Storage of Building Materials on Footpath and Road Reserve 2026/2027

Northern Beaches Council

If you need help lodging your form, contact us			
Email	council@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	**Manly** Town Hall, 1 Belgrave Street, Manly NSW 2095	**Dee Why** 7 Civic Drive, Dee Why NSW 2099	**Mona Vale** 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4121
TRIM Ref.	2021/426969
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 Storage of Building Materials on Footpath and Road Reserve Application required?

This application form is to be submitted prior to storing or placing any building materials (bricks, sand, pipes etc) and including overhead works (awning maintenance, window cleaning, abseiling etc) over Council land including roadways, footpaths and grass verge.

About this application form:

1. The application will not be considered for assessment until the required fees have been paid.
2. Application and Late 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 2 working days (48 hours) excluding weekends and public holidays. Application submitted after the storage or placement of building materials will be subject to an additional Late Fee and may not be accepted.
5. This application does not constitute an approval to proceed with any works. Storing or placing any building materials may only commence following receipt of the Approval Letter from Council. The Approval Letter must be kept on-site at all times during the period of placement.
6. The approval of Building Materials on Footpath and Road Reserve does not exempt the applicant from their obligations to obtain separate approvals for Stand Plants, Works Zone and Building Waste Containers, when applicable.

Part 1: Fees

Required fees	Fee amount (please tick)
Application fee	◯ $258
Rental fee	◯ $38.30 x metre(s)^2 x weeks
Late fee (for applications lodged after the placement of building materials)	◯ $1,150
Total fees due	$

Part 2: Applicant details

Applicant name			
Business name			
Business address			
Suburb		Postcode	
Phone number		Mobile	
Email			
Address of property *(this address must be where the permit will apply)*			
Suburb		Postcode	
Nearest cross road/street			
Stand on street name			

Part 3: Permit details

DA number if applicable					
Type of building materials	◯ Demolition ◯ Construction ◯ Commercial ◯ Industrial ◯ Household ◯ General ◯ other				
Please specify materials					
Size of area requested	(L) metres x (W) metres = total area (metres^2)				
Will pedestrians be affected	◯ Yes ◯ No				
If yes, provide details of safe pedestrian access along the frontage of the site.					

A minimum 1.5 metre wide accessible path of travel must be maintained for pedestrians at all times, clear of obstructions between the adjacent property boundary(s) and the approved storage or placement area.

Will the building materials involve blocking a trafficable lane and/or require management of vehicular traffic?	◯ Yes ◯ No

If yes – a Traffic Guidance Scheme (TGS) is required for submission to block and/or manage vehicular traffic. A Traffic Guidance Scheme must be prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites Technical Manual. A copy of the Traffic Guidance Scheme (TGS) will need to be submitted before a Storage of Building Materials on Footpath and Road Reserve permit can be issued. (Refer to Part 8)

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 Storage of Building Materials on Footpath and Road Reserve permit can be issued. (Refer to Part 8)

Duration of the permit					
Start date		End date		Total week(s) required	

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 building materials. 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 ◯ A Traffic Guidance Scheme (TGS) prepared by an accredited Traffic Controller, in accordance with AS1742.3 and Transport for NSW Traffic Control at Work Sites Technical Manual, if applicable – this plan must show all vehicles associated with the works ◯ 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 and a photograph of the location. The 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