

Note before filling this form:

Before hoardings and scaffolding can be erected on a public road and/or footpath, you must obtain approval from Council.

Council recommends your application be lodged online by Council's [ePathway Portal](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/>). By using online lodgement, Council will receive your application in real time, resulting in faster approval times.

1 Applicant Details

Contact Name

Company Name (if applicable)

Postal Address

Phone

Email - Council will issue permit to this email

2 Location

Street No.

Street Name

Suburb

Postcode

Lot No

Deposited / Strata Plan No:

Land Use Type

Residential House

Commercial/Industrial/
Residential Flat

3 Proposed Work

Proposed Work

Relevant DA/CC Number (if applicable)

Start Date

End Date

Site Contact Person

Site Phone

4 Hoarding Details

Please tick the relevant types of development and fill in the corresponding dimensions

"A" Type

"B" Type

Tower Crane

Duration (Months):

Length (m):

5 Required Documents

You are required to provide following information with this application:

Following documents are required for **all application types**

Site Plan of approved development (1:100/1:200)

Traffic Management Plan to address pedestrian and vehicular traffic movement/controls

Structural Certification (Structural Design Certification of proposed work by a suitably qualified Structural Engineer)

Public Liability Certificate of Currency with a minimum value of \$20 million

Following documents are only required for **Hoardings**:

Architectural Plans (Elevations, Sections and Plan views of hoarding)

Hoarding Plans (Structural Engineering Details and Plans for Hoarding)

Dilapidation Report showing any existing damage to Council land from kerb to the site

Following document are only required for **Tower Cranes**:

Design certification from an appropriately qualified person issued under Section 93 of the Local Government Act 1993 confirming that the device satisfies all applicable provisions of the Work Health and Safety Act, Regulations and Codes of Practice

Signed owner's consent of neighbouring properties, where proposed tower cranes will slew over. (If applicable)

6 Applicant's Declaration

Please complete the declaration below—

I declare that all particulars supplied are correct and all information required, have been supplied. I also certify that all information supplied electronically is a true copy of all plans and documents submitted with this application and that electronic data is not corrupt and does not contain any viruses.

I am authorised by the copyright owner of any material submitted with this application to provide this material to Council. In doing so I understand and the copyright owner acknowledges that this material may be made publicly available at Council's offices, on Council's website and to third parties on request both during and after the assessment is completed.

Signature:

Date:

General Requirements

General information

- **No works to be commenced until permit is issued by Council**
- Council requires minimum five (5) working days to assess the application and to provide approval following satisfaction of all Council requirements.

Processing and approval

- The immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.

Applicant's responsibility and compliance

- The owner is responsible for compliance with all of the permit conditions including agents and subcontractors.
- A copy of the permit must be held at site and should be available for inspection.
- The applicant shall contact Council for amendments prior to the original approval expires. There after a fresh application is required.

Notes on Scheduled Fees

- Current Council fees and charges are available on Council's website (www.liverpool.nsw.gov.au/fees):
- All applicable fees and charges are payable in advance
- The fee payable will be assessed by the Building Compliance Unit according to the schedule of fees and any additional fees payable will be advised.

How to lodge an application

All applications are accepted in following ways:

- Submit online at Council's [ePathway Portal](https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/) (<https://mycouncil.liverpool.nsw.gov.au/ePathway/Production/web/>); or
- Lodge at Council's Customer Service Centre on Shop R1, 33 Moore Street Liverpool;

Electronic files

- Attached file are to be named using the following naming convention.

Example file name format:

Application Form – 33 Moore Street, Liverpool

Refunds

- Any refunds will be made only to the person/company that paid the fee, and
- Where a refund is required, the applicant must provide contact details for the person/company (if different from applicant) to arrange refund.

OFFICE USE ONLY

Additional Information required? Yes No

Pathway Application Type:

HA: Hoarding Application

Application Number:

Comments

Date Received:

Fees

Amount (\$)

Receipt Number

Receipt Date

Hoarding Application

Tower Crane Application

Damage Inspection