



## APPLICATION FORM AND CONDITIONS

# PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)

North Sydney Council is responsible for ensuring that skips in public areas are positioned safely and do not block access or visibility for cars and pedestrians. A permit is required to place a skip in a public area such as on a footpath or road.

This form includes five sections:

- applicant's details
- locality sketch
- indemnity
- insurance details
- permit conditions

To apply for a permit, please complete all relevant sections and return with payment to the Customer Service Centre, Council Chambers, 200 Miller Street, North Sydney.

**Permits are issued subject to the conditions attached to this application form.**

Please make sure you read the conditions before applying for a permit

### FEES FOR 2010/2011

<b>Permit fee:</b>	\$68.00
<b>Placement fees:</b>	
<u>Less than 5m<sup>3</sup></u>	<u>From 5m<sup>3</sup> to 10m<sup>3</sup></u>
Week 1 - \$38.00	Week 1 - \$76.00
Week 2 - \$45.00	Week 2 - \$89.00
Week 3 - \$62.00	Week 3 - \$102.00
Week 4 and subsequent weeks - \$76.00	Week 4 and subsequent weeks - \$121.00
<u>From 10m<sup>3</sup> to 20m<sup>3</sup></u>	<u>20m<sup>3</sup> and over</u>
Week 1 - \$121.00	Week 1 - \$171.00
Week 2 - \$126.00	Week 2 - \$184.00
Week 3 - \$134.00	Week 3 - \$198.00
Week 4 and subsequent weeks - \$153.00	Week 4 and subsequent weeks - \$210.00
<b>Occupation of additional metered parking spaces:</b>	\$99.00 per parking meter bay (1 car space) per day or part thereof
<b>Impounding fee:</b>	\$775.00 per offence
<b>Release fee:</b>	Cost of permit which should have been obtained PLUS Actual cost and overhead of impounding, removal, storage, etc.

Please note:

- fees are reviewed annually
- this permit is only issued where no alternative area on subject site is available and never on a main road
- the fee for parking meter reservations is also applicable if the skip is placed in a metered parking space (EPS13)

**PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

**SECTION 1 - APPLICANT'S DETAILS**

I \_\_\_\_\_ (name) wish to apply for a permit to place  
a skip on public property

Applicant's Name: \_\_\_\_\_ Phone no. (business hours): \_\_\_\_\_  
Business Name: \_\_\_\_\_ Fax no: \_\_\_\_\_  
Business Address: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**ADDRESS OF PROPERTY WHERE PERMIT WILL APPLY**

Number and Street: \_\_\_\_\_ Suburb and Postcode: \_\_\_\_\_

**DETAILS OF PERMIT REQUEST**

Size of skip (in cubic metres): \_\_\_\_\_  
Length (in metres):: \_\_\_\_\_ Width (in metres): \_\_\_\_\_  
Additional parking meters affected:  YES  NO Number of additional bays (spaces) affected: \_\_\_\_\_

**DURATION OF PERMIT (NB permit will be for one week unless otherwise stated)**

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

I/We have read the guidelines and conditions of this Permit and agree to abide by these conditions in full. I/We understand that failure to meet any of the conditions can result in the immediate cancellation of the permit and recovery of any associated costs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY STATEMENT**

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public upon written application, subject to Council's Privacy Management Plan, *Section 18 Government Information (Public Access) Act 2009 & Schedule 5 – Government Information (Public Access) Regulation 2009.*

I have read and understand the Privacy Statement

Signed: ..... Date: .....

**FOR COUNCIL USE**

Skip Permit Fees (Code 159): \$ \_\_\_\_\_ Permit Number: \_\_\_\_\_

Parking Meter Fees (Code 156): \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_ :

Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

Authorised by (name): \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

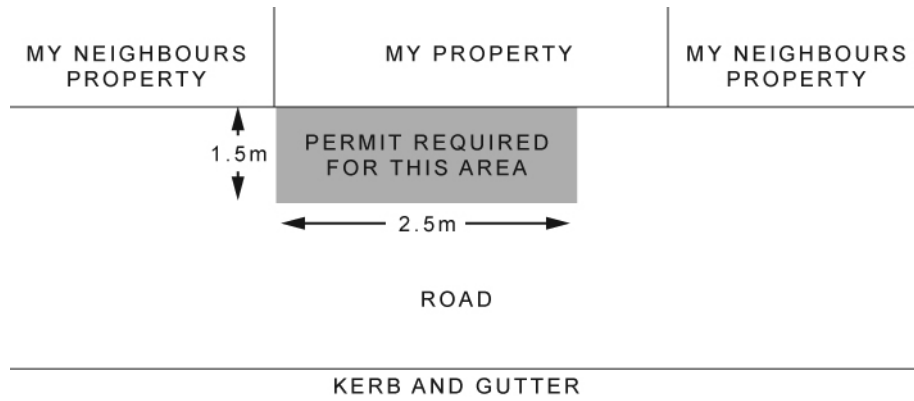
\_\_\_\_\_

**PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

**SECTION 2 - LOCALITY SKETCH**

Please draw a sketch indicating the street, your property, your neighbours' property, the kerb and area of footpath for which you require a permit.

**EXAMPLE**



**PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

**SECTION 3 - INDEMNITY**

This indemnity form must be completed and signed before a permit can be issued.

Name of Applicant: \_\_\_\_\_

(referred to hereafter as the Permit Holder) holds North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

**SECTION 4 - INSURANCE DETAILS**

Permits will not be issued unless you have public liability insurance for the area you want to use. Please complete this form, giving details of your public liability insurance.

A Certificate of Currency must be provided to Council by the insurance company before a permit is issued.

All Certificates must include the following information:

- North Sydney Council to be noted as an interested party.
- A limit of liability of at least \$10M.
- Amounts to be denominated in Australian dollars (AUD) in the first instance.
- Relevant jurisdiction to include the Australian Commonwealth.

**Insurance Information**

I hereby declare that I (name of applicant) \_\_\_\_\_  
as permit holder and North Sydney Council are insured for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than \$10 million.

Name of Insurance Company: \_\_\_\_\_

Public Liability Policy No: \_\_\_\_\_

Period of Insurance from: \_\_\_\_\_ to: \_\_\_\_\_

Limit of Indemnity: \$ \_\_\_\_\_

I understand that this insurance shall not be cancelled or lapse without the agreement of North Sydney Council and the policy document shall be endorsed to this effect. This insurance includes the cross liability clause.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

# **PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

## **SECTION 5 - PERMIT CONDITIONS**

### **1 TERM**

Permits are issued on a weekly basis.

### **2 FEES**

Fees are calculated according to the time taken for placement of the skip. Extension of the time period may be made by arrangement with the Council. Permit fees must be paid at the time of lodging the permit application.

### **3 PARKING METER SPACES**

Where a skip will occupy or affect more than one parking meter space, the applicant will be required to pay for the occupation of any additional parking meter spaces.

### **4 SITE CONDITIONS**

Not all sites are suitable for placement of skips. Council reserves the right to reject an application if the skip would endanger or obstruct pedestrians.

### **5 LOCATION**

The applicant shall include a locality sketch on the application form. This sketch shall be approximately to scale and shall show the proposed dimension, location of existing building frontage, existing kerb and gutter and footpath width. It is helpful to include other adjacent streetscape items such as parking meters, service poles and street trees.

### **6 INDEMNITY AND PUBLIC LIABILITY INSURANCE**

The indemnity statement and public liability sections of the application form must be completed and signed before a permit is issued.

### **7 MAINTENANCE OF PERMIT AREA**

The skip shall not cover or prevent access to public or private utilities and drainage pits. The skip shall not obstruct the view of advisory and regulatory signs and traffic controls.

### **8 PERMIT PRODUCED ON DEMAND**

The permit shall be retained at the site and produced for inspection by an authorised Council officer at any time during the period of the permit.

## **PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

### **SECTION 5 - PERMIT CONDITIONS (continued)**

#### **9 PEDESTRIAN SAFETY**

The permit holder must ensure that the site for placement of the skip is maintained and operated safely and that pedestrians have free access to the remaining area of the footpath. A clear passage of at least one metre must be maintained at all times in front of exit doorways from adjoining and adjacent premises. Skips should be no wider than 1.8 metres. The skip should preferably be coloured yellow, orange or white for pedestrian visibility.

If directed by council, the permit holder will immediately remove or make safe any skip. If the permit holder does not comply with this direction, Council may remove the skip concerned and the permit holder will be required to reimburse Council for the cost of the removal.

#### **10 SITE SAFETY**

All traffic control shall be in accordance with either the current version of AS 1742.3 and its associated handbooks or the RTA document - Traffic Control at Work Sites. Plans modified from those that appear in the above mentioned documents shall contain a reference to the standard plan on which they are based.

Where the works to be undertaken are likely to affect vehicular traffic, the Police Local Area Traffic Branch are to be contacted for their approval.

Where the works to be undertaken are likely to affect vehicular traffic within 100m of any set of traffic lights, or on the following roads, a Road Occupancy Permit will be required from the RTA:

- Falcon Street - Pacific Highway to Military Road.
- Berry Street - Pacific Highway to Arthur Street.
- Military Road - Falcon Street to Macpherson Street.
- Arthur Street - Berry Street to Mount Street.
- Pacific Highway - Harbour Bridge to Christie Street.
- Miller Street - Falcon Street to Suspension Bridge.

Pedestrian and vehicle access to private properties shall be maintained wherever possible. Where property access is affected, a minimum of 48 hours written notice must be given to residents.

Responsibility for pedestrian and other road users' safety rests with the applicant from the commencement of work until permanent restoration of the roadway or footpath by Council.

All traffic control plans shall be available on-site at all times.

#### **11 ENVIRONMENTAL PROTECTION CONTROLS**

The permit holder is responsible for any environmental pollution resulting from the skip. Should pollution occur, the permit holder is responsible, at their own cost, for returning the affected area to its condition prior to the pollution. If the permit holder does not comply with this condition, Council may carry out the necessary work and the permit holder will be required to reimburse Council for the cost of this work.

## **PERMIT FOR BUILDING WASTE CONTAINERS (SKIPS)**

### **SECTION 5 - PERMIT CONDITIONS (continued)**

#### **12 REINSTATEMENT**

When the permit expires, the permit holder shall, at their own expense, remove all the skips and ensure the area is returned to its original condition.

#### **13 CANCELLATION**

Council reserves the right to cancel the permit if the skip does not conform to the description provided in the application or the skip extend beyond the approved permit area. Council also reserves the right to cancel the permit should there be a change of Council policy on this issue.