

WORKS ZONE APPLICATION FORM



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:

Email: customerservice@huntershill.nsw.gov.au

A tax invoice will be sent via email for payment when your application has been accepted by Council Payment MUST be made within three (3) working days of receipt of invoice and can be paid using credit card
Credit card payment details outlined on tax invoice



Council: Hunters Hill Council, 22 Alexandra Street, Hunters Hill
8.30am-4.30pm, Monday-Friday – **Payment by CHEQUE OR CARD**



Mail: Hunters Hill Council, PO BOX 21 Hunters Hill NSW 2110 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 0.53% processing fee will apply

OFFICE USE ONLY: Customer Service Officer

CSO Name:

CSO Signature:

Date:

Fee Paid:

Receipt No:

Event No:

Fees and Charges – Please retain your receipt as proof of lodgment of the application

See Council's [Fees & Charges](#)

NOTE: Submission and/or payment of this application does not guarantee approval.

About Construction Works Zone

Please see Terms and Conditions for unsuitable locations

1. A Construction Works Zone is that portion of a public road in which a motor vehicle may stand only if the vehicle is engaged in construction work in or near the zone.
2. Construction Works Zone is provided to facilitate the efficient operation of construction

Documents To Be Supplied:

A Copy of Public Liability Insurance. Minimum \$20 Million

Traffic Control Plan, must be certified by an accredited RMS ticket holder

Plan of work zone.

Resident notification letter and responses. Only required if proposed work zone affects neighbouring properties

Development Application Details:

Is there a current Development Application (DA) lodged with the council for this property?

Yes

No

DA Number:

CC/ CDC Number:

Residential Development

Commercial Development

Applicant details					
Title:		Surname:		First Name:	
Address:				Postcode:	
Contact Number:					
Email Address:					
Signature:					

Site Location			
Site No.		Street Name:	
Suburb:		Postcode:	

Work Zone Details			
Length		Minimum 10m.	
Duration		Minimum initial duration 8 weeks Maximum initial duration 26 weeks Please see fees and charges	
Start Date		End Date	Please note application process is 4-6 weeks

Terms and Conditions Declaration			
<p>I hereby state that I have read and understand the Works Zone Terms and Conditions. I verify that I have provided the documents:</p> <ul style="list-style-type: none"> • Public liability insurance (minimum \$20 Million) must be provided indemnifying Hunters Hill Council • Plan or sketch of proposed work zone • Traffic Control Plan, must be certified by an RTA Red/Orange ticket holder 			
Applicant Signature:		Date:	

TERMS AND CONDITIONS

- A Construction Works Zone permits a vehicle to park in the parking lane only to make deliveries or pick up goods. Occupation of/craning over the footpath area or traffic lane is subject to approval of separate applications to Council.
- The Applicant/Plant operator shall comply with Australian Standard AS1742.3 Traffic Control Devices for works on roads.
- A permit may be required for tree/vegetation pruning adjacent to the work zone
- The applicant shall undertake to comply with the conditions and requirements of Work Cover Authority NSW and Council Policies
- A copy of Public Liability Insurance must be provided indemnifying Hunters Hill Council, to a value of no less than \$20 million, against claims from accidents associated with the Construction Works Zone.
- Unless varied due to specific circumstances, the works zone will be timed to operate from 7am - 6pm Monday to Friday and 8am – 1pm Saturday, or as per construction work hours permitted by relevant construction approval.

Expiry of Work zone

At the expiry of the approved Work Zone period, the applicant must notify Council in writing that the Work Zone is no longer required and state the reasons why (e.g. building work is completed). The applicant must provide 7 days' notice if the signs are required to be removed prior to the Expiry Date.

If payment for approved work zone which is based on per lineal metre/per week is not received within two (2) weeks of the date of the letter approval the application will be deemed to have lapsed.

Construction Works Zone application process:

1. The application will be considered by the Hunters Hill Traffic Committee. The process will generally take between four (4) to six (6) weeks.
2. A Construction Works Zone has a minimum initial period of 8 weeks and a maximum initial period of 26 weeks. Please note renewal fees apply.
3. Once a determination has been made, you will be advised in writing of the outcome of this application, including, as may be applicable, any conditions to the Work Zone and the applicable installation fee.
4. If your application is approved, the zone will only become active after signs have been installed by Council. Signs will be installed after payment of the Works Zone has been received and may take up to 2 weeks.
5. The Works Manager is authorized to approve extensions of the Construction Works Zone approval after the initial period, if circumstances warrant such action.

Construction Works Zone Conditions / Site unsuitable for approval:

The following locations are unsuitable for designation as a 'Works Zone':

- Narrow roads where a 3m travel lane is not able to be maintained
- Where any of the following restrictions are signposted - No Stopping, No Parking, Bus Zone, Mail Zone, Taxi Zone
- Within the statutory 20 metres on the approach side or 10 metres on the departure side of a pedestrian crossing or bus stop unless parking is otherwise normally permitted
- Within the statutory 10 metres of an intersection unless parking is otherwise normally permitted
- On a hill or curve where the view of the Construction Zone is not clear for at least 50 metres