

USING THIS APPLICATION FORM

Use this form to apply for approval to occupy a temporary structure in a public place, and includes erecting, altering, repairing and dismantling the structure. Temporary structures in this application include fencing, hoarding and/or scaffolding. Applications must be **submitted at least seven (7) days prior** to work activity to allow processing. Once completed, you can submit this form by email: info@maitland.nsw.gov.au, in person or by mail. For payment options, please call Citizen Services Centre on: (02) 4934 9700. **This application will not be processed without payment of the application fee, and the minimum documentation required as listed in PART 5 of this application form.**

Type of application (X)	New <input type="checkbox"/>	Amendment to existing approval:		Approval number
Requested permit time:	<input type="checkbox"/> 1 month	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months

PART 1) APPLICANT DETAILS

Applicant:	<i>Print business name if applicable</i>		
Company address: Street, Suburb & Post Code			
Contact name:	<i>Please print</i>		
Ph:		Mobile:	
Fax:		Email:	

PART 2) LAND OF BUILDING/ CONSTRUCTION WORK

Street No.:		Street Name:	
Suburb or Town:		Post Code:	

APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

PART 3) TEMPORARY STRUCTURE(S) DETAILS

What is the temporary structure?

- Site fence
- Hoarding structure
- Scaffolding structure
- Other temporary structure. Please specify:

If hoarding, what class? Note: See definitions on the Information Sheet – Temporary Structures.

- Type 'A'
- Type 'B'
- Type 'C'

What is the reason for the temporary structure(s)?

What is the period of the structure occupying public space (including erection and dismantling)?

Start date:

Finish date:

Have the following hazards been considered in the risk assessment?

- Overhead power lines (contact Ausgrid where working near powerlines)
 - Traffic (pedestrians/vehicles)
 - Will pedestrian traffic be directed off the footway and on to the road carriageway to manage pedestrian traffic during erecting and dismantling the temporary structure?
If yes, complete Works Zone and Temporary Road Closures application form.
 - [Falling objects](#)
 - Excavations
- Other hazards. Please specify:

APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

PART 4) CONTRACTOR DETAILS

WORKS CONTRACTOR

Company:		
Company address: Street, Suburb & Post Code		
Contact name:		
Ph:		Mobile:
Fax:		Email:

WORKS SUB-CONTRACTOR (INSTALLING TEMPORARY STRUCTURE)

Company:		
Company address: Street, Suburb & Post Code		
Contact name:		
Ph:		Mobile:
Fax:		Email:



APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

PART 5) DOCUMENTS ASSOCIATED WITH THE APPLICATION

MINIMUM DOCUMENTS TO BE SUBMITTED				Submitted with application
Site Plan Note: This describes the location of the temporary structure.				Yes / No
Traffic Control Plan (TCP) Note: This TCP relates to erecting and dismantling temporary structure, and the temporary structure occupying the footway.				Yes / No
Public Risk Insurance Policy Certificate of Currency of Works contractor				Yes / No
Insurer:				
Public Risk Insurance Policy Certificate of Currency:	Start date:		Expiry date:	
Public Risk Insurance Policy Certificate of Currency of Works Sub-contractor				Yes / No
Insurer:				
Public Risk Insurance Policy Certificate of Currency:	Start date:		Expiry date:	
ADDITIONAL INFORMATION THAT MAY BE REQUIRED BY COUNCIL				Submitted with application
Temporary Structure Plan Note: Temporary Site Fence Plan, Hoarding Plan, and or Scaffold Plan includes details of the temporary structure.				Yes / No
Engineering Certification Engineering certificate by a suitably qualified practicing engineer that the temporary structure has the required strength and stability in accordance with relevant Australian standards.				Yes / No
Risk Management Plan and or Safe Work Method Statement (SWMS) Council may require a risk management plan or SWMS associated with the work activity.				Yes / No

PART 6) DECLARATION

I have read the Maitland City Council's General Conditions of Hoarding, Scaffolding and Other Temporary Structures, and understand that these conditions form part of a Hoarding, Scaffolding and or other Temporary Structures related consent issued by Maitland City Council.

Applicant signature:		Date:	
Print name:			

Privacy Statement: Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. Council may be required to divulge some personal information pursuant to the Government Information (Public Access) Act 2009.



APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

FEES AND CHARGES		2024/25
Application for hoardings, scaffolding and other temporary structures erection fee (per application)		\$140.00 (incl. GST minimum charge plus investigation (\$100 per hour or part thereof)
Monthly Inspection of Approved Hoarding and / or Work Zone		\$140.00 per month
Repairs or reinstatement of Road Reserve following Hoarding and / or Work Zone occupancy		Full Cost Recovery

CONTACT US

MAIL:	285-287 High Street PO Box 220 Maitland NSW 2320 DX21613
IN PERSON:	Administration Building Opening Hours: Opening Hours Monday - Thursday 8.30am- 5:00pm (Cashier Hours 8.30am- 4.30pm) Friday 8.30am - 4.30pm (Cashier Hours 8.30am- 4.00pm)
PHONE:	TEL: (02) 4934 9700 (Available 24 hours a day, 7 days a week) FAX: (02) 4933 3209
WEBSITE:	https://www.maitland.nsw.gov.au/

OFFICE USE ONLY

APPLICATION No.:			
ASSESSMENT TEAM:	Transport & Infrastructure Team, Maitland City Council		
FEE:	()	DATE:	RECEIPT No.:
** FEES AND CHARGES PAYABLE INTO:	Horizon Posting Account – 30601 Hoarding Fee (other fee income)		



APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

GENERAL CONDITIONS OF HOARDING, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES



APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

COUNCIL REQUIREMENTS FOR A HOARDING, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

1. Any Road Act consent for Hoarding, Scaffolding and or Other Temporary Structures, ("Consent") issued by Maitland City Council NSW ("Council"), shall comply with the General Conditions of Hoarding, Scaffolding and Other Temporary Structures, listed herein, except as modified by any Specific Conditions issued with the Notice of Consent.

Note: A consent subject to these general conditions issued by Council (the Consent) is not an approval of the Hoarding and/ or Scaffolding structure.

CONSULTATION

2. The applicant is responsible for undertaking community consultation of the proposed works to ensure that impacts on property access, local traffic, and/ or public transport services are minimised. Temporary road closures are advertised by Council unless Council advises otherwise. Comments received from the community in relation to the proposal, including temporary road closures, are to be addressed by the applicant.

PUBLIC LIABILITY INSURANCE

3. The party undertaking the work shall hold public liability insurance of not less \$20,000,000 and that the insurance policy is current. Council may require that the insurance policy includes Council listed as an Interested Party. A copy of the Certificate of Currency of the public liability insurance is to be lodged with Council before the Consent becomes effective.

WORK HEALTH & SAFETY

4. All hoarding, scaffolding, and other temporary structures, barricades, etc. associated with demolition or construction shall be carried out entirely in accordance with: Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017, and SafeWork NSW requirements.
5. All personnel on the work site shall comply with requirements under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017, including the use of protective work gear and clothing.
6. All care is to be taken for the protection of persons and property during the course of all work.
7. All care is to be taken to ensure the safety of pedestrians and motorists in all areas around the work area.

TRAFFIC CONTROL REQUIREMENTS

8. Traffic management and controls must be *designed* in accordance with the Roads & Maritime Services, Traffic Control at Work Sites Manual, and shown accordingly on Traffic Management Plans/ Traffic Control Plans(s). All relevant standards apply with due consideration to the requirements in AS 1742.3 Manual of uniform traffic control devices Part 3: Traffic control for works on roads.
9. A Roads & Maritime Services accredited traffic control person is required to prepare the Traffic Management Plans/ Traffic Control Plans(s) for the proposed work.
10. Traffic Control Plans are to be work site specific, that is, any traffic control plan templates (including from the Roads & Maritime Services, Traffic Control at Work Sites Manual) must be amended and signed as site specific and relevant to the work, work site and environment.

Note: The Traffic Control Plan (TCP) must be identified with a unique TCP Number and date.

11. The applicant must ensure the *implemented* Traffic Control Plan complies with Roads & Maritime Services, Traffic Control at Work Sites Manual and AS1742.3.
12. Minimum width of footpath area for pedestrian traffic is not to be less than 1500mm, and minimum clearance to the underside of any obstruction over pedestrian area is not to be less than 2100mm.

Note: A consent subject to these general conditions issued by Council (the Consent) is not an approval of the Traffic Management Plans and or Traffic Control Plans(s).

TEMPORARY STRUCTURES

13. The temporary structure(s) shall comply with relevant Australian Standards.



APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

Note: For hoarding structures, refer to Australian Standard AS 4687-2007 – Temporary fences and hoardings, and for scaffolding refer to Australian Standard AS/NZS 4576 : Guidelines for Scaffolding. For other temporary structures not covered by these standards refer to Standards Australia or SafeWork NSW in the first instance.

14. The temporary structure shall occupy the footway when erected to the extent of supporting the structure safely, whilst maintaining safe pedestrian access on the footway where the structure is so designed.
15. The overhead protective structures located within public accessible areas (including footpaths and walkways) shall be designed to manage the risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. The design shall be to the satisfaction of Council. Documentation must be provided to Council to demonstrate that the design of the temporary structure is in accordance with this requirement.

Note: Containment sheeting is required around a work platform and from the work platform to top of guardrails as a minimum to prevent objects from falling from the temporary structure.

16. The temporary structure shall be designed safe for pedestrian access, and have regard to ensuring that the supporting structure is clearly visible and guards against sharp and protruding edges.
17. The temporary structure shall have adequate lighting to ensure suitable visibility for pedestrians. Where adequate lighting is insufficient artificial lighting must be provided.
18. Pedestrian-safe temporary fencing and / or scaffolding is to be covered with a suitable thickness ply or similar and painted white.
19. Ends and corners of scaffolding are to be clearly delineated, and where not well lit, provided with flashing amber warning lights for pedestrian safety.

ENVIRONMENT

20. The footpath, gutter and road pavement areas in the vicinity of the work area are to be kept clean from any dirt, dust, paint or other materials and pedestrian access is to be clear and maintained at all times.
21. Any damage to public property caused by the works is to be rectified at the expense of the applicant.





APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

This information sheet is to provide information and resources on preparing an Application for hoardings, scaffolding and other temporary structures. Check the relevant Acts and Regulations, Australian standards, Industry Codes of Practice, and requirements and guidelines of relevant authorities for the current information.

Australian Standards

For hoarding structures, refer to Australian Standard AS 4687 : Temporary fences and hoardings.

For scaffolding refer to Australian Standard AS/NZS 4576 : Guidelines for Scaffolding.

For other temporary structures not covered by these standards refer to Standards Australia or SafeWork NSW in the first instance.

Hazards

Identify hazards associated with work site. Examples of hazards that may be relevant are listed below:

a) Power lines – overhead and underground, b) Wind loads, c) Structural loads, d) Excavations, e) Flammable materials (including containment netting), f) Combustible materials, g) Falling objects, h) Swing of mobile plant, i) Sag and swing of conductors, j) Vehicle traffic, and k) Crowd weight against a hoarding.

Risk Assessment

How to manage work health and safety risks, SafeWork Australia

[SafeWork Australia – Model Codes of Practice](#)

Work Near Overhead Power Lines, WorkCover

6.3 Risk assessment

If a hazard involving overhead power lines has been identified, a written risk assessment must be undertaken by the employer to determine the risk to persons encroaching within the 4 metre approach distance. This step will help determine the level of risk associated with the identified hazards and establish a priority list based on the level of risk. If the scaffolding work is above 3 metres in height it must also be supported by a safe work method statement for the work. Refer to Appendices 2 and 3 of this code.

The following factors may be included in the risk assessment:

- *the type of work activities being undertaken, tools, equipment, scaffolding and materials being used;*
- *proximity of the work activity or scaffolding to the overhead power lines;*
- *environmental conditions, such as rain, wind or uneven terrain, which may be bring a risk of unexpected movement of tools, equipment, scaffolding or material held by workers.*

Source: [Work Near Overhead Power Lines](#)

Meaning of “high risk construction work”

Clause 291 of Work Health and Safety Regulation, [Meaning of “high risk construction work”](#)

Safe Work Method Statement (SWMS)

Prepare a safe work method statement

APPLICATION FOR HOARDINGS, SCAFFOLDING AND OTHER TEMPORARY STRUCTURES

If you carry out high risk construction work, you must ensure a safe work method statement (SWMS) is prepared before work commences. If you employ a principal contractor, they must take all reasonable steps to get a copy of the SWMS before the work commences.

Take into account all relevant matters, including circumstances that may affect the work and work health and safety management plans that may be prepared in connection with a construction project.

If the SWMS is not followed, stop work immediately and only recommence when the statement can be followed.

The SWMS must be understandable to those who use it and should outline:

- *the work involved*
- *the hazards and risks*
- *the control measures and how they will be implemented, monitored and reviewed*

Give a copy of the SWMS to the principal contractor before the work commences. Keep a copy available for inspection and readily accessible to workers until the work is completed, or for at least two years if there is a notifiable incident.

The SWMS must be reviewed and, if necessary, revised when control measures are changed after a notifiable incident.

Source: SafeWork NSW, [Prepare a safe work method statement](#)

Ausgrid

Website <https://www.ausgrid.com.au/>, Report a hazard: 13 13 88

Local depot office: Ausgrid Beresfield Depot, 53 Weakleys Drive, Beresfield NSW 2322

Definition of Hoarding type

- "A" type hoarding means a vertical protective structure i.e.. fence;
- "B" type hoarding refers to overhead protective structures, e.g. 'speedy gantry' (product name);
- "C" type hoarding refers to Type "B" Hoardings with overhead sheds or storage;
- "Hoardings" are structures erected on or adjacent to a property to form a barrier between building / demolition sites and the adjoining land.

General Guide for Scaffolds and Scaffolding Work

[General Guide for Scaffolds and Scaffolding Work](#)

SafeWork NSW and SafeWork Australia

For further information refer to [SafeWork NSW](#) and [SafeWork Australia](#).

Maitland City Council application forms

Applications to undertake activities on Councils Road network go to landing page: [Doing private works on Council roads](#)