



# Application for temporary ground anchors in a public road

Under the *Roads Act 1993 Sections 138, 139 & 218*

*Fees are valid until 30 June 2010*

## About this form

Use this form to apply for Council consent to:

- Construct temporary ground anchors in accordance with Council's Rock Anchor Policy

Works within a public road must not commence until you receive an approval letter in writing via post/ e-mail/ fax from Council.

Please allow up to 4 weeks for this application to be processed.

**Note: Council will NOT approve permanent ground anchors.**

## Lodgement & fees

Please complete all details below, attach the required supporting documentation and follow the instructions on page 3.

## Any questions?

Please telephone Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 3).

## ▼ Location of proposed works and Development Application details

### Location of proposed works

Street no(s):.....Street name:.....

..... Suburb:.....

Nearest property or cross street:.....

.....

***You must attach a site plan detailing exact location of proposed works***

### Development Consent details (if applicable)

DA Number: .....

Please ensure the following is attached:

- Copy of the relevant DA consent conditions.
- Copy of your approved DA structural drawings showing proposed temporary ground anchors in a public road.
- Certification by a qualified geotechnical engineer that the rock is structurally sound

## ▼ Applicant Checklist

- B1- Public Liability Insurance details (min \$20,000,000)
- B2 - Site plan
- B3 - Structural drawings
- B4 - Traffic Control Plan
- B5 - Specifications for engineering works
- B6 - Copy of all related Condition(s) of Development Consent

The applicant must complete and sign all sections of the application form, and provide all relevant supporting documentation and information as instructed on the form.

If the application is received without the relevant supporting documentation attached, the applicant will be requested to submit the relevant supporting documentation such that their application can be properly assessed.

Should the applicant fail to provide the relevant supporting documentation required the application will be refused.

## ▼ Description of works

**Applicant to provide additional information regarding the proposed works.**

**Provide a detailed description of works proposed:**

- Location of anchors on site
- Number of anchors
- Time period of use

.....  
.....  
.....

## ▼ Applicant and Contractor Details

**Applicant's name, postal address and contact details**  
(may be owner, architect or project manager)

Company Name:.....

Postal address: .....

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

Phone (B) (....) ..... Fax (....) .....

Applicant's representative:.....

Mobile: .....

Email: .....

**Contractor's name, postal address and contact details**  
(may be concreter, steel fixer, builder, etc)

Company Name:.....

Postal address: .....

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

Phone (B) (....) ..... Fax (....) .....

Applicant's representative:.....

Mobile: .....

Email: .....

This section must be completed if you are making an application to construct a new driveway.



## Instructions, supporting documentation and conditions

Read all sections carefully.

### **A. Instructions to the applicant for ALL works**

- A.1. Construction works on temporary ground anchors in a public road, must not commence until you receive an approval letter from Council and the initial inspection has been carried out.
- A.2. Council's standard "*Rock Anchor Policy*" can be downloaded from Council's Website [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au) or copies are available at Council's Customer Service Centre.
- A.3. If the proposed works are associated with a DA, they must comply with DA consent conditions and approved plans.

### **B. Supporting documentation required**

- B.1. A copy of the contractor's public liability insurance (minimum \$20,000,000) must be attached to this application form.
- B.2. Site plan.
- B.3. Structural drawings (plans, sections and elevations) of the site and details of proposed works. Plans should include existing and proposed (critical) reduced levels to AHD.
- B.4. Traffic Control Plan
- B.5. Specifications for engineering works.
- B.6. Copy of all related Condition(s) of Development Consent, if applicable.

### **C. Standard conditions**

- C.1. All works must be constructed in accordance with Council's standard "*Rock Anchor Policy*".
- C.2. All works shall be carried out in accordance with these conditions and any further conditions as notified in the approval notification.
- C.3. All temporary ground anchors must be a minimum of 2.5m deep.
- C.4. For the protection of the public, Workcover approved barriers must be erected and maintained at any worksite on Council owned or managed property.
- C.5. The footpath must be clear of rubbish or suitably barricaded at all times. Following completion, all formwork and waste must be removed from the footpath area, gutters and pits.
- C.6. The Performance Security Deposit will be refunded in full when the Applicants Structural Geotechnical Engineer has provided certification that the temporary ground anchors have been removed or de-stressed and that no damage has been caused to Council's Infrastructure. If damage has been caused it must be rectified and certified by a suitably qualified Engineer at the Applicants expense. If it is not Council will retain this Performance Security Deposit to rectify the damage.
- C.7. If the road pavement is damaged during construction, it must be restored in accordance with Council's Specifications at the applicant/owner's cost.
- C.8. Council may direct work in the road reserve to be removed and/or reinstated at the applicant/owner's cost.
- C.9. Council will not be held responsible for any Public Liability Claims or other claims arising from incorrectly installed or unauthorized footpath crossings or associated works.

# ▼ Indemnity Statement

## Indemnity

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from, or by reason of, anything done or omitted to be done by you arising out of your activities undertaken at or on Council's land.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

# ▼ Signature

## Your declaration

I, ..... (the applicant) have read, understood and accept the conditions. I accept that all these conditions must be complied with. I apply for consent to carry out the works described in this application. 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
- More information may be requested after the date of lodgement, and
- A processing fee must be paid.

☒ Signature: ..... Date:.....

# ▼ Schedule of Fees

Type of Fee/Charge	Fee or Charge (inc GST)	Unit Rate	Supplementary Information
<b>ROCK ANCHORS</b>			
Temporary Rock Anchor (Non Refundable Charge)	\$2,712.00	per anchor	
Performance Security Deposit (Refundable)	\$5,000.00	per anchor	Refundable following removal of Temporary Rock Anchor and reinstatement of road assets to Council's satisfaction. Minimum bond \$50,000.

Please indicate in the table the number of temporary ground anchors and the total cost for each of the categories in the table below.

Number of Anchors	Non Refundable Charge Total	Bond Total	Total

## 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 Asset Maintenance Engineer can be contacted on (02) 9391-7982

**Fees**

Fees are charged based on the Fees and Charges as listed in Council's Management Plan. A schedule of fees is attached. Fees are valid until 30 June 2009 and include 10% GST. If the application is not related to a DA and a damage security deposit is not held, the applicant is required to lodge a damage security deposit as per the schedule of fees attached. The application fee is inclusive of the three inspections as listed on page 3. If additional inspections are required, the applicant will incur additional fees as per the schedule of fees attached.

**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: Take a train to Edgecliff, then 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.

**OFFICE USE ONLY**

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (*refer receipt for details*)

*Retain your receipt as proof of lodgement of the application.*

⊗ Receiving Officer: .....Date: .....

⊗ Cashier: .....Date: .....

Fee Type	Receipt Code	Fee \$
Application	T45	\$375.00
Temporary Rock Anchor (Non Refundable Charge)	T89	
Performance Security Deposit (Refundable)	T113	
<b>Total:</b>		

## Privacy notification

The personal details requested on this form will only be used in connection with the requirements of this application. Access to this information is restricted to Woollahra Municipal Council officers. 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.

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# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 1%**

Payments should be sent to: Woollahra Council  
 536 New South Head Road  
 DOUBLE BAY NSW 2028

OR

PO Box 61  
 DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

### Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA																
Full Name on Credit Card																				
Credit Card No.				--																
Card Expiry Date			--			Total Amount Paid	\$													
Cardholder's Signature																				
Date										Contact Phone No.										

### Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For .....

Council Reference e.g. DA No. etc .....

Address (where applicable) .....

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### PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. 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.

<b>OFFICE USE ONLY</b>	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	.....	
	Date	.....	