

# Works Zone Application

Under the *NSW Road Rules 2014* and *Local Government Act 1993*

*Fees are valid until 30 June 2020*

## About this form

This form is to be used to apply for a Works Zone on a public road within the Municipality of Woollahra.

**If your Works Zone is related to a Development Consent and a Construction Management Plan is required as a condition of this Development Consent, please do not submit this application until your Construction Management Plan has been approved.**

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.

Works Zones facilitate construction projects by providing an area for construction vehicles to stand. Vehicles using the zone must be constructed principally for the conveyance of goods (not being station wagons) and be actually engaged in taking up or setting down goods or building materials for the building site.

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 Roads & Maritime Services (RMS) will be referred by Council to RMS for approval and will require a RMS Road Occupancy Permit for the full dates required for the Works Zone.

**Please note that the entire approval process including signage installation for a Works Zone can take up to 8 weeks.**

## Any questions?

For general queries please call Customer Service on (02) 9391 7000 or visit our Customer Service Centre (see page 5). For enquiries relating to an application that has been lodged, please call Council's Engineering Services Administration Officer on (02) 9391 7997.

## ▼ Principal Contractor (Applicant), Location details

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

Company name: .....

Contact person: .....

Postal address: .....

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

Phone (Bus) .....Mobile: .....

E-mail: .....

**Proposed location of Works Zone**

Street No: .....Street Name: .....

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

**If the proposed Works Zone location is not along your development, has approval been sought from the adjacent property owner(s)?**

**YES**     **NO**

## ▼ DA Consent Details

### Development Consent for Works you are carrying out

(If Applicable)

DA Number: ..... DA Approval Date: .....

Is a Works Zone required as part of the DA Consent?

YES  NO

Is a Construction Management Plan (CMP) required as part of the DA Consent?

YES  NO

If Yes, has a CMP been submitted?

YES  NO

**Your Works Zone application will not be assessed until your CMP has been approved.**

## ▼ Work Zone details

### Sketch showing location of Works Zone

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

Ensure you include wording of any existing parking restriction signs in the vicinity of the Works Zone

Include property No's, location of sign posts, driveways, trees and power poles.

Plan Attached:  YES  NO

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### Requested length of the Works Zone

Required Length of Works Zone (m): .....

**The minimum permissible length for a Works Zone is 6 meters.**

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### Requested time period of Works Zone

Standard Times: Monday to Friday 7am – 4pm and/or Saturday 7am – 1pm

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.**

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### Requested duration of Works Zone

No. of Weeks Required for Works Zone: .....

Approximate Start Date for Works Zone: .....

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

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

**Works Zones cannot commence until approval has been granted and payment for the Works Zone has been received. Please note Works Zone signs are made to order and will be ordered once payment is received.**

# ▼ 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 NSW Road Rules 2014 (Rule 181) and permit a driver to stop in a Works Zone if:
  - the driver is driving a vehicle that is engaged in construction Works in or near the Works Zone; or
  - dropping off, or picking up, passengers.Vehicles using the zone must be constructed principally for the conveyance of goods (not being station wagons) and be actually engaged in taking up or setting down goods or building materials for the building site.
3. Works Zones can only be enforced by Council's Rangers in accordance with the NSW Road Rules 2014. 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 Works 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 Works 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.

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## Sites unsuitable for Works Zones

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

- Intersections with traffic lights – within 20m of the intersection
- Intersections without traffic lights – within 10m of the intersection
- Pedestrian crossings – within 20m (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 50m
- 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.

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## Works Zone application process and Conditions

1. The application will be considered by Council in consultation with RMS 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. Works Zone fees must be paid in full before 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. Should you wish to suspend the Works Zone once it has been installed, you must contact Council in writing, a minimum of two weeks in advance. Council, at its sole discretion may allow the suspension of the Works Zone. The applicant will be advised in writing.
6. It is an offence under Section 667 of the Local Government Act to willfully remove, destroy, deface, damage or otherwise interfere with notices or signs erected by Council. A minimum penalty of \$2,200 applies.
7. If a builder/ developer uses any additional parking (outside the Works Zone) during construction, the applicable fee will be charged.

8. The applicant must provide safe pedestrian access adjacent to the Works Zone during the hours of operation. All traffic and pedestrian control shall be in accordance with the current version of AS1742.3 and its associated handbooks; and RMS' Traffic Control at Works Sites Manual.
9. Goods and materials are not to be stored in Works Zones. Skip garbage bins are not to be stored in Works Zones.
10. Mobile cranes and concrete pumps may be used within the Works Zone area subject to the following conditions:
  - The plant must be wholly contained (lengthwise) within the Works Zone area
  - The plant must not exceed 2.5m in width
  - A minimum 3m of clearance is available between the outside edge of the plant and any centerline markings/ obstructions

If the mobile crane and/or concrete pump cannot meet the above conditions, a separate Permit to Stand Plant application must be submitted to Council.
11. 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 and install No Stopping restrictions should the applicant not comply with the approval conditions as stated in this application and the approval letter.
12. 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. Requests 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.

I acknowledge that the entire process including approval from the Local Traffic Committee and Council and the installation of the Works Zone signs can take up to 8 weeks.

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)

### Fees

Fees are valid until 30 June 2020

The appropriate application fee must accompany the application.

Application processing fee (non-refundable) \$410.00

**NOTE: Works Zone fee payment will be required once the zone is approved and will be outlined in the approval letter issued to the applicant by Council**

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.

- |  |  |
|--|--|
| 1. Residential parking area – parallel parking                         | \$49.00/m/week                                     |
| 2. Residential parking area – angle parking                            | \$96.00/m/week                                     |
| 3. Non-residential parking area – parallel parking                     | \$81.00/m/week                                     |
| 4. Non-residential parking area – angle parking                        | \$164.00/m/week                                    |
| 5. Non-residential parking area with parking meters                    | \$119.00/m/week (Fee 1)<br>\$114.00/m/week (Fee 2) |
| 6. Non-residential parking area with parking meters<br>- angle parking | \$250.00/m/week (Fee 1)<br>\$233.00/m/week (Fee 2) |
| 7. Alteration/ Reinstatement of signage                                | \$216.00   |

### 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. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

### 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 the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

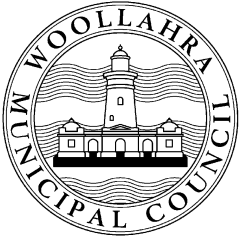
**Parking:** Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

|   |                        |              |          |
|---|------------------------|--------------|----------|
| To be completed by Council's Cashier and Customer Service Officer.<br>GST may be applicable ( <i>refer to receipt for details</i> )<br><i>Retain your receipt as proof of lodgement of the application.</i><br><br><input checked="" type="checkbox"/> Receiving Officer:.....Date: .....<br><br><input checked="" type="checkbox"/> Cashier: .....Date: .....<br><br>CRM Ref No..... | <b>OFFICE USE ONLY</b> |              |          |
|   | Fee Type               | Receipt Code | Fee \$   |
|   | Application Processing | 542          | \$410.00 |
|   | Total:                 |              |          |

## ▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *NSW Road Rules 2014* 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.

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# Credit Card Payment Form

**All credit card payments will incur a processing fee, currently 0.55%**

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  Yes  No

Cashier \_\_\_\_\_

Date \_\_\_\_\_