

Temporary Structures Application
(Hoarding, Scaffolding, Facade Retention, Shoring,
Ground Anchors) under the Roads Act 1993

About this form

You can use this form to obtain approval to erect hoardings and other temporary structures including scaffolding in public places, facade retention, shoring systems and ground anchors.

How to complete this form

1. Read the Notes on page 4 specifically "note 1". The flowchart on page 7 will assist you in understanding the process of hoarding and scaffolding applications.
2. Ensure that all fields have been filled out correctly.
3. Once completed you can submit this form by email, mail or in person. Please refer to the Lodgement details section in Part 8 for further information.

Part 1: Applicant Details

Title Given Name/s Family Name

Organisation name

Address-postal

Note: Before this application can be lodged at least one contact number must be supplied.

Home number Business number Mobile number

Fax number Email address

Applicant's name (please print) Applicant's Signature Date

Note: If you are signing on behalf of a company please state capacity below.

Capacity within the Company

Part 2: Site Details

Property number Street Name

Suburb Building name (if known)

Lot number (if known) DP/SP (if known) Vol/Fol (if known)

Part 3: Owner(s) Consent

Organisation name

ABN/ACN

Address

Note: Before this application can be lodged at least one contact number must be supplied.

Home number

Business number

Mobile number

Fax number

Email address

Owner's Declaration

I/we declare that I am the owner(s) of the above property and
I/we give consent to this Application.

Owner's Signature*

Date

Company Stamp or Seal to be affixed if applicable

Part 4: Public Liability Insurance

The Authority requires public liability insurance of at least \$10 million and the Barangaroo Delivery Authority must be listed on the policy as an interested party. The applicant must be named in the Policy as the insured person/company.

Name of insurance provider:

Cover: From

To

Part 5: Type of Work

Please nominate the type of application you making (tick as applicable):

New works Amendment to an existing approval

Type of temporary structure (tick as applicable)

- | | |
|---|---|
| <input type="checkbox"/> Installing temporary scaffolding in a public space | <input type="checkbox"/> Installing a hoarding (Type A ^) |
| <input type="checkbox"/> Installing a facade retention system | <input type="checkbox"/> Installing a hoarding (Type B ^) |
| <input type="checkbox"/> Installing a temporary shoring to support a public place | <input type="checkbox"/> Ground anchors to support a public place |

(^) Please refer to Note 3 for further information on Type A and Type B Hoardings

Detailed description of the proposed structures and locations

Estimated cost of work to erect / install the temporary structure/s

Note: The cost of work is the estimated or contract cost inclusive of GST (labour & material). For temporary structures such as hoardings which are re-used, the contract cost is for labour costs only.

When do you wish to commence installation?

How many weeks will the structure be in place?

Is this application associated with a Development Approval? No Yes please provide Consent Number

Development Consent Number:

Are sheds proposed to be places on the hoarding? No Yes please provide details below

How many sheds? Total length of the hoarding to be occupied by sheds (metres)

Single stacked sheds

Double stacked sheds

Is a site fence of a hoarding proposed to be placed on the footway? No Yes ➔

If yes, please provide justification below (ie the extent of encroachment and reasons why it is required).

For new buildings the Authority may require the site fence of Type B hoardings to be relocated to the property alignment once construction has reached first floor level. This will require the hoarding columns to also be relocated to the property alignment to maximise the width of the footway. If you wish to retain the site fence on the footway for the duration of the development **you must provide details below as to why this is necessary.**

Notes for Temporary Structures Application (Hoarding, Scaffolding, Facade Retention, Shoring, Ground Anchors)

Note 1: Important information regarding public safety

Before completing and lodging this application you must read the following:

The approval of temporary structures such as hoardings and/or scaffolding systems erected in a public space is controlled through The Roads Act 1993 and associated Regulation. Any approval granted for these and other structures does not endorse or approve the design or structural adequacy of a structure for the purposes of satisfying an employer's responsibilities under the Occupational Health and Safety Act 2000 and Regulations particularly the provisions of Clauses 57 and 231 of the Occupation health and Safety Regulation 2001 (see below). It is the responsibility of an employer to design, install and maintain an effective overhead protection system to protect persons in the public space for objects that may fall from the work area.

The City Of Sydney's Hoardings Policy and WorkCover guidelines (can be used as design guidance and to address the public amenity including aspects relating to the visual design and pedestrian access within the public domain area adjoining the work site. It must be noted that compliance with this Policy does not absolve an employer from any statutory responsibilities under the requirements of the Occupational Health and Safety Act and/or Codes of Practice issued by the New South Wales Workcover Authority.

The Occupational Health and Safety Regulation 2001

Clause 57: Falling objects – particular risk control measures

An employer must ensure that risks associated with falling objects are controlled by use of the following measures:

- (a) provision of safe means of raising and lowering plant, materials and debris in the place of work,
- (b) provision of a secure physical barrier to prevent objects falling freely from buildings or structures in or in the vicinity of the place of work,
- (c) if it is not possible to provide a secure physical barrier, provision of measures to arrest the fall of object,
- (d) provision of appropriate personal protective equipment.

Maximum penalty: Level 4.

Clause 231: Overhead protective structures – particular risk control measures

(1) This clause applies if:

- (a) Construction work is carried out at a place that adjoins a public space or any other property, and
- (b) that construction work is carried out a vertical height exceeding 4 metres above the lowest ground level of that public place or other property (unless the ratio of the horizontal distance to the vertical height between the nearest boundary of that public place or other property and where the work is carried out exceeds 2), but does not apply to maintenance work on power or telecommunication poles, towers or overhead lines unless a risk assessment identifies that any hazards cannot be controlled by means other than overhead protective structures.

(2) In any case in which this clause applies, an employer must provide an overhead protective structure that:

- (a) is of appropriate strength and design having regard to the circumstances of that case, and
- (b) will catch, deflect or hold any weight and amount of material or object that might reasonably be expected to fall on it.

Note 2: Property Ownership

Authority owned land

For applications involving the installation of temporary structures on land in a public place (footways or roadways) that is owned by Barangaroo Delivery Authority, the consent of Barangaroo Delivery Authority so to complete the Owner's Declaration space on this form is not required to be provided by the applicant. Where it is proposed to erect temporary structures on other Barangaroo Delivery Authority owned land such as parks, reserves, malls and squares, the approval of Barangaroo Delivery Authority to the lodgement of an application may be required.

Strata title

Consent and seal of the owner's corporation if the proposed work involves of effects common property.

Single or multiple person/s

Owner/s printed name and signature to be provided on the form or written letter of consent.

Companies

- ABN or ACN number must be provided.
- Name, position and signature of one company director and company secretary: or two company directors: or if sole director company only one signature is required.

Person acting for owner/s

Letter on owner's letterhead (where appropriate signed by or on behalf of the owner/s showing that the person acting can authorise the applicant to lodge the application: or Full copy of a current power of attorney: or – A reference to a registered power of attorney (book and page number)

Note 3: Types of hoardings

Type A:

A fence located on public land being generally of plywood attached to a timber or steel frame having a height of 2 metres that encloses or separates a construction site or work area, with or without scaffolding, from the public space.

Type B:

A steel framed structure that provides overhead protection to the public place and that also encloses or separates the work area from the public place by a site fence incorporated in the temporary structure. The structure allows pedestrian or vehicular movement below the hoarding deck.

Checklist: What you need to include with your application

Hoardings:

1. Two copies or sets of all plans
2. Site plan to scale of 1:100 (smaller scale permitted for large sites) showing all footpath detail (width and surface finish), street tree locations (see also Point 4 below), street furniture, parking meters, street lighting poles and traffic control and pedestrian signals.
3. Architectural drawings of the hoarding including plan view, elevations and sections to a scale of 1:100.
4. Details of all street trees located within five (5) metres of the proposed hoarding, as well as any other trees whose branches will be affected by the hoarding including:
 - a. diameter, approximate height and extent of the canopy;
 - b. method of tree protection;
 - c. any required trimming or pruning to accommodate the proposed hoarding and site sheds/scaffolding to be placed on the deck of the hoarding;
 - d. where required by Barangaroo Delivery Authority, a report from a qualified arborist reporting on the condition of the affected trees and recommendations as to any required trimming and tree maintenance during the period the hoarding is in place and/or after the hoarding is removed, if required.
5. Construction details, structural drawings and other details.
6. Lighting plan to ensure pedestrian safety is maintained along the footway.
7. Certification using Barangaroo Delivery Authority's standard Certification Form (refer to form attached) by an appropriately qualified practising structural engineer confirming the structural adequacy of the proposed temporary structure. For temporary structures other than hoardings and scaffolding, contact Barangaroo Delivery Authority to obtain a copy of the standard form.
8. Detail of any proposed graphic design on the hoarding, a photomontage or sketch adequately describing the graphic design and information including colours.
9. Have you checked the site for any likely pedestrian obstructions such as trees, poles, parking meters, seats, litter bins that may result from the installation of the proposed temporary structures?
10. It would assist Barangaroo Delivery Authority in the assessment and processing of your application if photographs of the site are provided with the application.

Security deposit (hoardings)

Barangaroo Delivery Authority may require the lodgement of a bond in the form of bank cheque or bank guarantee to rectify any damage to infrastructure including street trees and the maintenance of hoardings, including the removal of graffiti and bill posters. For tree damage this may include the full cost associated with tree replacement and maintenance for a period of at least 12 months. If a security deposit/bond is required you will be contacted when your application is processed. Any required bond must be lodged before the Approval is issued.

Facade retention, shoring and ground anchors:

1. Two copies or sets of all plans and documents;
2. Architectural plan/s for bulk excavation (in duplicate) showing relevant details including location of proposed excavation, footprint, boundaries, utility services and levels of proposed excavation;
3. Consent from any affected public utility authority if construction is likely to affect any services supplied by that Authority.
4. Structural details and specifications (in duplicate) including typical section/s and connection details;
5. A dilapidation report of the footway/roadway adjoining the site/work area.
6. A survey of all utility services and underground structures in the area of the proposed facade retention structure and shoring works including utility service access point/hatches;
7. Pedestrian and traffic management plans;
8. A report on the potential impacts on any Barangaroo street trees including details of any required trimming of limbs; and
9. Environmental control measures (shoring works) such as noise and dust control and the method to be employed to dispose of water collected in excavation.

Certification

Structural:

A structural certificate for design (in the form of an 'S1A' certificate)* must be submitted to Barangaroo Delivery Authority with structural drawings confirming compliance with:-

- a) the relevant clauses of the Building Code of Australia (BCA);
- b) the relevant current Codes of Practice of the NSW WorkCover Authority;
- c) the relevant current Australian Standards; and
- d) other documents listed. (e.g risk assessment and recommendations).

Geotechnical:

The following documentation must be submitted with the application:

A completed geotechnical certificate submitted (in the form of a 'G1' certificate)* completed by the Project/Principal Geotechnical Engineer which includes the following information as appropriate:-

- a) borehole/test pit logs or inspection records;
- b) field/laboratory test results;
- c) general geotechnical description of site;
- d) recommended safe bearing values and likely settlements of foundation material;
- e) recommendations for stability and protection of excavations;
- f) opinion on the effect of the new works on existing buildings and recommendations for any underpinning or other measures required to maintain stability; and
- g) method of proving and assessing foundations, underpinning and/or excavations stability in accordance with design.

Note:

An appropriately qualified practising structural engineering/geotechnical must have:

- a) tertiary qualified practising structural engineer/geotechnical engineering; and
- b) corporate Membership of the Institution of Engineers Australia or equivalent; and
- c) appropriate current professional indemnity insurance.

Public Liability Insurance

An appropriately qualified person must assess the nature of proposed work and the associated risk to public safety (including vehicles and pedestrians). The certified design documents must incorporate any recommendations of this assessment, if applicable.

Barangaroo Delivery Authority must be indemnified against any claims for injury to persons, damage to adjoining properties and/or public way, or excess on the policy arising out of any claim. Barangaroo Delivery Authority must remain indemnified during the period of construction until a permanent structure is built and any temporary shoring/facade retention structure is removed. Such indemnity must be expressed in the form of a public risk insurance policy with the minimum amount of \$10 million for any individual claim, which may be made. Such a policy must be specifically noted to include the interests of the 'Barangaroo Delivery Authority'.

Security/ damage deposit

A bank guarantee, cash bond or bank cheque as a damage bond/deposit (if applicable) must be lodged prior to the approval permit being issued. The deposit amount must be in accordance with Barangaroo Delivery Authority Schedule of Fees and Charges.

Certification – Hoarding and Scaffolding

This certificate allows for the certification of various aspects of a hoarding's design and installation, including scaffolding erected above or on road and reserve (footway) under control of Barangaroo Delivery Authority. When certifying an element you must indicate this by ticking the applicable box against the specific element (see below):

Property Address

Approval No:

Hoarding (design) – To be lodged with the application form.

I hereby certify that I am an appropriately qualified and competent person in the relevant field of structural engineering and as such can certify:-

That the certified structural drawings listed below have been checked and comply with:-

- (a) The relevant clauses of the Building Code of Australia;
- (b) The relevant current Codes of Practice of the NSW WorkCover Authority;
- (c) The relevant current Australian Standards; and
- (d) Other documents listed (e.g. Risk Assessment Recommendations)

Hoarding (as-built structural) certification – To be emailed to permits@barangaroo.nsw.gov.au within 24 hours of completion

I hereby confirm that I have inspected the installed hoarding and certify that the hoarding complies with the full set of certified structural drawings forming part of the approval.

Hoarding (as-built – non structural aspects) – To be emailed to permits@barangaroo.nsw.gov.au within 24 hours of completion

I hereby confirm that I have inspected the installed hoarding and certify that the installation complies with the approved drawings/details and all conditions of the approval including tree protection, signage and footpath lighting.

Scaffolding (installation) – To be emailed to permits@barangaroo.nsw.gov.au within 24 hours of completion

Note: The scaffolding certifier cannot certify Type B hoardings.

I hereby certify that I am an appropriately qualified and competent person to erect the proposed scaffolding and to adequately secure any required ties to the adjoining building/structure and as such can verify that:-

That the scaffolding erected at the subject premises has been checked and complies with:-

- a) The relevant clauses of the Building Code of Australia;
- b) The relevant current Codes of Practice of the NSW WorkCover Authority, the Construction Safety Act and Occupational Health and Safety Act;
- c) The relevant current Australian Standards (including AS 1576 and AS/NZS 4576);
- d) The Supplier's Specification;*
- e) The Designer's Specification complying with a) to c) above. If applicable, the structure is to be separately certified*.

* Delete sections that are not applicable.

Certifier Details

Given Name*

Family Name*

Name of Employer (self or company)

Address*

Business number

Mobile Number

Fax Number

Qualification

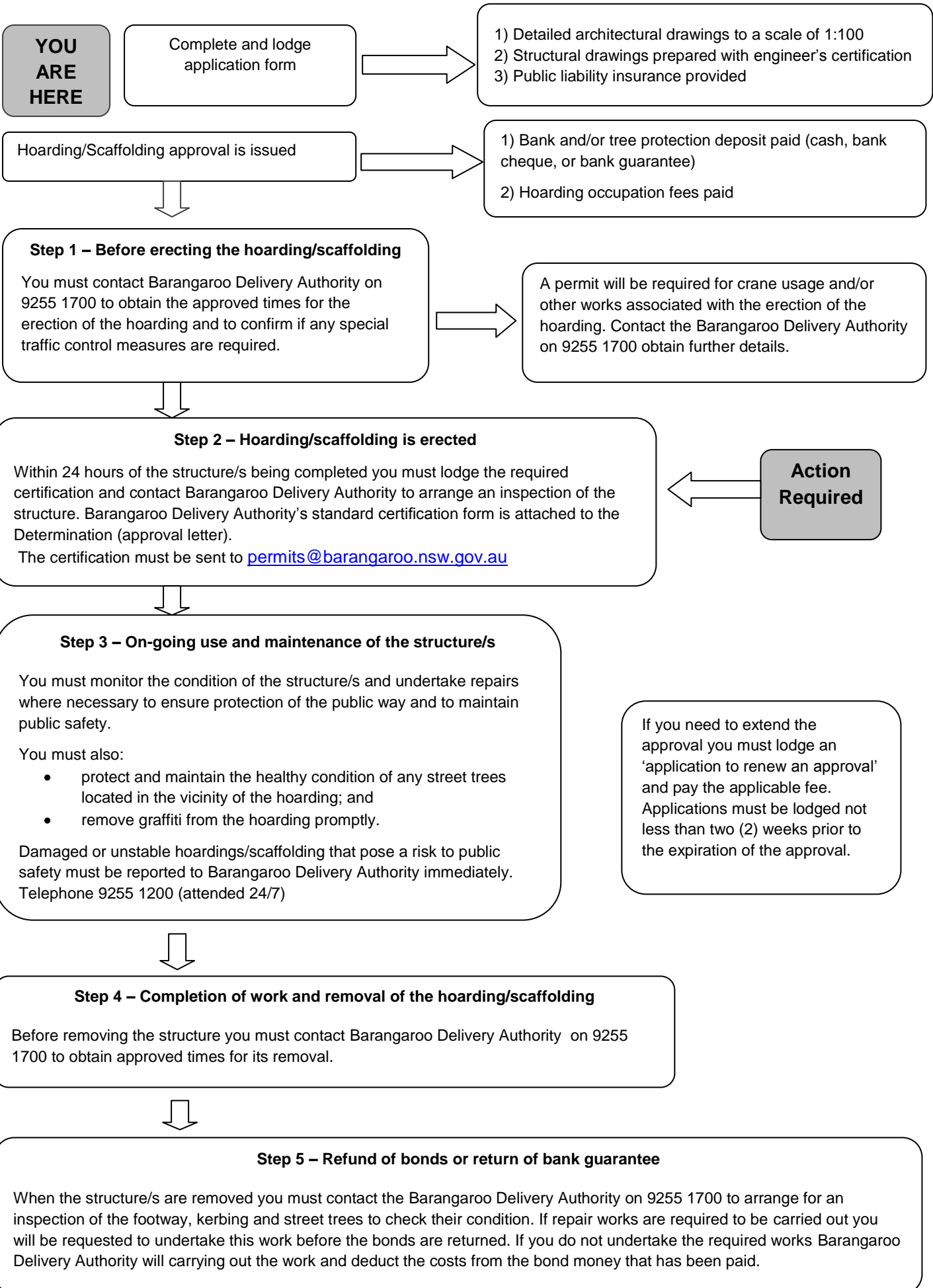
Certified drawings (Please list below, including revisions if applicable)

I declare that I am appropriately qualified to issue this certificate pursuant to the provisions of Section 93 of the Local Government Act 1993 and I acknowledge that in certifying these works I am absolving Barangaroo Delivery Authority of any liability,

Certifier's Signature

Date:

Flow Chart – Application & Approval process (hoarding & scaffolding)



List of documents accompanying the application

Document	No. of sets

Document	No. of sets

Part 6: Applicant Checklist

I have attached the following:

Owner's consent (see note 2)	<input type="checkbox"/>	checked	<input type="checkbox"/>
Applicant's signature	<input type="checkbox"/>		<input type="checkbox"/>
Location Plan	<input type="checkbox"/>		<input type="checkbox"/>
Site Plan	<input type="checkbox"/>		<input type="checkbox"/>
2 sets of plans, elevations and sections	<input type="checkbox"/>		<input type="checkbox"/>

Completion of Schedule- documents accompanying the application	<input type="checkbox"/>	checked	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>		<input type="checkbox"/>
Structural certification	<input type="checkbox"/>		<input type="checkbox"/>

Applicant's Signature (print name)

Date

Checked – Barangaroo Delivery Authority Officer

Part 7: Privacy & Personal Information Protection Notice; Lodgement Details

Purpose of Collection: For assessment of an application for a Road/Footway Opening.
Intended recipients: Barangaroo Delivery Authority staff and approved contractors of the Authority.
Supply: This application is voluntary; however a completed application is required for the approval.
Access/Correction: Barangaroo Delivery Authority staff or Freedom of Information requests.
Storage: Barangaroo Delivery Authority's record management systems and Archives.

Part 8: You can lodge the completed application by:

You can lodge the completed application by:

Email: permits@barangaroo.nsw.gov.au

Mail or In Person: Barangaroo Delivery Authority, Level 21, 201 Kent Street, Sydney NSW 2000.
Monday to Friday 8.30am-5.30pm

What now: Once your application is received a Barangaroo Manager will contact you if further information is required, to advise on payment for applicable fees and deposits prior to any approval.

For further information:

Telephone: (02) 9255 1700 **Email:** permits@barangaroo.nsw.gov.au or **Website:** www.barangaroo.com