

Quality Management – Asset Management (Open Space)

QMF-OS-032

Temporary Access Permit over Community Land (Open Space)



Use this form to apply for temporary access over community land for the purpose of transporting building materials and/or equipment in relation to building work to be carried out on land adjoining the community land, the parking of vehicles or to remove waste that is consequential from some such work. Helicopter Landings require a Temporary Access Permit and must meet the Clearance to Land Helicopter requirement.

Permits must be held on site and produced upon the demand of a Council Officer.

Lodgement and Fees

Councils Customer Service Centre
Attention: Open Space Co-ordinator
 86 Avoca Road, Wakeley NSW 2176
 or email mail@fairfieldcity.nsw.gov.au

Fees are applied as per Fairfield City Council’s Fees and Charges and include:

• Application Fee	(261)	\$325	_____
• Daily Occupation Fee	(261)	\$135 per day	_____
• Damage Deposit Bond (refundable)	*192 (182)	\$670	_____
• Key Deposit Bond (refundable)	*192 (182)	\$90	_____
	*Authority/Trust Codes		
Total Charges		\$	_____

Applicants are to provide in addition to the completed Application Form:

- An Access Plan including proposed methods to protect identified assets and maintaining any existing access provisions for pedestrian use etc.
- Documentation to include the provision of materials (type and estimated quantity), type of equipment to be used including the number of movements and duration of activities, project outline (details of works) days and hours of works, notification for commencement of work, timeframe and completion of work.
- WHS compliance – pursuant to the WHS 2011 Act – including controls such as identification of hazards, Safe Work Method Statements.
- Public Liability Insurance Cover – Copy of Certificate of Currency (\$10 million cover to indemnify Council). If access is proposed over Crown Land the Minister for the Department of Land and Water Conservation will also have to be indemnified.
- Traffic Control Plan (where applicable).
- Sediment and Erosion Control Plan (where applicable).

Breaches:

- No work on Council owned or managed land without Council approval.
- Access to Council or Crown Land is not permitted during or after extended wet weather in line with Councils advice on the open or closed status of its Parks and Sportsfields.
- Upon completion of the work and advice to Council’s Open Space Coordinator, a final inspection will confirm the release of the damage deposit/key bond (with any deductions for damage). If any damage costs exceed the bond an account may be sent to recover the remainder. Failure to pay may result in referral of the matter to a debt recovery agent.

COUNCIL USE ONLY

Approved	Comments	Authorising Officer and Date
<input type="checkbox"/> Yes	Key Deposit <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> No	Bond <input type="checkbox"/> Yes <input type="checkbox"/> No	

Key Issued / / Key Returned / /

APPLICANT DETAILS

Title: Mr Mrs Miss Ms Other

Name:

Surname

Given Names

Company Name:

ABN:

Postal Address:

Post Code:

Phone (B) ()

Fax: ()

Phone (H) ()

Mobile:

Email:

YOUR CONTRACTOR OR CONSULTANT. In case we need to discuss technical issues.

Name:

Company Name:

Phone (B) ()

Fax: ()

Phone (H) ()

Mobile:

LOCATION AND TITLE DESCRIPTION OF THE PROPERTY

Site:

Street No:

Street:

Suburb:

Lot(s) :

Section:

Deposited Plan:

TYPE OF ACTIVITY

Swimming pool construction

Landscaping

Other building works

Removal of trees

Transporting building materials

Other, please specify

TOTAL COST OF WORK ASSOCIATED WITH THE TYPE OF ACTIVITY

DETAILED DESCRIPTION OF PROPOSED ROUTE AND SITE PLAN

Scale: 1:100 Attach plan if insufficient space provided.



Empty rectangular box for additional information.

TOTAL COST OF WORK

A copy of your Public Liability Insurance policy must accompany this application (minimum cover \$10 million for any claim and \$20 million where heavy equipment ie. cranes or trucks are involved). Council shall be named on the policy indemnifying it against claims.

DURATION OF ACCESS

Temporary Access from / / to / /

HOURS OF USE

Day only from	am to	pm	Day and Evening from	am to	pm
Weekdays only from	am to	pm	Weekends only from	am to	pm
7 Days from	am to	pm			

APPLICANT'S DECLARATION

If the applicant is a company or owner's association, this section must be signed in accordance with the S127 of the Corporations Act 2001.

I, _____

apply for temporary access over Council's community land.

I declare that all the information supplied is true and correct. I also understand that:

- If incomplete, the application will not be accepted.
- The conditions of the Access Permit must be observed and payment of any damages associated with this work is agreed.

Applicant Signature Date

PRIVACY POLICY

- Information provided in this application will enable the application to be assessed by the consent authority and any relevant State agency.
 - If adequate information is not provided, the application may not be accepted.
 - The application will also be kept in a register by Council that can be viewed by the public, at any time.
 - Corporately filed by Council – Objective Reference: 19/28543 – Temporary Access Permits
- Please contact Council if the information provided in this application changes or is incorrect.