



# Works Zone

Under the NSW Road Rules 2014 and Local Government Act 1993.

Effective from July 2024 to June 2025

## About this form

This form is to be used to apply for a Works Zone on a public road within the Municipality of Woollahra.

- If your Works Zone is related to a Development Consent and a Construction Management Plan is required as a condition of this Development Consent, please do not submit this application until your Construction Management Plan has been approved.
- If a Works Zone is required as a condition of development consent, failure to comply with this condition is a breach of consent and may result in fines and proceedings pursuant to Part 6 of the EP&A Act 1979.
- Works Zones facilitate construction projects by providing an area for construction vehicles to stand. Vehicles using the zone must be constructed principally for the conveyance of goods (not being station wagons) and be actually engaged in taking up or setting down goods or building materials for the building site.
- Applications for a Works Zone on a public road controlled by Woollahra Council will be determined by the Council.
- Applications for a Works Zone on a public road controlled by Transport for NSW (TfNSW) will be referred by Council to TfNSW for approval and will require a TfNSW Road Occupancy Permit for the full dates required for the Works Zone.

**Please note that the entire approval process including signage installation for a Works Zone can take up to 8 weeks.**

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant and contractor details *(The applicant must be the Principal contractor or builder)*

Company name:

Contact name:

ABN / ACN:

Postal address:

Phone:

Email:

## Location details

Street no(s):

Street name:

Suburb:

If the proposed Works Zone location is not along your development, has approval been sought from the adjacent property owner(s)?

Yes  No

## DA consent details *(Development consent for works you are carrying out (if applicable))*

DA no:

DA approval date:

Is a Works Zone required as part of the DA Consent?

Yes  No

Is a Construction Management Plan (CMP) required as part of the DA Consent?

Yes  No

If Yes, has a CMP been submitted?

Yes  No

**Your Works Zone application will not be assessed until your CMP has been approved.**

## Works Zone details

### Sketch of Works Zone

A sketch plan showing the location and dimensions of the proposed Works Zone must be attached to this application. Ensure you include wording of any existing parking restriction signs in the vicinity of the Works Zone. Include property No's, location of signposts, driveways, trees, and power poles.

Plan attached?  Yes  No

### Length of Works Zone

Required length of Works Zone (m):

*The minimum permissible length for a Works Zone is 6 meters*

### Time period of Work Zone

Requested times:

*Standard Times: Monday to Friday 7am – 4pm and/or Saturday 7am – 1pm*

- Any request for Hours of Operation outside standard times will only be considered in exceptional circumstances.
- The requested time period must not be outside the demolition and construction hours stated in the Development Consent

### Duration of Work Zones

No. of Weeks Required for Works Zone:

Approximate Start Date for Works Zone:

- Minimum permissible duration of a Works Zone is 4 weeks
- Maximum permissible duration of a Works Zone is 52 weeks (one year)
- Works Zones cannot commence until approval has been granted and payment for the Works Zone has been received. Please note Works Zone signs are made to order and will be ordered once payment is received

## What is a Works Zone?

Full details of "What Is A Works Zone?" and the conditions associated with this application can be accessed at: [www.woollahra.nsw.gov.au/works-zone-information](http://www.woollahra.nsw.gov.au/works-zone-information)

## Applicant's declaration

### Applicant's declaration:

I,  declare that:  
I have read and understood the conditions 'What Is A Works Zone?' on Council's website [www.woollahra.nsw.gov.au/works-zone-information](http://www.woollahra.nsw.gov.au/works-zone-information)

- I acknowledge that I must comply with the approval conditions of the Works Zone that will be supplied by Council in writing in conjunction with the details of payment for the Works Zone
- I understand that Woollahra Municipal Council reserves the right to cancel the Works Zone at any time should the approval conditions not be complied with
- I acknowledge that the entire process including approval from the Local Traffic Committee and Council and the installation of the Works Zone signs can take up to 8 weeks

Applicant's signature

Date

## Schedule of Fees (Fees are valid until 30 June 2025)

**Application Fee:** **NON-REFUNDABLE \$481.00**

Zone categories	Fees
Residential parking area – parallel parking	\$85.00/m/week
Residential parking area – angle parking	\$157.00/m/week
Non-residential parking area – parallel parking	\$112.00/m/week
Non-residential parking area – angle parking	\$224.00/m/week
Non-residential parking area with parking meters (Fee 1 and Fee 2) based on 2 different fee charges for parking meters	\$170.00/m/week (Fee 1) \$136.00/m/week (Fee 2)
Non-residential parking area with parking meters - angle parking (Fee 1 and Fee 2) based on 2 different fee charges for parking meters	\$295.00/m/week (Fee 1) \$274.00/m/week (Fee 2)
Installation, Alteration or Reinstatement of signage	\$255.00

*NOTE: Works Zone Fee payment will be required once the zone is approved and will be outlined in the approval letter issued to the applicant by Council.*

## Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In Person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

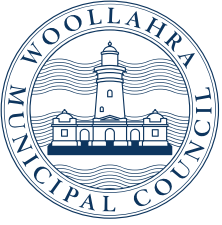
Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

### OFFICE USE ONLY

CSO name:

Application fee (T542)



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

 Visa MasterCard American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Phone:

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: