

Application for Installation of Temporary Hoardings, Safety Fences and Articles in a Public Place

Local Government Act 1993 & Roads Act 1993



APPLICATION/REFERENCE NUMBER:

Effective 1 July 2025 to 30 June 2026

ABOUT THIS FORM

This form relates to the installation of a temporary hoarding, construction site fencing, placement of articles in a public place and occupation of public land to undertake building work or other activities.

WHAT YOU'LL NEED

- ☐ A plan or sketch of the location of the hoarding/fence or enclosure or area of occupied land and the subject property, adjacent footpaths, roads and nature strips.

SUBJECT PROPERTY

Unit/Street No: _____ Street: _____

Suburb: _____ Post Code: _____

APPLICANT DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____

Applicant's Name: _____

Company Name: _____

Contact Person: _____

Postal Address: _____

Suburb: _____ Post Code: _____

Email: _____

Phone No(s): _____ Mobile: _____

Signature: _____ Date: _____

PERIOD OF TIME HOARDING/FENCE WILL BE INSTALLED ON COUNCIL'S PUBLIC LAND

From / / to / / (inclusive) No. of weeks:

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

HOARDING/FENCE, ARTICLES OR ENCLOSURE DETAILS

- ☐ 'A' class hoarding or safety fence
- ☐ 'B' class overhead type hoarding
- ☐ Enclosure/occupation of public land
- ☐ Other _____

Total length of hoarding or enclosure (m)? _____

Width/extent of encroachment onto Council land - width (m)? _____

Total area (m²) of occupied land? _____

DEVELOPMENT CONSENT OR COMPLYING DEVELOPMENT CERTIFICATE DETAILS *(where applicable)*

Application No: _____

Date of determination: _____

BUILDERS DETAILS

Name: _____ Contact No: _____

Company Name: _____

Address: _____

PUBLIC LIABILITY AND INSURANCE

A Public Liability Insurance policy, having a minimum liability of \$10 million, must be in place to cover the placement of the waste container in a public place for the full duration and scope of the activity.

If the application is approved by Council, the applicant hereby indemnifies Randwick City Council ("Council") against loss of or damage to the property of the Council and claims by any person against the Council in respect of personal injury or death or loss of or damage to any property or vehicle arising from or in any way connected with or incidental to the approval or activity carried out on the footway or public place.

A copy of the Public Liability Insurance Policy has been provided to Council: ☐ Yes ☐ No

SKETCH OR PLAN

Please provide a sketch or attach a plan of the location of the hoarding/fence or enclosure or area of occupied land and the subject property, adjacent footpaths, roads and nature strips.

The sketch or plan must include accurate and adequate details of the hoarding, fence or enclosure, including location details, dimensions (length, width, height) and footpath, roadway, building structures kerb and gutter locations and utility services.



NOTES

- This is an application only, as such you are not permitted to install a hoarding or other article on Council's land until written permission is given by Council.
- Applications for 'B' class overhead type hoardings or the like may require details prepared or certified by a practising structural engineer to be submitted with this application and/or certification from a Structural Engineer upon installation.
- If the application is approved, the relevant weekly fee is required to be paid to Council prior to issuing the determination.
- Council will endeavour to process all applications as soon as practicable. However, applications for activities which impact upon the use and operation of public roadways or public safety may take longer to be assessed and applications should be made at least 10 days in advance of the proposed date/s.

HOW TO LODGE THIS APPLICATION

BY MAIL with a cheque attached **OR**

OVER THE COUNTER at Council with payment made via cash, cheque, credit card or EFTPOS.

Address the Application to: Randwick City Council

Post: 30 Frances Street
Randwick NSW 2031

Courier or Personal Delivery to our Customer Service Centre:

Randwick City Council
30 Frances Street

Open: 8:30am – 5:00pm
Monday to Friday

FEES

Application fees are in accordance with Council's Fees and Charges Policy. To avoid delays at lodgement, please contact us to obtain a fee quote prior to lodging your application.

Fees may be paid by cash, cheque, MasterCard, Visa, American Express & EFTPOS. Do not send cash in the mail.

Make cheques payable to Randwick City Council.

If lodging multiple applications, a separate payment must be made for each application.

FEE TYPE		RECEIPT CODE	FEE	GST
☐	Application Assessment Fee	AP	\$215.00	N/A
☐	Plus weekly charges (per m ²)			
☐	A-class hoarding/site fencing & other articles or occupation of Council land – Business Zone	AP	\$15.00	N/A
☐	A-class hoarding/site fencing & other articles or occupation of Council land – Non Business Zone	AP	\$11.00	N/A
☐	B-class overhead type hoarding – Business Zone	AP	\$21.50	N/A
☐	B-class overhead type hoarding – Non Business Zone	AP	\$15.00	N/A
☐	Application for Extension/Amendment (plus relevant weekly charge)	AP	\$85.00	N/A
☐	Additional fee for fast track application assessment: (Determination within 24 hours, excluding weekends – Subject to submission of all required information and not involving a road closure)	AP	\$120.00	N/A

PRIVACY NOTIFICATION

The personal details requested on this form are required under the *Local Government Act 1993* and *Roads Act 1993* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

OFFICE USE ONLY

Application/Request received by:

Date:

Referred to:

Date:

Receipt No:

Date:

Fee: \$