

Works Zone Application 2026/2027

If you need help lodging your form, contact us				Office use only	
Email	council@northernbeaches.nsw.gov.au			Form ID	4052
Phone	1300 434 434			TRIM Ref.	2021/270523
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2026
				Business unit	Transport and Civil Infrastructure
				Application no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit northernbeaches.nsw.gov.au/council/forms/digital-forms
In person	Visit one of our Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Note: 0.5% payment card surcharge applies to both credit/debit card payments until 1 October 2026.	

When is a Works Zone Application required?
This application form is to be submitted to establish a temporary signposted 'Works Zone' parking area adjacent to a building site for vehicles engaged in construction work.
About this application form:
1. The application will not be considered for assessment until the required fees have been paid.
2. Application fee is non-refundable if the application is not approved.
3. All documentation as listed in Part 7: Declaration must be submitted. Failure to provide the required information may result in the application not considered for assessment and not approved.
4. The processing time for the application is a minimum of two weeks excluding weekends and public holidays.
5. This application does not constitute an approval to proceed with any works. Establishment of a Works Zone may only commence following receipt of the Approval Letter from Council and the installation of the signposted 'Works Zone'. The Approval Letter must be kept on-site at all times during the period of placement.
6. Applicant must notify Council in writing no less than two weeks in advance of the date upon which the Works Zone expires and would be no longer required. Failure to do so will result in the applicant being held legally liable for the continue Works Zone rental fees for a period of time.
7. The approval of a Works Zone does not exempt the applicant from their obligations to obtain separate approvals for Stand Plant, Building Waste Containers and Storage of Building Materials on Footpath and Road Reserve when applicable.

Part 1: Fees

	Primary Zone	Standard Zone
Required fees	Fee amount (please tick)	Fee amount (please tick)
Application fee	\$1,722 ☐	\$1,150 ☐
Additional fee payable prior to approval	Fee amount	Fee amount
Rental fee	\$55.90 x metres x week(s)	\$37.40 x metres x week(s)
Total fees due	\$	\$
Primary Zone	Neighbourhood Centre (B1), Local Centre (B2), Commercial Core (B3), Mixed Use (B4), Enterprise Corridor (B6), Business Park (B7), General Industrial (IN1), Light Industrial (IN2), Medium Density Residential (R3) & Tourist (SP3) Any location where the Work Zone impacts on time-restricted or metered/paid parking.	
Standard Zone	Any other location within the Northern Beaches LGA not noted above.	

Part 2: Applicant details

Applicant name			
Business name			
Business address			
Suburb		Postcode	
Phone number			
Mobile			
Email			
Address of Property Please note this address must be where the permit will apply			
Address			
Suburb		Postcode	
Nearest cross road/street			
Stand on street name			
Applicants are required to submit a separate application for each additional street.			

Part 3: Permit details

Work Zone information			
DA number			
Length requested (in metres)			
Council will not approve any Works Zone less than 8.0 metres in length, unless granted in exception circumstances			
Will the Works Zone affect existing parking restrictions in the location?			
Will the Works Zone extend past the boundaries of the property?			
If yes – you will need to lodge an agreement letter from each affected landowner over whose frontage the proposed Works Zone extends. Council does not play a role in obtaining these agreements affecting private land. A copy of the Agreement Letter(s) from each affected landowner will need to be submitted before a Works Zone approval can be issued.			
Will the works be carried out on any State or Regional Road or within 100m of traffic lights? ☐ Yes ☐ No			
If yes – a Road Occupancy Licence (ROL) approval from Transport for NSW is required to carry out work on State or Regional Road or within 100m of traffic lights via transport.nsw.gov.au/operations/roads-and-waterways/business-and-industry/road-occupancy-licences . Allow up to a minimum of 10 working days notice for a Road Occupancy Licence (ROL). A copy of the Road Occupancy Licence (ROL) will need to be submitted before a Works Zone permit can be issued. (Refer to Part 8)			
Duration of permit			
Start date		End date	
Total week(s) required			
During the hours (Mon to Fri)		am to pm	
During the hours (Sat)		am to pm	
Council standard hours are 7:00am – 5:00pm Monday to Friday and 8:00am to 1:00pm Saturday. (Refer to Part 8)			

Part 4: Location sketch

Please draw a sketch or attach a drawing indicating the street, relevant properties, nearest cross street or intersection, (if applicable) and the location of the Work Zone. Please also indicate any other relevant information such as parking restrictions, driveway and traffic calming devices.
Location sketch: Include nearest driveways and cross streets if applicable

Part 5: Indemnity

Indemnity Condition - please fill in applicant's name			
This indemnity must be completed and signed before a permit can be issued			
Name of applicant			
	(referred to hereafter as the Permit Holder) holds Northern Beaches Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.		
Applicant signature		Date	

Part 6: Insurance

Insurance Information Please fill in applicant's name			
Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance A Certificate of Currency must be provided to Council by the insurance company before a permit is issued I _____ hereby declare that I as permit holder and Northern Beaches Council are insured for legal liability to the public in respect of personal injury or property damage for a limit of indemnity of not less than \$10 million			
Name of insurance company			
Public liability policy no.			
Period of insurance from:		to:	
Limit of indemnity			
I understand that this insurance shall not be cancelled or lapsed without the agreement of Northern Beaches Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.			
Applicant signature		Date	

Part 7: Declaration

Mandatory attachments Please ensure that the following mandatory attachments are submitted with this application (please tick)	
☐	A copy of a valid certificate of currency for Public Liability Insurance cover of a minimum of \$10 million with Council's name adjoined to the policy must be submitted with this application.
☐	All external approvals, acknowledgements, or permits, subject to location i.e. residents, businesses, Transport for NSW, Road Occupancy Licence, relevant Bus Company (Keolis Downer and Forest Coach Lines) and/or Emergency services.
☐	A site plan showing the location of the Works Zone - this plan must show all relevant information such as existing parking restrictions, driveways and traffic calming devices
I certify that the above information is true and correct in every detail. I have read and agree to the conditions listed above. I understand that if the information declared in this form is not true and correct. Northern Beaches Council may refuse my request.	
Signature	
Date	

List of State Roads		
Street	From	To
Barrenjoey Road	Pittwater Road	Beach Road
Beach Road	Barrenjoey Road	Ocean Road
Belgrave Street	Raglan Street	East Esplanade
Burnt Bridge Creek Deviation	Sydney Road	Condamine Street
Clontarf Street	Wakehurst Parkway	Frenchs Forest Road
Condamine Street	Sydney Road	Pittwater Road
Forest Way	Warringah Road	Mona Vale Road
Frenchs Forest Road	Clontarf Street	Sydney Road
Liberator General San Martin Drive	Full length	
Manly Road	Up to Spit Bridge	Sydney Road
McCarrs Creek Road	Mona Vale Road	Up to McCarrs Creek Reserve
Mona Vale Road	K. M. Boundary	Pittwater Road
Ocean Road	Beach Road	Palm Beach Road
Pittwater Road	Barrenjoey Road	Belgrave Street
Sydney Road	Frenchs Forest Road	Belgrave Street
Wakehurst Parkway	Clontarf Street	Pittwater Road
Warringah Road	Up to Roseville Bridge	Pittwater Road
West Head Road	Full length	

List of Regional Roads		
Street	From	To
Abbott Road	Pitt Road	Harbord Road
Adams Street	Bennett Street	Griffin Road
Allambie Road	Kentwell Road	Warringah Road
Balgowlah Road	Kenneth Road	Pittwater Road
Beacon Hill Road	Old Pittwater Road	Warringah Road
Bennett Street	Oliver Street	Adams Street
Bridge Road	North Steyne	Greycliffe Street
Campbell Avenue	Fisher Road	South Creek Road
Carawa Road	Willandra Road	Fisher Road North
Cavill Street	Dalley Street	Lawrence Street
Commonwealth Parade	West Esplanade	The Crescent
Condamine Street	Sydney Road	Pittwater Road
Dalley Street	Queenscliff Road	Cavill Street
Darley Street	Barrenjoey Road	Pittwater Road
Dee Why Parade	The Strand	Pittwater Road
Fisher Road North	Willandra Road	Lynwood Avenue
Garden Street	Pittwater Road	Powderworks Road
Greycliffe Street	Dalley Street	Bridge Road
Griffin Road	Adams Street	The Strand
Harbord Road	Lawrence Street	Pittwater Road
Hill Street	Rosedale Avenue	Sydney Road
Kenneth Road	Condamine Street	Balgowlah Road
Kentwell Road	Pittwater Road	Allambie Road
Lauderdale Ave	Rosedale Avenue	The Crescent
Lawrence Street	Cavill Street	Harbord Road
Lynwood Ave	Fisher Road North	Fisher Road
McCarrs Creek Road	Pittwater Road	Up to McCarrs Creek Reserve
Mcintosh Road	Willandra Road	Fisher Road
North Steyne	Bridge Road	Raglan Street
Old Pittwater Road	Pittwater Road	Beacon Hill Road
Oliver Street	Pittwater Road	Bennett Street
Pitt Road	Griffin Road	Abbott Road
Pittwater Road	Barrenjoey Road	McCarrs Creek Road
Powderworks Road	Garden Street	Mona Vale Road
Queenscliff Road	Greycliffe Street	Dalley Street
Raglan Street	North Steyne	Belgrave Street
Rosedale Avenue	Lauderdale Ave	Hill Street
South Creek Road	Campbell Avenue	Pittwater Road
The Crescent	Lauderdale Ave	Commonwealth Parade
The Strand	Griffin Road	Dee Why Parade
West Esplanade	Commonwealth Parade	Belgrave Street
Willandra Road	Warringah Road	Carawa Road
Winbourne Road	Harbord Road	Pittwater Road