

Works Zone Application

Under the NSW Road Rules 2014 and Local Government Act 1993

LA/_____/_____

Effective 1 July 2023 to 30 June 2024

ABOUT THIS FORM

This form is to be used to apply for a Works Zone on a public road within the local government area of Randwick City.

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 the Randwick City Council will be determined by the Council.

Applications for a Works Zone on a public road controlled by Service NSW will be referred by Council to Service NSW for approval and will require a Road Occupancy Licence (ROL) 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.

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): _____
Address: _____
Suburb: _____ Post Code: _____
Email: _____
Phone No: _____ Mobile: _____

PROPOSED LOCATION OF WORKS ZONE

Street address: _____
Suburb: _____ Post Code: _____
If the proposed Works Zone is not along your development,
has written approval been sought from the adjacent
property owners? ☐ Yes ☐ No ☐ Not Applicable
*If you answered 'Yes', please attach written approval to
this application*

If lodging multiple applications, a separate application form must be completed for each Works Zone.

DEVELOPMENT CONSENT DETAILS

Development Application (DA) reference: _____
Is a Works Zone required as part of the DA consent? ☐ Yes ☐ No
Is a Construction Traffic Management Plan (CTMP) required as part of the DA consent? ☐ Yes ☐ No
If you answered yes to the above, has a CTMP been submitted? ☐ Yes ☐ No

Your Works Zone will not be assessed until your Construction Traffic Management Plan (CTMP) has been approved. In order to expedite the assessment of your Works Zone, please include your CTMP and the Randwick City Council CTMP Checklist (available from Council's website) with this application.

GET IN CONTACT

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

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

PROPERTY ZONING

Zoning of subject property (the location of where the works will take place):

☐ B1 – Neighbourhood Centre

☐ R1 – General Residential

☐ Unknown

☐ B2 – Local Centre

☐ R2 – Low Density Residential

☐ SP1 – Special Activities

☐ IN2 – Light Industrial

☐ R3 – Medium Density Residential

☐ SP2 – Infrastructure

☐ Other:

WORK ZONE DETAILS

Requested length of the Works Zone: meters

Requested times for the Works Zone:

Standard times: 7am - 5 pm, Monday - Friday and 8am - 5pm, Saturday

Any request for Hours of Operation outside standard times will be considered in exceptional circumstances.

The requested time period should not be outside the demolition and construction hours stated in the Development Consent.

Number of weeks required for the Works Zone: weeks

Approximate start date for Works Zone:

Works Zones cannot commence until approval has been granted and payment of the Works Zone has been received (in full).

Please note Works Zone signs are made to order and will be ordered once payment is received.

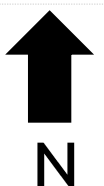
All conditions of development must be met by the applicant. Please refer to your DA conditions when applying for number of weeks and requested length of the Works Zone to ensure you have met the conditions.

Minimum of 4 weeks available for Works Zones.

SKETCH SHOWING LOCATION 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 numbers, location of sign posts, driveways, trees and power poles.



WHAT IS A WORKS ZONE?

1. Works Zones are provided to facilitate the efficient operation of construction projects and to minimise traffic disruption.
2. Works Zones are provided in accordance with the provisions of the NSW Road Rules 2014 (Rule 181) and permit a driver to stop in a Works Zone if:
 - the driver is driving a vehicle that is engaged in construction works in or near the Works Zone; or
 - dropping off, or picking up, passengers.

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.

FEE STRUCTURE

A non-refundable Application Fee is due upon submission of this form. This Application Fee will not be refunded if the application is withdrawn by the customer or if the Works Zone is refused by Council. Assessment of the Works Zone application will not commence until the Application Fee has been paid.

Council uses a tiered approach to determine the applicable pricing of Works Zones, based upon the zoning of the subject property (the property that will be subject to the construction works) as per the Randwick Local Environmental Plan:

- **Low density residential zoning:** Subject properties zoned R1 or R2 in the Randwick LEP.
- **Other Zoning:** Subject properties in all other zones (including Special Activities encompassing education and health precincts) as outlined in the Randwick LEP.

More information on zoning and the Randwick LEP can be found on Council's website: www.randwick.nsw.gov.au/

In addition to the tiered pricing based upon property zoning, Council takes into account whether the parking being removed from community use is parallel parking (the vehicle parallel to the kerb) or angle parking (front or rear of the vehicle to the kerb). The 'per linear metre, per week' fee for angle parking is equivalent to double the fee for parallel parking.

Fee example 1:

Resident X is applying for a Work Zone 8 metres in length for 13 weeks. The subject property is zoned 'R2 – Low Density Residential'. The parking being removed is angle parking. This application was assessed by Council and approved.

Fees due at application: \$533.00

Works Zone fee due upon approval: 8 x 13 x \$134.00 [Low density residential zoning (angle parking)] = \$13,936.00

Fee example 2:

Company Y is applying for a Works Zone 16 metres in length for 26 weeks. The subject property is zoned 'B2 – Local Centre'. The parking being removed is parallel parking. This application was assessed by Council and approved.

Fees due at application: \$533.00

Works Zone fee due upon approval: 16 x 26 x \$101.00 [Other zoning (parallel parking)] = \$42,016.00

WORK ZONE FEES (1 July 2023 TO 30 JUNE 2024)

Application fee	\$533.00
Low density residential zoning (parallel parking)	\$68.00 per linear metre, per week
Low density residential zoning (angle parking)	\$134.00 per linear metre, per week
Other zoning (parallel parking)	\$101.00 per linear metre, per week
Other zoning (angle parking)	\$202.00 per linear metre, per week

HOW TO LODGE THE APPLICATION FORM

You can lodge your completed application form and supporting documents:

IN PERSON: At Council's Customer Service Centre at: 30 Frances Street, Randwick. 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 AND CONDITIONS

1. A non-refundable application fee is due upon form submission; assessment of the Works Zone application will not commence until the application fee has been paid.
2. The application fee is non-refundable if the Works Zone application is cancelled by the customer or if the Works Zone is refused by Council.
3. Once a determination has been made, the applicant will be advised in writing of the outcome of the application (including any conditions of the Works Zone) as well as the applicable fee.
4. Works Zone fees must be paid in full before the Works Zone will be installed by Council. The Works Zone will only become active after signage has been installed.
5. If payment is not received within three months of the date of the letter of approval the application will be deemed to have lapsed. Requests to install the Works zone after the approval have lapsed will be subject to a new application fee and may take up to eight weeks to process and approve.
6. Signage will be removed upon the expiry date of the Works Zone (as outlined in Council's Notice of Approval).
7. A Works Zone may be extended through requesting a written request to Council at least four weeks prior to expiration. Once a Works Zone has expired, signage will be removed. Reinstatement will require a new application, payment of an application fee and may take up to eight weeks to process and approve.
8. Payment of the Works Zone fees will constitute acceptance of the terms and conditions outlined in the Works Zone Notice of Approval.
9. Council, at its sole discretion, may allow the suspension of a Works Zone. Applicants wishing to temporarily suspend a Works Zone must apply in writing, a minimum of four weeks prior to the suspension.
10. A Works Zone must only be used by vehicles engaged in construction Works in or near the zone in accordance with the Australian Road Rules (section 181).
11. If the Works Zone signage is tampered with Council will recover the costs to reinstate the signage from applicant.
12. A Works Zone cannot be used for the storage of materials or waste containers.
13. Incorrect use of a Works Zone or failure to comply with any conditions for the Works Zone, will lead to the withdrawal of the allocation and to the forfeiture of all fees paid. In such instances, a new application together is required before consideration will be given to the reinstatement of the Works Zone.
14. All site personnel must act in accordance with Service NSW Occupational Health and Safety manual. If the applicant intends to use traffic controllers for activities associated with the Works Zone, they must have current accreditation from the Roads and Traffic Authority.
15. The applicant will be held responsible for injury to any person and/or any property which may occur as a result of the occupation of the roadway. The applicant is responsible for the safety of the Works Zone area in accordance with WorkCover requirements.
16. Council will not be held responsible for any costs incurred should the applicant not be able to gain access to the road space covered by the installed Works Zone
17. Compliance with the direction of an authorised officer of Council must be adhered to.
18. Works Zone fees are reviewed each financial year; any increase adopted by Randwick City Council will apply to any Works Zone extensions or new Works Zone applications.

DECLARATION

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:

Name: Date:

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:

Received by: Date:

Application fee paid: ☐ Yes ☐ No Receipt No:

Comment: