





Stand Plant Permit Application

LODGEMENT OF APPLICATION: You can lodge for your application via:

customerservice@huntershill.nsw.gov.au

 **Email:** 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 CASH, 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

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. An approved permit must be obtained prior to any stand plant activities.

A minimum of seven (7) business days' notice shall be given to Council prior to the proposed date of standing plant on Council property.

OFFICE USE ONLY: Customer Service Officer

CSO Name:	CSO Signature:	Date:
Fee Paid:	Receipt No:	Event No:

Applicant details

Title:		Surname:		First Name:	
Company Name:					
Street Address:					
	Suburb:		Postcode:		
Postal Address:					
	Suburb:		Postcode:		
Contact Number:					
Email Address:					

Development Application Details			
Is there a current Development Application (DA) lodged with Council for this property?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
DA Number:		CC Number:	

Type of work			
Type of work:			
Type of plant:			
Area Required (m):	Width:		Length:
Street Address of Site:			
Suburb:		Postcode:	
Period Required:	From:		To:
Hours/Days of the week:			
Total number of days:			
How many separate items of plant will be used?			
Is it on a state road? (Victoria or Burns Bay road)	<input type="checkbox"/> YES		<input type="checkbox"/> NO
If yes	<input type="checkbox"/> I have attached the RMS Road Occupancy Licence		

Document Checklist: The below documents must be submitted when lodging this application) Failure to do so will slow down your application
<input type="checkbox"/> Traffic Control Plan – must be certified by an RMS accredited ticket holder for preparation of work zone traffic management
<input type="checkbox"/> Written approval from the Gladesville Police Traffic Sergeant
<input type="checkbox"/> Public Liability Insurance – Certificate of Currency (min \$20,000,000 with an endorsement of Hunter's Hill Council as an interested party)

Declaration
I declare that the supplied information is true and correct in every detail, and understand that any permits may be revoked if any of the information is incorrect. I have read and understood the conditions imposed. I accept all conditions of operation under this permit and understand that if they are in breach the permit may be revoked. I declare that my public liability insurance indemnifying Council in the event of any claim arising from my use of the site is current and effective.
Applicants Signature: _____ Date: _____

Conditions

- The Applicant must agree to all the requirements of this application together with the conditions issued by Council with the Approved Permit.
- Immediate processing of requests is not guaranteed and Council will not be responsible for the consequences caused by late applications or insufficient information.
- Footpath and roadway must be made safe during and after completion of the work. Suitable warning signs, barricades and traffic lane markers to control the traffic flow are to be erected around the area defined above.
- A Traffic Control Plan certified by an RMS accredited ticket holder for preparation of the work zone Traffic Management must be supplied.
- A copy of Public Liability Insurance must be provided indemnifying Hunter's Hill Council, with a minimum amount of \$20 million, against claims from accidents associated with the work authorised by the issue of the permit.
- Approval from the Police Traffic Branch Gladesville must be provided, and all conditions should be complied with.
- Material shall not be placed, or left on any of the Council's roadways or footpaths so as to cause inconvenience, or pose a danger to the general public.
- This permit is not transferable.
- The applicant shall undertake to comply with the conditions and requirements of Work Cover Authority NSW and Council Policies.
- Work shall only be carried out within the time and date approved in the permit. No work shall occur on Sundays and public holidays. Note that further restrictions may be required under the provisions of the Traffic Control Plan to cater for peak hours.
- A minimum of seven (7) business days' notice shall be given to Council prior to the proposed date of standing plant on Council property.
- **Emergency/ Urgent Inspections - \$565.00 fee applies to all emergency or urgent works that are needed to be processed and inspected within the 7 working days.**
- To reschedule a permit you must notify Council in writing prior to 9am on the approved date of works. Notification after 9am will result in cancellation of the permit, forfeiture of fees, and works must not proceed until a new permit is obtained.
- Rescheduling of a permit is limited to three instances. Following the third instance the fee shall be forfeited and works must not proceed until a new permit is obtained. Providing there are no changes to the original traffic management plan and the road is available for use, a revised permit may be issued.
- Rescheduling must be within 6 weeks of the original approved permit date.
- Due care should be taken to protect Council, Utility and Private Assets within the area of operation. Applicant is responsible for any damage to these assets and to pay all the costs incurred to rectify them.
- The Applicant shall indemnify the Council against all claims and expenses and costs arising therefrom made or recovered against the Council by any person arising out of any work done or purported to be done by the applicant under the authority of this Permit. Against all claims and expenses and costs therefrom made or recovered against the Council by any person and against all loss damages costs and expenses incurred by the Council arising out of the failure of the applicant to comply with the provision of any Act, Regulation, Ordinance or By-law or any order or direction lawfully given thereunder by any person relating in any work done or purported to be done by the applicant under the authority of this Permit.
- Plant shall not stand and materials shall not be placed in any section of roadway where it is illegal to park a vehicle. (e.g No Stopping, Clearways, Bus Lanes, Transit Lanes etc.)
- A minimum of 1.2m wide accessible path of travel is to be maintained clear of obstructions at all times between the building line of the property and the approved area, otherwise an appropriate

alternative pedestrian thoroughfare is required.

- A minimum of 3.0 metre traffic lane widths must be maintained at all times. If only one traffic lane is in operation, an RMS approved traffic control plan must be implemented.