

Temporary Structures Application Checklist

(Hoarding/scaffolding/shoring/ground anchors)

Advisory Notes

- **As from 1 January 2022, all applications for Temporary Structures are required to be lodged via the NSW Planning Portal - [Welcome to the NSW Planning Portal | Planning Portal - Department of Planning and Environment](#)**
- **Plans & specifications detailing the proposed temporary structures are to be submitted with the application. Plans must be prepared by a suitably qualified persons (refer to 'Document Checklist' and 'Application Notes')**
- **Allow a minimum of 10 business days for approval (subject to submission of adequate information)**
- **If you require assistance with your application, please contact Council's Customer Service on 9330 6400 (8.30am-5.00pm Monday to Friday).**

Documentation Checklist

Documents	Required to be submitted	Applicant	Officer
Site and Location Plan	All Applications: (1:100 or 1:200) – The location and dimensions of the site. Site plan information details for each type off; hoarding, scaffold, shoring and ground anchor. Building entry and vehicle access points. Street features such as the footpath (dimensioned), public utilities, traffic signs, poles, bus stop zones, trees etc.		
Floor Plans	Hoarding and scaffold plans: Minimum Scale – The width of the footpath and setback of the hoarding from the kerb line. The overall hoarding dimension, length and width. Compliance with Development consent conditions Shoring and Below Ground Anchors: Boundary location and setback of the shoring. Plan location details of below ground anchors. <u>Note:</u> Shoring & Below ground anchors plans and information may be incorporated to be part of the site or the structural certified plans.		
Architectural Plans	Hoardings and Scaffold Plans: Elevations, sections, specification and constructions details of the hoarding & scaffold structures. The height and dimension of the structures. Lighting plan.		
Structural Plans	All Applications: The hoardings, scaffold, ground anchors and shoring details must be structurally certified by a practising qualified structural engineer		



	Shoring and Below Ground anchors: Structural engineered designed plans must incorporate internal elevations, sections and building specification. Geotechnical report. Compliance with Development Consent condition		
Public Liability Insurance	All Applications: A current Public Liability Insurance Policy (certificate of Currency) to the minimum value of \$20 million in the name of the applicant noting <u>Georges River Council as an interested party</u> . The certificate of currency must also indicate the <u>property address and brief description of proposed works</u> .		
RMS Approval	All Applications: Hoarding or below ground anchor applications which are on classified State Road and within 100m of any intersection with traffic lights (even on local roads), require Roads and Maritime Services (RMS) endorsement. Accordingly, RMS consent must be submitted with all subject affected applications.		

Notes for Completing the Application: Before completing and lodging your application you must read the following:

Note 1: Important Information regarding Public Safety

The approval of temporary structures such as hoardings and/or scaffolding systems erected in a public place is controlled through The Roads Act 1993 and associated Regulation. Any approval granted for these and other structures does not endorse or approve the design or structural adequacy of a structure for the purposes of satisfying an employer's responsibilities under the Work Health and Safety Act 2011 and the provisions of Work Health and Safety Regulations 2017. It is the responsibility of an employer to design, install and maintain an effective overhead protection system to protect persons in the public place from objects that may fall from the work area.

Council prescribes minimum design criteria to address public amenity including aspects relating to the visual design and pedestrian access within the public domain area adjoining a work site. It must be noted that the issue of temporary approval for structures under the Section 68, Local Government Act 1993 and the Roads Act 1993 (and further amendments) does not absolve the employer from any statutory responsibilities under the requirements of the Work Health and Safety Act 2011 and Codes of Practice issued by SafeWork NSW.

Note 2: Property Ownership

Council Owned Land

For applications involving the installation of temporary structures on land in a public place (footways and roadways) that is owned by Council, the consent of Council is not required to be provided by the applicant. Where it is proposed to erect temporary structures on other Council owned land such as parks, reserves, malls and squares, the approval of Council to the lodgement of an application may be required.

Strata Title

Consent and seal of the owners' corporation if the proposed work involves of effects common property.

Single or Multiple Person/s

Owner/s printed name and signature to be provided on the form or written letter of consent.

Companies

- ABN or ACN number must be provided.
- Name, position and signature of one company director and company secretary; or two company directors; or if sole director company only one signature is required.



Person Acting for Owner/s Letter on owner's letterhead (where appropriate signed by or on behalf of the owner/s showing that the person acting can authorize the applicant to lodge the application, or Full copy of a current power of attorney; or a reference to a registered power of attorney (book and page number)

Note 3: Types of Hoardings

Type A

A fence located on public land being generally of plywood attached to a timber or steel frame having a height of 2 metres that encloses or separates a construction site or work area, with or without scaffolding, from the public place.

Type B

A steel or timber framed structure that provides overhead protection to the public place and that also encloses or separates the work area from the public place by a site fence incorporated in the temporary structure. The structure allows pedestrian or vehicular movement below the boarding deck. The hoarding may support scaffolding erected above.

Note 4: Additional Information

You may be required to submit a Traffic Control Plan to detail how you propose to manage or undertake works at the site, place, erect and/or dismantle the hoarding. All works on the road or road related areas are to be designed in accordance with the AS1742.3 – 2009 and the RMS Traffic Control at Worksites. The plan must be prepared by RMS Accredited Personnel

A separate Road and Footpath Closure Application will also be required as follows:

- Building materials, ladders, site sheds, cranes, concrete pumps, elevated work platforms, mobile scaffolding etc. are to be placed on the road. **OR**
- Work Zone or work area for plant and equipment is required
- A Pedestrian Control Plan is required for all closures to footpath and road related area, to ensure that public safety is maintained throughout the activity.

