



# Works Zone Application

Under the *Road Rules 2008* and *Local Government Act 1993*

*Fees are valid until 30 June 2010*

## About this form

This form is to be used to apply for a Works Zone on a public road within the Municipality of Woollahra. Applications for a Works Zone on a public road controlled by Woollahra Council will be determined by the Council. Applications for a Works Zone on a public road controlled by the RTA will be referred by Council to the RTA for approval and will require an RTA Road Occupancy Permit for the full dates required for the Works Zone.

## Documentation

A sketch plan showing the location and dimensions of the proposed Works Zone must be attached to this application.

## Lodgement & fees

Please complete all details below 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 4).

## ▼ Principal Contractor (Applicant), DA and site details

### Applicant name, address and contact details. The applicant must be the Principal Contractor or Builder

Company name:..... ACN/ABN: .....

Postal address: .....

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

Phone (Bus) (....) ..... Fax (....) .....

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

Contact person: .....

### Development Consent for the works you are carrying out

DA Number.....

Condition of Consent requiring a Works Zone (if applicable) .....

### Penalties for failure to obtain a required Works Zone

If a Works Zone is required as a condition of development consent, failure to comply with this condition is a breach of consent and may result in fines and proceedings pursuant to Part 6 of the EP&A Act 1979.

### Location of Works Zone

Street number(s): ..... Street Name: .....

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

### Proposed length and location of Works Zone

Length: ..... Location: .....

.....

.....

.....

**The minimum permissible length for a Works Zone is 6 metres.**  
**Applications for Work Zones of less than 6 metres will not be approved.**  
**Attach a sketch plan showing the location of the proposed Works Zone.**

---

**Requested time period of Works Zone**

Standard Times: Monday to Friday 7.00am – 4.00pm  
and/or Saturday 7.00am – 1.00pm

Requested times: .....

**Any request for Hours of Operation outside standard times will only be considered in exceptional circumstances.**

**The requested time period must not be outside the demolition and construction hours stated in the Development Consent.**

---

**Requested duration of Works Zone**

No of Weeks .....

Start Date (dd/mm/yy): ..... End Date: .....

**Minimum permissible duration of a Works Zone is 4 weeks.**

**Maximum permissible duration of a Works Zone is 52 weeks (one year).**

## ▼ What is a Works Zone?

### Introduction

1. Works Zones are provided to facilitate the efficient operation of construction projects and to minimise traffic disruption.
  2. Works Zones are provided in accordance with the provisions of the Road Rules 2008 (Rule 181) and permit a driver to stop in a Works Zone if:
    - the driver is driving a vehicle that is engaged in construction work in or near the Works Zone; or
    - a person is actually entering or alighting from the vehicle.
  3. Works Zones can only be enforced by Council's Rangers in accordance with the Road Rules 2008. Vehicles parked illegally in a Works Zone cannot be towed and the roadway cannot be barricaded by the applicant.
  4. Where a Works Zone is to be installed on a property frontage with an existing driveway:
    - i. The driveway shall be included within the Work Zone if buildings are to be demolished or the property is to be unoccupied during the construction works.
    - ii. The driveway shall be excluded from the Work Zone if full time non-construction vehicular access to the site is to be maintained.
  5. Council cannot be held responsible for any costs incurred, should the applicant not be able to gain access to the road space covered by the installed Works Zone.
- 

### Sites unsuitable for Works Zones

The following locations are generally deemed to be unsuitable for designation as Works Zones:

- Intersections with traffic lights – within 30 metres of the intersection
  - Intersections without traffic lights – within 10 metres of the intersection
  - Pedestrian crossings – within 20 metres (approach and departure sides)
  - Bus Zones/Bus Stops
  - Transit Lanes or Clearways
  - On a crest or curve or other location where sight distance of the Works Zone is under 50 metres
  - Notwithstanding any of the above, Works Zones will not be permitted in any area which is signposted as No Parking / No Stopping, where statutory restrictions apply (whether these restrictions are signposted or not) or where it is deemed to be unsuitable by Council.
-

**Works Zone application process**

1. The application will be considered by Council in consultation with the RTA and the Police at the Woollahra Local Traffic Committee. **This process will generally take four to six weeks.**
2. Once a determination has been made, you will be advised in writing of the outcome of this application, including, as may be applicable, any conditions to the Works Zone and the applicable installation fee. The expiry date of the zone will be calculated from the date the signs are installed by Council's sign installer.
3. Upon payment of the installation fee, the Works Zone will be installed by Council. The Works Zone will only become active after the signs have been installed approximately seven working days after payment of the Works Zone Permit Fee has been received. Payment for the Works Zone will constitute acceptance of the Works Zone Approval Conditions.
4. The signs will be removed on the expiry date as advised in Council's letter (unless an extension has been approved – see 'Extension of Works Zone' below)
5. You must comply with all conditions of the Works Zone permit. Penalties apply for breaches of the conditions. Woollahra Municipal Council reserves the right to cancel the Works Zone at any time should the applicant not comply with the approval conditions as stated in the approval letter.
6. If payment is not received within six (6) months of the date of the letter of approval (refer 2 above) the application will be deemed to have lapsed. Request to install the Works Zone after the approval has lapsed will be subject to a new application and processing time frame. Requests to place the Works Zone installation on hold may be granted at the discretion of Council officers and may require full payment for the Works Zone at that time.

**Extension of Works Zone**

If you require an extension of an approved period, you must write to Council stating the reason for requesting the extension, at least four weeks before the expiry date. Once a Works Zone has expired, the signs will be removed. Reinstatement will require a new application and a further application fee.

**Signatures**

**Your declaration**

*\* Council will not process this application without the signed acknowledgement of the What Is A Works Zone? Section.*

I, ..... (the applicant) have read and understand the *What Is A Works Zone?* Section on this form.

I acknowledge that I must comply with the approval conditions of the Works Zone that will be supplied by Council in writing in conjunction with the details of payment for the Works Zone. I understand that Woollahra Municipal Council reserves the right to cancel the Works Zone at any time should the approval conditions not be complied with.

☒ 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 Rd  
Double Bay NSW 2028

**Contact us by phone, fax or electronically**

**Phone:** (02) 9391 7000  
**Fax:** (02) 9391 7044  
**E-mail:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

## 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.

## Fees

Fees are valid until June 2010. Works Zone fees are GST exempt.

The appropriate fee must accompany the application.

Application processing fee (non refundable) \$310.00

Works Zone fees in Non-residential areas with parking meters are charged at 2 different rates (Fee 1 and Fee 2) based on 2 different fee charges for parking meters.

Works Zone permit fee is calculated on a 'per metre - per week' basis as detailed below:

- |   |  |
|---|--|
| 1. Residential parking area – parallel parking                      | \$35.70/m/week                                     |
| 2. Residential parking area – angle parking                         | \$71.40/m/week                                     |
| 3. Non-residential parking area – parallel parking                  | \$59.40/m/week                                     |
| 4. Non-residential parking area – angle parking                     | \$118.70/m/week                                    |
| 5. Non-residential parking area with parking meters                 | \$97.10/m/week (Fee 1)<br>\$89.80/m/week (Fee 2)   |
| 6. Non-residential parking area with parking meters - angle parking | \$194.30/m/week (Fee 1)<br>\$179.60/m/week (Fee 2) |

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

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

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

☒ Receiving Officer: ..... Date: .....

CRM Ref No.....

☒ Cashier: ..... Date: .....

## OFFICE USE ONLY

Fee Type	Receipt Code	Fee \$
Application Processing	542	\$310.00
Total:		

# ▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *Road Rules 2008* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. 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.



# 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 eg DA No. etc .....

Address (where applicable) .....

.....

.....

.....

.....

## 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.

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