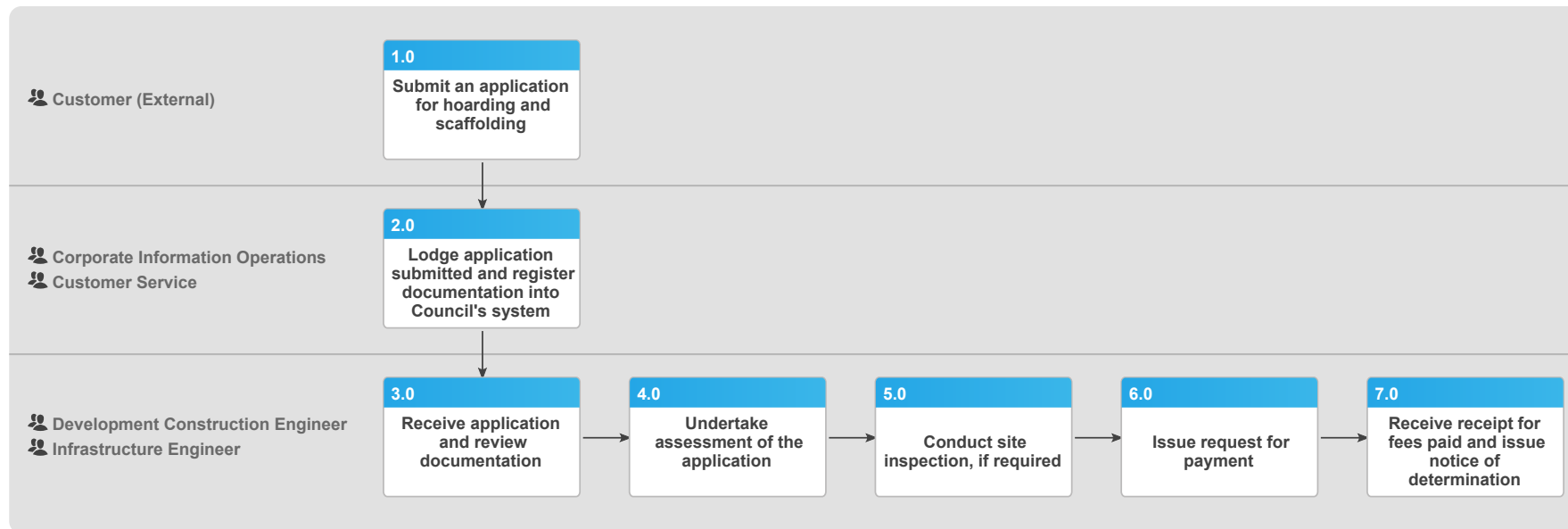


# Submit a hoarding and scaffolding application



# Submit a hoarding and scaffolding application

## Summary

### Objective

Process applications received for the erection of temporary hoarding, scaffolding, fencing or overhead structures on public land designed to protect persons and property from building construction, building maintenance or other construction activities.

### Background

The erection of structures on public land can potentially impede pedestrian and vehicle traffic flow as well as pose a potential risk to the community. Therefore, the erection of structures within public land owned or controlled by Council needs to be regulated by Council so as to protect public safety and amenity as well as enable the free flow of both pedestrian and vehicle traffic.

## Procedure

### 1.0 Submit an application for hoarding and scaffolding

Customer (External)

- a Submit an application for hoarding and scaffolding with appropriate fees paid

### 2.0 Lodge application submitted and register documentation into Council's system

Corporate Information Operations, Customer Service

- a Customer Service - Accept application submitted, receipt fees paid and forward for action (for applications lodged in hard copy only)
- b Corporate Information - Register application documentation into appropriate electronic document management system and forward for action (for applications lodged in hard copy only)

### 3.0 Receive application and review documentation

Development Construction Engineer, Infrastructure Engineer

- a Receive application submitted to Council with supporting documentation provided

### NOTE What supporting documentation is required to be submitted with a hoarding and scaffolding application?

At a minimum, the following documentation is required to be submitted:

- Completed application form
- A sketch plan showing the extent of the hoarding in relation to the property on which the works are being carried out, roadways, footpaths, car parks, reserve, any other public land and adjoining private premises
- Certificate of Public Liability Insurance for a minimum of \$20 million
- Traffic control/management plan

- b Review documentation submitted with application and request amendments/additional documentation if required

- c Ensure the appropriate application fee has been paid

### NOTE What if incorrect fees or no fees have been paid?

Contact the applicant and request the application fee that is required. Processing of the application does not continue until appropriate fees have been received and receipted by Council.

### 4.0 Undertake assessment of the application

Development Construction Engineer, Infrastructure Engineer

- a Undertake assessment of the application

### NOTE What matters are considered during the assessment process?

The following matters are considered and reviewed during the assessment process:

- Waste services
- Existing services
- Emergency services
- Ingress/egress of pedestrians and other road users
- Traffic control/management plan - review and provide comment as required
- Review of Certificate of Public Liability Insurance
- Review and comment on the plans submitted with the application
- Review structural certification/plans/sections/details, etc. for overhead structures

### 5.0 Conduct site inspection, if required

Development Construction Engineer, Infrastructure Engineer

- a Conduct a site inspection of the location at which the structures are proposed to be erected to determine feasibility and/or any site specific limitations, if required

## **6.0 Issue request for payment**

Development Construction Engineer, Infrastructure Engineer

- a** Calculate the total monthly operational costs based on the duration that the hoarding/scaffolding structures are to be erected
  - b** Issue request for payment to the applicant for the total calculated operational fees
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## **7.0 Receive receipt for fees paid and issue notice of determination**

Development Construction Engineer, Infrastructure Engineer

- a** Receive receipt confirming payment of the total monthly operational fees required
  - b** Generate notice of determination and edit as required
  - c** Issue notice of determination to applicant
  - d** Complete application within the relevant tracking software system
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