public. The applicant shall maintain the safety measures required by the permit at all times at their expense.</p>

Section 4: Hoarding cont.

4.4. Construction and Maintenance	<p>The applicant shall remove all excess material and reinstate all affected areas at the expiration of the permit. All shall be at the expense of the applicant.</p> <p>Construction/Maintenance of Hoardings</p> <ul style="list-style-type: none">• All trees whether on the street or private property shall be protected. Hoardings are to be designed and constructed with sufficient cut out to achieve this.• Hoarding must be finished and maintained free of protrusions, which may snag clothing or cause physical harm to pedestrians. Footpath areas must be maintained free of trip hazards• Hoardings shall remain in place until the construction of the building is completed, or in the case of a demolition, until the building is completely demolished.• Hoardings shall be painted white or whitewashed and kept clean.• Suitable lighting shall be affixed under the entire length of the hoarding and shall be kept lit from sunset to sunrise.• No advertisements of any kind shall be affixed to hoarding(s) without specific approval being obtained beforehand, with the acceptance of a board not exceeding 2.5m x 2 m on which may be shown the architects' and builders' names or any particulars regarding the subject building, and notices regarding the existing or further occupancies in the building.• A sign "Billposters will be prosecuted" shall be attached or printed upon the front of hoarding, and the hoarding shall be sheeted with chain wire or similar to inhibit billposting.• Hydrants or other utility covers shall not be covered in any way or access to same impeded.• Uprights shall not be inserted in the roadway or footpath area surfaces but shall be tenoned into sole plates as provided.• If a hoarding is erected over manhole covers provision shall be made for access to the manholes at all times.• Building materials or spoil shall not be placed over manhole covers.• Temporary crossings to buildings in the course of construction shall not be made over manhole covers in the footway unless the covers are adequately protected to the satisfaction of the authority concerned controlling such manhole covers.• Vehicles shall not cross the footpath to gain access to the site unless a temporary planked crossing is constructed.• Upon receiving notice from Council the applicant shall set back their hoardings to occupy such part of the footway as directed by Council.• Provision shall be made by the applicant that where any hut is placed upon the roof of a B type hoarding that the roof of the hut be sloped towards the building. No other equipment shall be placed on the hoarding unless written approval has been obtained from Council.• Cranes, hoists, concrete pumps and other plant shall not be placed upon the public way unless approval has been obtained. "Plant Permits" and/or "Building Materials on Footpath" application forms are available from Council's customer service centre.• If a portion of the 300mm x 75mm guard rail is temporarily removed from a B type hoarding for any reason, that portion of the sole plate thereunder must also be removed.• Where any hoarding panel is temporarily removed, the panel must be placed within the boundary of the A type hoarding.• Where it is desired to install a gate in the panels of the A type hoarding, the gate shall be constructed to swing inwards only.• The hoarding must be constructed so that it will not obstruct the view of motorists or pedestrians of traffic lights.• Pedestrian crossings must be freely accessible at all times.• The use of the roadway for the loading and unloading of vehicles is not permitted. Should a "Work Zone" be required a separate application should be made to the Councils Roads Traffic and Waste Section. Work Zone Application forms are available from Council Customer Service. The application should indicate the time required for the completion of the work.
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Section 4: Hoarding cont.

<p>4.5 Indemnity</p>	<ul style="list-style-type: none"> • The use of the roadway for the storage of materials or plant is not permitted. • Different forms and are available on our website. Stand Plan Application (online form). Storage of Building Materials on Footpath and Road Reserve (online form) • When materials are being hoisted over a public way, a sign shall be attached or printed upon the front of the hoarding at the decking level with the lettering. "LIFTING OPERATIONS ABOVE". The lettering shall not be less than 300mm in height. <p>The following additional conditions of the Council are brought to the notice of the applicant:</p> <ul style="list-style-type: none"> • Kerbing and/or guttering shall not be cut or damaged in any way and wheeled or track type vehicles shall not cross over the kerbing unless provision has been made to properly protect the kerbing from damage. • The water channel shall not be obstructed in any way and shall be kept clean and free from debris. • When excavated and/or demolition materials are being removed from the site, the applicant shall ensure that at all times the streets over which the materials are being hauled be kept clear and free of debris for a distance of 100m from every exit. The equipment conveying such debris or material shall be suitably covered in such a manner that will prevent such material from dropping on to the roadway. The haulage to be along such streets as may be specified by Council. <p>The applicant shall indemnify the Council:</p> <ul style="list-style-type: none"> • Against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this permit. • Against all claims and expenses and costs arising therefrom made or recovered against the Council by any person and against all loss damaged cost and expenses incurred by the Council arising out of the failure of the applicant to comply with the provisions of any Act, Regulation, Ordinance or By-Law or any order or direction lawfully given thereunder by a person relating to any work done or purported to be done by the applicant under the authority of this permit.
<p>4.6 Street Trees</p>	<ul style="list-style-type: none"> • This permit does not give any approval for the removal or damage to any street tree. • Should any street tree be affected by the proposed hoarding, the hoarding shall be designed and erected to protect the tree to clearances approved by the Council and/or any conditions imposed by Council. • A bond shall be lodged with the Council for each tree affected by the hoarding, the amount to be forfeited if the tree is removed, destroyed or damaged.
<p>4.7 General</p>	<ul style="list-style-type: none"> • The applicant shall, on demand, pay to the Council all expenses and costs incurred by the Council in respect of the repair or restoration of the footway and roadway rendered necessary as a result of any work or thing done or purported to be done by the applicant under the authority of this Permit. • The applicant must consult WorkCover and comply with all directions, conditions and regulations applicable under relevant Acts. • Council reserves the right to impose an appropriate bond if it is seemed that there is potential for the damage of Council's infrastructure during the course of the erection/demolition of the hoarding.

Section 5: Fees and conditions of issuing of permit

5.1. Fees	<p>The fees payable for the issue of a permit to erect a hoarding on Council property shall be as determined by Council in its "Schedule of Fees and Charges".</p> <p>The Application Fee is payable on Lodgment. Permit Fees for new applications and extensions of existing applications are payable prior to the issuing of the permit. A new permit or extension of a permit will not be issued without the associated fees paid in full. Erecting or extending a hoarding or scaffolding without a valid permit may result in Compliance action.</p> <p>A tree bond may be required, if trees are in close proximity of the proposed hoarding.</p>
Conditions	<p>The following standard conditions will apply to the issue of any permit:</p> <ul style="list-style-type: none">• The size and shape of all hoarding erected on Council property will be to the satisfaction of Council.• The supplier of the hoarding or the applicant shall provide evidence to the satisfaction of Council of public liability insurance and joint nomination of Council and the supplier to the value of \$10 million.• Each hoarding shall be in good condition prior to placement.• Adequate safety lights will be provided to the satisfaction of Council and generally in accordance with AS1742.• The applicant will provide adequate alternative pedestrian access as required to the satisfaction of Council and generally in accordance with AS1742.• Council reserves the right to order the removal of any hoarding, or order the removal of any building materials from Council property, despite any previous approval granted.• Putrescible, dangerous or hazardous substances and waste shall not be placed within or stored in any public area.• The granting of an approval is done so only on acceptance of the condition that all damage done to Council property in the use and storage of materials will be repaired at the applicant's cost.• At the time of application for permit the applicant will supply in writing the dimensions of the hoarding to be placed and the duration for the application and shall specify precisely the proposed location of the hoarding.• A plan and elevation of the hoarding may be required at application stage.• Additional conditions may be imposed depending on circumstances and following assessment of the application. Approval is not to be regarded as automatic. <p>The applicant should also note that where hoardings are required as a part of a development consent, the failure to maintain such hoarding in accordance with any such approval granted will constitute a breach of that consent.</p>