

Works Zone Application

Under the NSW Road Rules 2014 and Local Government Act 1993

Online application available at: [ePathway Home](#)

WZ/___/___

ABOUT THIS FORM

Effective 1 July 2025 to 30 June 2026

Use this form to apply for a **Works Zone** on a public road within the Randwick City Council area.

A Works Zone is a designated area on the street for construction vehicles to park while actively loading or unloading goods or building materials at a construction site. Only vehicles designed primarily to carry goods (not station wagons) and directly involved in construction activity may use the zone.

- If the road is managed by **Randwick City Council**, your application will be assessed by Council.
- If the road is managed by **Service NSW**, Council will forward your application to Service NSW. You will also need a **Road Occupancy Licence (ROL)** covering the full period of the Works Zone.

Important: The entire approval process, including installation of signage, can take up to **8 weeks**. Please apply well in advance.

APPLICANT DETAILS

(This Form Must Be Signed By The Applicant, on page 4)

Company Name: ABN:

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other:

Applicant's Name
(Contact Person):

Postal Address:

Suburb: Post Code:

Email:

Phone: Mobile:

PROPOSED LOCATION OF WORKS ZONE

Unit/Street No: Street:

Suburb: Post Code:

If the proposed Works Zone is not located along your development site, have you obtained written approval from the adjacent property owners?

☐ Yes ☐ No

If you answered 'Yes', please attach the written approval to this application.

☐ Not Applicable

Note: A separate application form must be submitted for each Works Zone location.

Please turn overleaf

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
Fax (02) 9319 1510
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

DEVELOPMENT CONSENT (DA) DETAILS

DA Reference Number:

Is a Works Zone required under your DA consent? ☐ Yes ☐ No

Is a Construction Traffic Management Plan (CTMP) required under your DA consent? ☐ Yes ☐ No

If yes, has your CTMP been submitted? ☐ Yes ☐ No

Note: Your Works Zone application **will not be assessed** until your CTMP has been **approved**.

To help speed up the process, please submit the following with your application:

- A copy of your **CTMP**
- The **Randwick City Council CTMP Checklist**

WORKS ZONE DETAILS

Requested Length of Works Zone: (m)

The minimum length for a Works Zone is 12 metres.

Requested Duration: weeks

Approximate Start Date:

☐ Standard Hours (no additional approval required):

- **Monday to Friday:** 7:00 am – 5:00 pm
- **Saturday:** 8:00 am – 5:00 pm

☐ Other (outside standard hours – exceptional circumstances only, subject to approval):

Requested times:

Important Notes:

Requested times **must comply** with demolition and construction hours set out in your Development Consent.

Works Zones **cannot begin** until **Council approval** is granted **and payment is received in full**.

Works Zone signage is **custom made** and will be ordered **after payment is received** (sign delivery may take up to **14 days**).

A **minimum of 4 weeks** is required for all Works Zones.

Please refer to your **DA consent conditions** to ensure your requested length and duration comply.

PROPERTY ZONING

☐ Unknown

☐ B1 – Neighbourhood Centre

☐ B2 – Local Centre

☐ IN2 – Light Industrial

☐ R1 – General Residential

☐ R2 – Low Density Residential

☐ R3 – Medium Density Residential

☐ SP1 – Special Activities

☐ SP2 – Infrastructure

☐ Other:

SKETCH SHOWING LOCATION OF WORKS ZONE

A sketch plan must be attached to this application. The plan must show:

- The location and dimensions of the proposed Works Zone
- Existing parking restriction signs and their exact wording in the vicinity
- Property numbers, signposts, driveways, trees, and power poles in the immediate area



WHAT IS A WORKS ZONE?

A Works Zone is a dedicated section of a public road used to support construction projects. It allows approved construction vehicles to park while actively loading or unloading goods and materials. Works Zones help minimise disruption to traffic and ensure construction can proceed efficiently.

Under the NSW Road Rules 2014 (Rule 181), a driver may stop in a Works Zone only if they are:

- Driving a vehicle actively involved in construction at or near the site, or
- Picking up or dropping off passengers.

Only vehicles built primarily for carrying goods (not station wagons) and engaged in loading/unloading building materials may use the Works Zone.

WORK ZONE FEES (1 July 2025 TO 30 JUNE 2026)	FEE
Application fee (non-refundable)	\$574.30 per application
Low density residential zoning (parallel parking)	\$73.00 per linear metre, per week
Low density residential zoning (angle parking)	\$146.00 per linear metre, per week
Other zoning (parallel parking)	\$108.00 per linear metre, per week
Other zoning (angle parking)	\$216.00 per linear metre, per week

Application Fee: \$574.30 (non-refundable)

Council uses a tiered approach to determine the applicable pricing of Works Zones, based on:

Property Zoning under the Randwick Local Environmental Plan (LEP):

- Low density residential zoning applies to properties zoned R1 or R2.
- Other zoning includes all other zones such as commercial, education, infrastructure and special activities.

Type of parking space being removed:

- Parallel parking (vehicle aligned with the kerb)
- Angle parking (vehicle parked nose- or rear-in to the kerb)

Angle parking is charged at double the rate of parallel parking.

More information about zoning and the Randwick LEP is available at: www.randwick.nsw.gov.au

HOW TO LODGE THIS APPLICATION

You can lodge your application and supporting documents:

ONLINE: <https://onlineservices.randwick.nsw.gov.au>

IN PERSON: At Council's Customer Service Centre at: 30 Frances Street, Randwick NSW 2031
Open 8.30am – 5.00pm, Monday to Friday. Fees may be paid by cash, cheque, MasterCard, Visa, American Express and EFTPOS.

BY POST: Address the application to: 30 Frances Street, Randwick NSW 2031.
Do not send original documents, they will not be returned. You will be contacted by a Council Officer to progress payment of the Application Fee.

BY EMAIL: council@randwick.nsw.gov.au with scanned versions of your supporting documentation.
You will be contacted by a Council Officer to progress payment of the Application Fee

TERMS & CONDITIONS

This Works Zone is issued subject to compliance with the following conditions:

1. A non-refundable application fee must be paid before Council begins assessing the Works Zone application.
2. This fee will not be refunded if the application is cancelled by the applicant or refused by Council.
3. Council will notify the applicant in writing of the decision, any conditions, and fees payable.
4. Works Zone signage will only be installed after full payment of all applicable fees.
5. If fees are not paid within 3 months of approval, the application will lapse. A new application (and fee) will be required.
6. Signage will be removed after the Works Zone end date listed in Council's Notice of Approval.
7. To extend a Works Zone, a written request must be submitted at least 4 weeks before expiry. Expired zones require a new application and fee.
8. Payment of Works Zone fees confirm acceptance of the terms and conditions outlined in the approval notice.
9. Suspension of a Works Zone may be granted at Council's discretion but requires a written request at least 4 weeks in advance.
10. Works Zones are for construction vehicles only, in accordance with NSW Road Rules (Rule 181).
11. If signage is damaged or tampered with, Council may charge the applicant for reinstatement.
12. Works Zones must not be used to store materials or waste containers.
13. Misuse or non-compliance may lead to cancellation of the zone and forfeiture of all fees. Reinstatement will require a new application and associated fees.
14. All workers must comply with Service NSW Occupational Health & Safety requirements. Traffic controllers must hold current Roads and Traffic Authority accreditation.
15. The applicant is responsible for safety in the Works Zone and any damage or injury caused during its use.
16. Council is not responsible for any costs if road incurred should the applicant not be able to gain access to the installed Works Zone
17. Directions from authorised Council officers must be adhered to.
18. Works Zone fees are reviewed each financial year. Any increase adopted by Randwick City Council will apply. Any new work zone applications or extension requests are subject to the current fee schedule.

DECLARATION

(This Form Must Be Signed By The Applicant)

I declare that the information provided is true and correct in every detail. I have read, understood and will comply with the terms and conditions of use as listed above. I understand that a Works Zone may be revoked if any of the information declared on this form is incorrect or any condition of use is breached. I understand that it is an offence under the Crimes Act 1900 (NSW) to provide false or misleading information to a public authority.

Signature: _____

Date: _____

Name: _____

PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

OFFICE USE ONLY

Zoning Confirmed: ☐ Yes ☐ No

Confirmed Zoning: ☐ Yes ☐ No

Received By: _____

Date: _____

Application fee Paid: ☐ Yes ☐ No

Receipt No: _____

Comments: _____