



# Application for a permit to use a footpath for the erection of a hoarding/scaffolding

Expiry Date: 30 June 2018

## Use this Form

Use this form to apply for a permit to use a footpath for the erection of a hoarding/scaffolding under the Roads Act 1993

**Please allow up to 10 working days for this application to be processed.**

## Lodgement & fees

Please follow the instructions on Page 2.

## Any questions?

Phone Customer Services on (02) 9391 7000 or call in personally (see page 2)

## Applicant and site details

### 1. Applicant's name, address and contact details.

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ABN): .....

Postal address: .....

..... Post Code: .....

Phone (1) (....) ..... Fax (....) .....

Phone (2) (....) ..... E-mail: .....

Contact person (Only if a company etc) .....

Would you like to receive the determination of this application by e-mail only

### 2. Location and title description of the property

*This will help us to correctly identify the land*

Unit, shop or suite: ..... Street No: ..... Street: .....

Suburb: .....

Lot(s): ..... Section: .....

Deposited plan(s): ..... Strata plan: .....

Other: .....

*Get these details from rate notices, property deeds, or Council property maps.*

## Associated application details

### 3. Application references

*When applicable*

Development Application No.: ..... Date: .....

Construction Certificate(s) No.: ..... Date: .....

Principal Certifying Authority: ..... Phone: .....

Builder: ..... Phone: .....

If the hoarding is not required for works in relation to a Development Consent please state what is the purpose of the proposed hoarding.

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.....

.....

.....

.....

- 4. Hoarding details** Type: (A,B, Scaffold).....
- Length: ..... Depth:.....
- Rental period (weeks): .....
- Proposed date to erect the proposed hoarding .....
- Note: Please attach dimensioned site and elevation plans to hoarding application.

## ▼ Fee calculation

### Weekly fee calculation

..... X \$8.75 = Weekly Fee  
Area m<sup>2</sup>

..... X ..... = \$.....  
Weekly Fee No. of weeks Total Fee

**Application fee: \$ 168.00**

**Total weekly fee \$ .....**

(calculated below)

**Total fee: ..... \$**

### 5. Required attachments

*Council will not accept this application unless all required attachments are lodged with this completed form and fees.*

- Plan at a scale of 1:100 or 1:200 showing location of proposed:-
- Hoarding, all utility services (manholes, Pits, Hydrants etc)
  - Location of existing footpath
  - Location of kerb and gutter
  - Location property boundaries
  - Full dimensions (width, length, height)

*The lodgement of poor quality plans, statements, specifications, certificates or documents will delay the determination of your application.*

## ▼ Signatures

### 6. Your declaration

I apply for consent to erect a temporary hoarding/scaffolding and I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and that
- More information may be requested within 21 days of lodgement.

Signature:..... Date:.....

## ▼ How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

**You can send it to us by any of the following methods**

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**How to contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Hoarding Officer handling your application in the Compliance section

**Fees**  
The current fees for this service are as follows:

Application Fee: \$168  
Weekly Fee: Area occupied (m<sup>2</sup>) x \$8.75 x Rental Weeks

**Payment methods**

In Person  
Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail  
For credit card payments, please complete the attached "Credit Card Payment" form. For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid.

### Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

*If you wish to discuss a proposal with one of our Hoarding Officers, it's essential that you arrange an appointment. We recommend that you consult with a Hoarding Officer of Council before lodging the application.*

## ▼ Receipting

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable ( <i>refer receipt for details</i> ) <i>Retain your receipt as proof of lodgement of the application.</i>	OFFICE USE ONLY		
	Fee Type	Fee	Receipt Code
<input checked="" type="checkbox"/> Receiving Officer: ..... Date: .....	Application fee	\$168.00	3
<input checked="" type="checkbox"/> Cashier: ..... Date: .....	Weekly Fee <i>Weekly Fee is calculated : Area occupied (m<sup>2</sup>) x \$8.75 x Rental Weeks</i>		3
	Total:		

## ▼ Privacy notification

The personal details requested on this form are required under the *Roads Act 1993* and will only be used in connection with the requirements of the legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Acts. 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. You may also request Council to suppress your personal information from a public register.



