

## **HOARDING PERMIT INFORMATION SHEET**

A Hoarding Permit is the formal process by which Council grants permission for the public (developer) to erect a temporary structure on or above land within Canterbury Bankstown Council. An application must be made to Council for permission for any of the above work being undertaken on a building (located on private land or associated with private land) adjoining a public road. It is important that temporary structures erected in public places are designed and installed to cause the least possible impact on the city's appearance and the safe movement of vehicles and pedestrians.

A permit specifically relates to approvals required under s68 of the Local Government Act 1993 and s115 and s138 of the Roads Act 1993.

Where a temporary structure is erected on a classified road the concurrence of the NSW Roads and Maritime Services (RMS) must also be obtained (s138(2) of the Roads Act). A list of classified roads is available on the RMS website.

Where a temporary structure is proposed to be placed on or above a classified road the City must refer the application to RMS for their concurrence. It is therefore important that Canterbury Bankstown City Council Hoardings requiring Approval, applicants allow sufficient time in the work program to obtain the required concurrences and approvals.

Site perimeter fencing located wholly within a property allotment is not regulated through this policy and does not require approval if associated with approved development or building activity that is exempt development. In these cases fencing must comply with the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008.

### **What information is required to be submitted when applying for a hoarding?**

- a) To allow sufficient time to assess proposals, applications must be lodged at least two (2) weeks prior to the date of the proposed installation. Note: Allow more time for proposals that may affect infrastructure works.

Where an approval under s115 of the Roads Act is required (such as the placement of barriers on roadways and/or changes to traffic control signage) at least four (4) weeks must be allowed for assessment and determination.

Where a temporary structure is proposed to be installed on a classified road additional time should also be allocated to allow for required concurrences to be obtained from Roads and Maritime Services.

- b) Traffic Management Plan is required to be submitted taking into account the installation and decommissioning of the hoarding.

### **The following drawing and details must be provided with an application:**

- a) Two (2) sets of architectural drawings fully dimensioned site plan at a minimum scale of 1:100 showing:
- the footway finish and widths including the accurate location of the hoarding and utility pits in the footway and other infrastructure such as poles;
  - the site fence and scaffolding (where proposed) fully dimensioned including an elevation drawing of the extent of the proposed scaffold;
  - site sheds including their accurate position on Type B hoardings;
  - proposed or approved works zone on the roadway;
  - existing building entrances, emergency egress exits and existing sprinkler/hydrant booster connections located on the building facade;
  - street trees (trunk diameter and dimensions of tree pits); and
  - street furniture accurately plotted on drawings with clearances to site fences shown;



- b) Accurate and detailed sections and elevations clearly showing:
  - the hoarding heights to the underside of the deck and bracing for Type B hoardings including the various heights where hoardings are located on sloping footways/roadways;
  - clear footway width dimensions and the location of the site fence including showing the proposed encroachment onto the footway where required for specific construction or access needs; and detailed written justification for any site fence encroachment on the footway (refer to the application form)
- c) The lighting system for Type B hoardings (location of luminaires);
- d) Details setting out the length of time that the hoarding will be installed as well as the nature of the works that are to be undertaken during this period (refer to the application form);
- e) Details of any required temporary pedestrian pathways (on roadways) past work sites including any required changes to street parking and traffic control signage;
- f) An indication (in the application form) if other temporary structures (other than hoardings and scaffolding) such as cantilevered facade-mounted materials landing platforms associated with crane hoisting activity that project over a public place are proposed. Note: a separate application/ approval is required for platforms and hoisting activity;
- g) Two (2) sets of structural drawings that include:
  - the location of the proposed temporary structure including any relevant items such as: scaffolding and access stairs; location of site sheds; any construction equipment such as mast-climbing work platforms, construction hoists and suspended scaffolds (swinging stages) proposed to be placed on the deck of Type B hoardings.

**Note:** Hoisting activity over a public road requires a separate application and approval under of the Local Government Act.

  - Typical section/s, details of connections/ties (including site fence, deck, vehicle and worker access gates, etc.) and elevation/s including any required bracing for lateral stability, counterweighting and hoarding fascias;
- h) Structural certification for design and where scaffolding, site sheds and other structures are proposed on Type B hoardings, certification confirming the hoarding will support the superimposed loads and not exceed the loads specified in the SAFE WORK AUSTRALIA 'Code of Practice for Overhead Protective Structures';
- i) Street trees – The site plan must clearly and accurately show in plan and elevation the location of street trees including accurately recording the height and canopy volume/diameter and significant branches of all street trees in the vicinity of the proposed temporary structure. If trees are likely to be affected, the structure must be designed to accommodate the tree/s without the need to prune major branches or limbs. Where it is not possible for a hoarding design to accommodate tree canopies, applicants must contact the City's Tree Preservation Officer prior to finalising design drawings and lodging an application to discuss any design constraints;
- j) Where temporary structures are likely to impact on parking signage stems and parking ticket machines or cause a reduction in the clear space for pedestrian movement, the City may require their temporary removal or relocation at the applicant's cost. Any required relocation must be identified in the application; and
- k) Here street furniture must be removed to accommodate a temporary structure all costs must be borne by the applicant. Separate specific approval for changes to street furniture and other infrastructure is required in addition to obtaining an approval (Permit) to erect a temporary structure.
- l) Dilapidation Report (photos) of existing footpath should be attached to the application.

Plans must also be to scale and in A3 size

Application forms are available from Council's Customer Service Centre or from Council's website [www.cbccity.nsw.gov.au](http://www.cbccity.nsw.gov.au) under "Forms and Fees" menu or by calling (02) 9707-9000