



APPLICATION FORM

To Open up a Road/Footpath owned by Sydney Harbour Foreshore Authority

SECTION A - APPLICATION DETAILS

Company	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Phone No.	<input type="text"/>
ACN No.	<input type="text"/>		
Site Manager	<input type="text"/>	Phone No.	<input type="text"/>

SECTION B - LOCATION OF Road Opening (PLEASE PROVIDE LOCATION PLAN)

Street Address	<input type="text"/>		
Between Streets	<input type="text"/>	and	<input type="text"/>
Suburb	<input type="text"/>		
Length of Shoring	<input type="text"/>	metres	
Area	<input type="text"/>	square metres	

SECTION C - PROPOSAL

Please provide details

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Development Consent No.	<input type="text"/>		
Proposed Date	<input type="text"/>	Completion	<input type="text"/>
No of Days	<input type="text"/>		

SECTION D - Acknowledgement of Application

Attached is the application fee of \$ (cash / cheque)
Security Bond \$ (cash / cheque)

<input type="text"/>	<input type="text"/>
Name of Applicant	Date
<input type="text"/>	
Signature	



Conditions and Terms of Approval for Granting a Licence to Open Roadway/Footpath

1. Prior to the Start the licensee must obtain all approvals or consents necessary for the Excavation. This shall include checking with Dial Before You Dig on 1100.
2. The Licensee will locate and protect all public and private utility services located on or under the roadway. The Licensee shall provide SHFA with a copy of any approval or consent obtained from a public or private utility prior to the Start.
3. The Licensee shall lodge with SHFA prior to the Start a security deposit in the sum of \$_____
4. This deposit will be kept to guarantee the Licensee's performance. In the event the Licensee breaches any condition of this Licence SHFA is authorised to use part or all of the deposit to remedy the breach. Subject to the licensee successfully complying with all conditions of this Licence SHFA shall return the deposit, or that part remaining, within twenty one days of the licence expiring.
5. The Licensee shall carry out the excavation and associated activities in a safe manner at all times, ensuring all risks have been identified and appropriate training and control measures are in place and that the requirements of the Occupational Health and Safety Act and Regulations are complied with;
6. The Licensee shall provide and maintain appropriate and adequate traffic management measures (including detour signs and flagmen) for the safe movement of traffic and pedestrians. This may include barricades, warning lights or notices.
7. Access to public and private utility services, manholes and hatch covers and the like, must not be affected by the Excavation unless prior approval is obtained from the utility concerned.
8. To indemnify the Authority against all claims for damage or injury that may result from the activity or occupation of part of the public way during the activity. The applicant must provide documentary evidence of public risk insurance cover of at least \$10,000,000 indemnifying Sydney Harbour Foreshore Authority;
9. The Licensee shall make good any damage done to the property of SHFA and restore any road surface, kerb, gutter, footpath or other roadway infrastructure in accordance with any reasonable direction of an authorised person of SHFA
10. The water channel (gutter) is to be maintained and kept clean and free of debris.
11. The adjoining footway, roadway and crossing will be kept clean and free of debris. No dirt is to be tracked from the site onto the roadway. Site personnel will be responsible for the sweeping of roadways and footways on an ongoing basis.
12. Kerb ramps will not be obstructed.
13. No building materials, spoil or rubbish skips will be placed on the public way.
14. The Licensee is to comply with any reasonable directive of SHFA's Rangers

How and where to lodge your application

Please note:

Incomplete forms will not be processed until all information is provided
Fee to be paid prior to or on pick up of permit

Fax	(02) 9271 5373
Mail	PO Box N408, Grosvenor Place 1220
In Person	Level 6, 66 Harrington Street, The Rocks, NSW 2000

Applications will be processed within five (5) working days of receipt

Sydney Harbour Foreshore Authority Road / Footpath Opening CHECKLIST

The application should provide the following information. Please tick (✓) the information provided

- Two (2) sets of plans.
- Northpoint (true north) and scale.
- Site plan (scale not less than 1:200).
- Location and type of hoarding to be erected specify Type A or Type B including dimensions of length and height of hoarding/scaffolding or other structure to be erected
- A plan showing site exit/entry and loading/unloading facilities.
- SAFE WORKING METHOD STATEMENT - Details setting out proposed safe method of working. This should outline exactly how the works will be carried out and how the public will be protected from: falling debris, machinery, trip hazards, protrusions, traffic and the like during the works.
- INSURANCES - Insurances must be included with the application with the following;
 1. \$10 million public liability insurance
 2. Expiry date
 3. Sydney Harbour Foreshore Authority MUST be noted on the policy cover sheet as an "Interested" party
 4. The cover sheet should note that it is to include "Items placed on the footpath"
- LICENCES - If demolition work is included the licence number of the demolition contractor and building contractor must be noted.

Other Considerations

Has a Development Consent been approved for the works proposed? Yes No

FEES

Processing Fee \$63

plus

Security Bond - Roads	\$315 per m ²
Paved Footpath	\$265 per m ²

