



Permit to Stand Plant / Temporary Road Closure

Effective from July 2025 to June 2026

Under NSW Road Rules 2014, Roads Act 1993 and Local Government Act 1993.

About this form

Use this form to obtain permission to stand a Mobile Crane/Concrete Pump/Generator/Cherry Picker/Other Plant, or for a temporary road/lane closure.

For further information, please contact Customer Service Centre on (02) 9391 7000.

Application with ALL supporting documents and payment must be sent to standplant@woollahra.nsw.gov.au

- Applications LESS THAN 2 full business days of the activity will incur fast track fees (see calculating fees)
- Any applications after 10am the day prior to the activity will NOT be processed.

Applicant and contractor details

Applicant
company name:

Contact:

Phone:

Email:

(Permit will be issued to this email address)

Activity details (be specific e.g. line pump, boom pump, crane etc).

Type of Plant:

Length of roadway (m):

Street no(s):

Street name:

Suburb:

Nearest cross street:

Between the
hours of:

Total no. of days:

Start date:

Finish date:

Traffic control details

Company name:

Contact:

(Must be best person to discuss TGS/TMP)

Phone:

Email:

Applicant checklist (You MUST attach the following documents)

All documents must be received 2 full business days prior to activity to avoid being charged an additional fast track fee. Applications will only be accepted until 10am the day before the activity (fast track fees apply).

Receipting of payment does not constitute an approved permit.

Applications without supporting documents will not be accepted – complete checklist below. Correct payment details must be submitted with application

- ☐ Correct payment details must be submitted with the application
- ☐ Copy of public liability insurance (minimum \$20,000,000)
- ☐ Insurance MUST list Woollahra Municipal Council as an interested party

If traffic or pedestrian flow is affected (not required if it is a concrete line pump):

- ☐ Traffic Guidance Scheme (TGS) - certified by a TfNSW-accredited Traffic Control Consultant

If activity is on a State Road and/or within 100m of traffic signals:

- ☐ TfNSW Road Occupancy License

If temporary Road Closure is required (if 3m of travel lane width cannot be maintained at all times)

- ☐ Traffic Management Plan (TMP) – in accordance with the TfNSW document “*Procedures for Use in the Preparation of a TMP*”. This form is available for download from Council’s website
- ☐ Copy of notification letter to surrounding properties, Local Fire Brigades & NSW Ambulance Service

Conditions for Permit to Stand Plant and Temporary Road Closures

Full details of the conditions associated with this application can be accessed at:

www.woollahra.nsw.gov.au/stand-plant-permit-conditions

Indemnity statement and applicant’s declaration

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 / near Council’s facility.

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.

I have reviewed the Conditions of Hire relating to this application available at:

www.woollahra.nsw.gov.au/stand-plant-permit-conditions

Applicant’s declaration:

I, declare that:

have read, understood, and accepted the application conditions of Permit to Stand Plant and/or Temporary Road Closure (Refer for Conditions and Specification www.woollahra.nsw.gov.au/stand-plant-permit-conditions). I accept that all the conditions must be complied with on the day/s of the activity.

I also understand that:

- ☐ Permit to Stand Plant applications must be lodged at least 2 full working days prior to the start of activity to avoid being charged an additional fast track fee.
- ☐ Incomplete applications will be charged a fast track fee in cases where missing information/documents are not received at least 2 working days prior to the start of activity.
- ☐ **Applications lodged after 10am for activity the following working day will NOT be processed.**
- ☐ Temporary Road Closure applications require approval by Transport for NSW (TfNSW) and consideration of the Local Traffic Committee and may take at least six weeks to process.

Applicant’s signature

Date

Schedule of Fees (Fees are valid until 30 June 2026)

Full details of the Schedule of Fees relating to this application can be access at:

www.woollahra.nsw.gov.au/council/fees_and_charges

Fee type	Fee \$	Receipt code
Application Permit to Stand Plant (includes application & first day of works)	\$571.00	T60
Fast Track Fee - additional to Application Fee (for applications received with less than 2 full working days' notice)	\$617.00	T60
Consecutive day - per extra day or part there of	\$370.00	T60
Metered parking bay – additional to Application Fee – per bay per day	\$168.00	T60
Change of date fee – where permit needs to be reissued at applicant's request (N/A in cases of wet weather where request is received prior to 10am on day of works)	\$370.00	T60
Temporary road closure	\$1,092.00	T60
Additional processing time – per hour	\$308.50	T60

Receipt of payment does not constitute an approved permit

Calculating fees:

Completed applications (including all supporting documents and fees) must be received prior to 10am two full business days ahead of the requested work date to avoid being charged an additional fast track fee. (eg work on Thursday – application received before 10am Tuesday)

Applications submitted LESS THAN 2 full business days prior to the activity will incur fast track fees. (eg work on Thursday – application received after 10am on Tuesday)

Any applications received AFTER 10am the day prior to the activity WILL NOT BE PROCESSED.

To avoid fast track fee, complete application with full payment must be received by:

For work starting on:

10am Thursday

Monday

10am Friday

Tuesday

10am Monday

Wednesday

10am Tuesday

Thursday

10am Wednesday

Friday

10am Thursday

Saturday

Privacy

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In Person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Telephone: (02) 9391 7000

Email: standplant@woollahra.nsw.gov.au

Website: www.woollahra.nsw.gov.au

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

Additional comments:

Approved: ☐ Yes ☐ No

Signature:

Date:

CSO name:

- ☐ \$20M Public liability Insurance with Woollahra Council as interested party ☐ TGS (except if concrete line pump)
- ☐ Check date of works vs. date application received – if less than 2 full working days' notice charge the additional fast track fee



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Phone:

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Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: