



If you need help lodging your form, contact us		Office use only	
<b>Email</b>	council@northernbeaches.nsw.gov.au	<b>Form ID</b>	4052
<b>Phone</b>	1300 434 434	<b>TRIM Ref</b>	
<b>Customer Service Centres</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099	<b>Last Updated</b> October 2020
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107	<b>Business Unit</b> Transport and Civil Infrastructure
		<b>Application No.</b>	
		<b>Receipt No.</b>	

**When is a Works Zone Application required?**

A Works Zone is a signposted parking restriction allowing construction vehicles engaged in construction works in the Works Zone to stand at the kerb.

**About this Application Form:**

1. The application will not be considered for assessment until the required fees have been paid.
2. The processing time for the application is a minimum of 2 weeks. Urgent applications requiring the installation in less than 2 weeks will not be accepted.
3. Establishment of a Works Zone may only commence following receipt of the Approval Letter from Council and installation of the signposted 'Works Zone'. The Consent must be kept on-site at all times during the period of placement.
4. Applicant must notify Council in writing no less than 2 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.

**Part 1: Fees**

	Primary	Standard
<b>Required Fees</b>	<b>Fee Amount</b> (please tick)	<b>Fee Amount</b> (please tick)
Application fee	\$1375.50	\$917
<b>Additional fee payable after approval</b>	<b>Fee Amount</b>	<b>Fee Amount</b>
Rental fee	\$44.70 x metres x week(s)	\$29.80 x metres x week(s)
Late fee if Work Zone commenced prior to obtaining permit	\$890.00	\$890.00
<b>Total fees due</b>	<b>\$</b>	<b>\$</b>

**Part 2: Applicant Details**

<b>Applicant name</b>			
<b>Business name</b>			
<b>Business address</b>			
<b>Suburb</b>		<b>Postcode</b>	
<b>Phone number</b>			
<b>Mobile</b>			
<b>Email</b>			

<b>Address of Property</b> Please note this address must be where the permit will apply			
<b>Address</b>			
<b>Suburb</b>			
<b>Nearest cross road/street</b>			
<b>Stand on (street name)</b>		<b>Postcode</b>	

### Part 3: Permit Details

<b>Work Zone Information</b>	
<b>DA Number</b>	
<b>Lot &amp; DP/SP Number</b>	
<b>Length requested</b>	Metres
<b>Will the Works Zone extend past the boundaries of the property?</b>	
<b>Will the Works Zone affect existing parking restrictions in the location?</b>	
<b>Will the Works Zone stands within 100m of traffic lights and/or stands on any State or Regional Road?</b>	

<b>Duration of Permit</b>			
<b>Start Date</b>		<b>End date</b>	
<b>Total week(s) required</b>	week(s)		
<b>During the hours (Mon to Fri)</b>	<b>am</b>	to	<b>pm</b>
<b>During the hours (Sat)</b>	<b>am</b>	to	<b>pm</b>

Council standard hours are 7:00am – 5:00pm Monday to Friday and 8:00am – 1:00pm Saturday (Refer to Part 7: Conditions 4)

### 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 Zones. Please also indicate any other relevant information such as parking restrictions, driveway, and traffic calming devices.

<p>Location Sketch: Include nearest driveways and cross streets if applicable</p>
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## Part 5: Indemnity

<b>Indemnity Condition</b> Please fill in applicant's name			
<b>This indemnity must be completed and signed before a permit can be issued</b>			
<b>Name of applicant</b>			
		(referred to hereafter as the Permit Holder) holds Northern Beaches Council (referred to here after 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.	
<b>Applicant Signature</b>		<b>Date</b>	

## Part 6: Insurance

<b>Insurance Information</b> 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			
<b>Name of insurance company</b>			
<b>Public liability policy no.</b>			
<b>Period of insurance from:</b>		<b>to:</b>	
<b>Limit of indemnity</b>			
<b>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.</b>			
<b>This insurance includes the cross liability clause.</b>			
<b>Applicant Signature</b>		<b>Date</b>	

## Part 7: Declaration

**Please Tick** Please ensure the following mandatory attachments are submitted with this application

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.

A locality sketch and a photograph of the location.

I agree to make safe the footpath and roadway during work and restore damage after completion of the work

I agree to abide by the conditions of the permit and understand that the permit can be cancelled if I fail to do so.

Road Occupancy Licence - obtained from Roads and Maritime Services (applicable for work on a State or Regional road, or within 100m of traffic control signals)

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 on this form is not true and correct, Northern Beaches Council may refuse my request.

**Signature**

**Date**

## Part 8: Conditions

1. Application must be lodged a minimum of 2 weeks and ideally 4 weeks prior to the required installation date
2. This application does not constitute an approval to proceed with any works
3. The relevant fees (application fee, rental charges & deposit) must be paid in full before the application will be considered and any Works Zone established
4. The Works Zone area shall be signposted 'Works Zone' with appropriate hours conforming to the hours of building works stipulated by Council on the relevant development consent. These hours of operation would normally be from 7.00am to 5.00pm Monday to Friday and 8.00am to 1.00pm on Saturday. Clearways and peak hour parking restrictions must remain in force. Any variation to these times must be approved in advance by the Northern Beaches Council Local Traffic Committee. Unless signposted otherwise, Works Zones will revert to normal parking outside these operating hours.
5. Occupation of the kerb space may only commence following installation by Council of the works zone signs.
6. The applicant must provide safe pedestrian access through the Works Zone area during the hours of operation.
7. The Works Zone will be sited in a manner to cause the least interference with both pedestrians and vehicular traffic and be subject to the approval of the Traffic Engineer.
8. Vehicles parked in a Works Zone shall comply with rule 181 of the Australian Road Rules for a Works Zone: A driver must not stop in a Works Zone unless the driver is driving a vehicle that is: engaged in construction works in or near the Zone; or be permitted to stop in the Works Zone under another law of this jurisdiction A Works Zone is a length of a road to which a Works Zone sign applies.
9. Goods and materials are not to be stored in Works Zones. A separate permit must be obtained in advance from Council for storage of materials on the nature strip and or footpath. Additional fees apply.
10. The Works Zone is subject to approval by Council's Traffic Engineer under delegated authority from the Northern Beaches Council Local Traffic Committee. Any applications which fall on State Roads or which otherwise are considered to potentially have a major impact on traffic may require further approvals. These may include external authorities such as the NSW Police and the Roads and Maritime Services (RMS). A list of State Roads and Regional Roads is provided below
11. All building waste containers (skips) should be located within the construction site boundaries and not in the Works Zone area. Permission to locate a skip in the Works Zone area will only be granted in exceptional circumstances where no storage space is available within the site. A separate application will be required to locate a skip bin on a road reserve and relevant fees paid.
12. The applicant must notify Council (telephone 1300 434 434) or in writing (email [council@northernbeaches.nsw.gov.au](mailto:council@northernbeaches.nsw.gov.au)) at least 2 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 continued Works Zone rental charges for the period of time that it takes to remove the Works Zone.
13. Applicants wishing to extend the Works Zone must notify Council in writing no less than two weeks in advance of the Works Zone expiry date. Extension of the Works Zone is subject to Council's consideration and payment of the additional rental fees.
14. During the full period of construction of the project, the applicant shall be responsible for maintaining all traffic and parking restriction signs associated with the implementation of the Works Zone adjacent to the building site. This includes Works Zone signs and/or other parking restriction signs introduced by Council to facilitate the building works. At no time shall the applicant, builder, or any sub-contractor attempt to remove, add or relocate such signs. This may invoke the partial or full forfeiture of the Works Zone deposit.
15. The applicant's use of the Works Zone is to comply with the requirements of SafeWork NSW and all other conditions under this application.
16. Northern Beaches Council reserves the right to cancel the Works Zone and any other kerbside allocation near the building site at any time.
17. The applicant will be held responsible for injury to any person and /or any property which may occur as result of the occupation of the roadway.
18. **PRIVACY PROTECTION NOTICE**  
Northern Beaches Council collects personal information to enhance our ability to provide services to our community. Your personal information is intended for use by Council staff only and will not be released to anyone other than you, unless your written authorisation has been obtained. If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek. You have the opportunity to access and correct your personal information by submitting this form. If you require any additional information, please read Council's Privacy Statement on the website.

<b>List of State Roads</b>		
<b>Street</b>	<b>From</b>	<b>To</b>
Abbott Road	Pitt Road	Harbord Road
Adams Street	Bennett Street	Griffin Road
Allambie Road	Kentwell Road	Warringah Road
Balgowlah Road	Kenneth Road	Pittwater Road
Barrenjoey Road	Mona Vale Road	Beach Road
Beach Road	Barrenjoey Road	Ocean Road
Beacon Hill Road	Old Pittwater Road	Warringah Road
Belgrave Street	Raglan Street	East Esplanade
Bennett Street	Oliver Street	Adams Street
Bridge Road	Manly Lagoon	Greycliffe Street
Burnt Bridge Creek Deviation	Sydney Road	Condamine Street
Cavill Street	Dalley Street	Oliver Street
Cavill Street	Oliver Street	Lawrence Street
Clontarf Street	Wakehurst Parkway	Frenchs Forest Road
Commonwealth Parade	West Esplanade	Rosedale Ave
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
Forest Way	Warringah Road	Mona Vale Road
Frenchs Forest Road	Clontarf Street	Sydney Road
Garden Street	Pittwater Road	Powderworks Road
Greycliffe Road	Bridge Road	Queenscliff 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	Condamine Street	Allambie Road
Kentwell Road	Pittwater Road	Condamine Street
Lawrence Street	Cavill Street	Harbord Road
Liberator General San Martin Drive	Full length	
Manly Road	Spit Bridge	Sydney Road
McCarrs Creek Road	Booralie Road	Pittwater Road
Mona Vale Road	K. M. Boundary	Pittwater Road
North Steyne	Bridge Road	Raglan Street
Ocean Road	Beach Road	Palm Beach Road
Old Pittwater Road	Pittwater Road	Beacon Hill Road
Oliver Street	Pittwater Road	Bennett Street
Pitt Road	Griffin Road	Abbott Road
Pittwater Road	Sydney Road	McCarrs Creek Road
Powderworks Road	Garden Street	Mona Vale Road
Queenscliff Road	Greycliffe Road	Dalley Street
Raglan Street	North Steyne	Belgrave Street
Rosedale Avenue	Commonwealth Parade	Hill Street
Sydney Road	Frenchs Forest Road	Belgrave Street
The Strand	Griffin Road	Dee Why Parade
Wakehurst Parkway	Clontarf Street	Pittwater Road
Warringah Road	Roseville Bridge	Pittwater Road
West Esplanade	Commonwealth Parade	Belgrave Street
West Head Road	Full length	
Winbourne Road	Harbord Road	Pittwater Road

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**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**

<b>Credit Card Details</b>			
Council Payment Fax No. (02) 9971 4522			
<b>Please charge my</b>	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
<b>Amount</b>	\$		

<b>Name as appears on card</b>																		
<b>Card Number</b>																		
<b>Expiry Date</b>																		

<b>Signature</b>															
<b>Daytime Phone Number</b>															
<b>Date</b>															

**Please note: All credit card payments are subject to a 0.7% service fee**

<b>Office Use Only</b>																
<b>Application No.</b>																

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