



# Application to erect Hoarding/Scaffolding on Council's Footpath

Effective from July 2024 to June 2025

## About this form

Use this form to:

- Apply for a permit to use a footpath for the erection of a hoarding/scaffolding under the *Roads Act 1993*
- Modify/extend an existing approval to erect a hoarding. Current hoarding approval reference

**Please allow up to 21 working days for this application to be processed.**

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

## Applicant details

<b>Title:</b>	<input type="text"/>		
<b>Name:</b> (or Company name)	<input type="text"/>	<b>ABN / ACN:</b>	<input type="text"/>
<b>Contact:</b> (if Company)	<input type="text"/>		
<b>Address:</b>	<input type="text"/>		
<b>Phone:</b>	<input type="text"/>	<b>Email:</b>	<input type="text"/>

Would you like to receive the determination of this application by e-mail only:  Yes  No

## Site details *(Location and title description of the property)*

<b>Unit, Shop or Suite no:</b>	<input type="text"/>	<b>Street no:</b>	<input type="text"/>		
<b>Street name:</b>	<input type="text"/>		<b>Suburb:</b>	<input type="text"/>	
<b>Lot(s):</b>	<input type="text"/>	<b>Section:</b>	<input type="text"/>	<b>Deposited Plan(s):</b> <input type="text"/>	<b>Strata Plan:</b> <input type="text"/>
<b>Other:</b>	<input type="text"/>				

Get these details from rate notices, property deeds, or Council property maps.

## Associated application details *(Application references when applicable)*

<b>Development Application no:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Construction Certificate(s) no:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Principal Certifying Authority:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>
<b>Builder:</b>	<input type="text"/>	<b>Phone:</b>	<input type="text"/>

If the hoarding is not required for works in relation to a Development Consent please state what is the purpose of the proposed hoarding:

### Hoarding/scaffolding details

Type: (A,B, Scaffold):

Length:

Depth:

Rental period (weeks):

Proposed date to erect the proposed hoarding:

*Note: Please attach dimensioned site and elevation plans to hoarding application.*

### Fee calculation

**Weekly fee calculation** - Area m<sup>2</sup> x \$21.95 = weekly fee

m<sup>2</sup>  X  = \$

**Total weekly fee calculation** - weekly fee x no. of weeks = total weekly fee

\$  X  weeks = \$

**Total fee calculation** - Application fee (\$420.00) + total weekly fee (as above) = total fee

\$  + \$  = \$

### Required attachments

Council will not accept this application unless all required attachments are lodged with this completed form and fees.

Plans and elevations at a scale of 1:100 or 1:200 showing location of the proposed:

Hoarding, all utility services (manholes, pits, hydrants etc)

Location of existing footpath

Location of kerb and gutter

Location of property boundaries

Full dimensions (width, length, height)

If applicable: use of creative hoarding artwork

Evidence of public liability insurance indemnifying Council against any public liability claims to a minimum of \$20 million arising from the placement of any hoarding within any public place.

*The lodgement of poor-quality plans, statements, specifications, certificates, or documents will delay the determination of your application*

## Creative Hoarding: Self-assessment checklist

This checklist **must** be completed if:

- the hoarding is to be erected for 8 weeks or more, and
- the consent for the development on the site where the hoarding is proposed was issued on or after 1 September 2020

This checklist must be completed before submitting the Application to erect Hoarding/Scaffolding form to Council.

Land use zone under Woollahra LEP	Duration hoarding will be erected	Is a creative hoarding required?
Land is zoned <b>E1 Local Centre</b>	Less than 8 weeks	Creative hoarding <b>IS NOT</b> required <b>X</b>
	8 weeks or more	<b>YES</b> , a creative hoarding <b>IS</b> required <b>✓</b>
Land is located along a <b>State classified road</b> (regardless of the zone)	Less than 8 weeks	Creative hoarding <b>IS NOT</b> required <b>X</b>
	8 weeks or more	<b>YES</b> , a creative hoarding <b>IS</b> required <b>✓</b>

## Creative Hoarding: Designs

If you require a creative hoarding, please contact [cultural@woollahra.nsw.gov.au](mailto:cultural@woollahra.nsw.gov.au)

Designs can be viewed at [woollahra.nsw.gov.au/Community/arts-and-culture/Creative-hoardings](http://woollahra.nsw.gov.au/Community/arts-and-culture/Creative-hoardings)

## Signatures

I apply for consent to erect a temporary hoarding/scaffolding and I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and that
- More information may be requested within 21 days of lodgement.

**Signature**

**Date**

## Fees

The current fees for this service are as follows:

Application fee: \$420.00

Weekly fee: Area occupied (m2) x \$21.95 x number of rental weeks.

The printing and installation of artwork on a hoarding (creative hoarding) needs to be organised at no cost to Council.

## Privacy and conditions of use

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

## Lodgement details

**Who to contact:** The Building & Compliance Officer handling your application in the Compliance section  
*If you wish to discuss a proposal with one of our Building & Compliance Officers, it is essential that you arrange an appointment.*

**Creative Hoarding:** Contact the Community & Cultural Development team at [cultural@woollahra.nsw.gov.au](mailto:cultural@woollahra.nsw.gov.au)

**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	Fee type	Fee	Receipt code
To be completed by Council's Cashier and Customer Service Officer GST may be applicable (refer receipt) <i>Retain your receipt as proof of lodgement of the application</i>	Application fee	\$420.00	T3
	<b>Weekly fee</b> Weekly fee is calculated : Area occupied (m2) x \$21.95 x rental weeks		T3
	<b>Total</b>		
	<b>Cashier:</b> <input type="text"/>	<b>Date:</b> <input type="text"/>	



# 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:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: