

HOARDING APPLICATION

made under the Roads Act (S 138) & Environmental Planning & Assessment Act (S 91)

Disclaimer: The information provided by you on this form will be used by Parramatta City Council or its agents to process this application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

PART 1 - Property & Applicant Details

1. Property details

Address	unit:	house:
	street:	
Lot/DP/SP etc	suburb:	postcode:
	lot:	DP/SP etc:

2. Applicant details

Full name/company and contact person	family name (or company):	
	full given names:	
	OR company contact person:	
Postal address		
Contact details	suburb:	postcode:
	home phone:	mobile:
	office phone	fax:
	email:	date:
	24 hour emergency contact:	

Note: Applicant is required to sign the last page of this application.

PART 2 - Hoarding Details

3. Hoarding type Please tick (✓)

Type A - fence type	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	Within city centre (see LEP 2007)	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Type B & C - overhead type	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	With traffic barrier	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Single storey on-site shed	yes	<input type="checkbox"/>	no	<input type="checkbox"/>	With traffic barrier along kerbside	yes	<input type="checkbox"/>	no	<input type="checkbox"/>
Double storey on-site shed	yes	<input type="checkbox"/>	no	<input type="checkbox"/>					

4. Hoarding length

Length of proposed hoarding: meters

5. Delivery options

Please tick (✓)

Collect from office	Post to applicant	DX mail to applicant
yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>	yes <input type="checkbox"/> no <input type="checkbox"/>

OFFICE USE ONLY

Reference: <input type="text" value="DA/"/>	Fee: \$ <input type="text"/>	Scanning Fee:
Date: <input type="text"/>	Receipt #: <input type="text"/>	\$ <input type="text"/>

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PART 3 - Hoarding Contractor Details

6. Contractor details

Full name/company and contact person

family name (or company):

full given names:

OR company contact person:

Postal address

suburb:

postcode:

Contact details

home phone:

mobile:

office phone

fax:

email:

date:

after hours phone contact:

Part 4 - Additional Notes

Part 5 - Accompanying Documentation Checklist

Item	Description	Notes	Copies Required	Applicant (✓)	Officer (✓)
1	Site and Elevations Plan	Full drawings of approved subdivision (1:100 Scale/1:200). Includes street features, trees, traffic signs, etc.	4		
2	Structural engineers details for the proposed hoarding		4		
3	Copy of Public Liability Insurance Policy to value of \$10,000,000		4		
4	Traffic Management Plan		4		
5	Digital Requirements		1		

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PART 6 - Accompanying Documentation Guide

7. Site & elevation plans

To ensure that your plans are useful to the assessing officer please include the following minimum convention requirements to your plans and drawings:

- Plans to scale, preferably 1:100 1:200
- North point
- Date
- Site address
- Description of plan / drawing
- Architect / designer name and contact
- Number and brief description of amendments
- Hardcopy plans and drawing to be folded to A4 size with a title block on the front
- Street features e.g. trees, signs, etc.

I have fulfilled these requirements: yes no

8. Digital requirements

To assist Council in record keeping and processing your application all documentation is required on data disc e.g. CD-ROM, DVD-ROM, etc. If this is not possible or the disc content is incorrect then the following scanning fee will apply:

Please tick (✓)

Cost of Works (\$)	Scanning Fee (\$)	(✓)
0 – 300 000	35.15	<input type="checkbox"/>
300 000 – 900 000	105.55	<input type="checkbox"/>
900 000 +	211	<input type="checkbox"/>

File format:



One multi-page **TIFF** file should contain all plans and drawings. e.g. site plan, floor plan, elevation plan, landscape plan, etc.



The application form and every accompanying document each require a separate **PDF** file. e.g. statement of environmental effects, heritage report, etc.

Naming convention:

All files should be named as follows: **Document Type - Property Address**
e.g.



Architectural Plans - 30 Darcy Street Parramatta.tif



Application Form - 30 Darcy Street Parramatta.pdf



Structural Engineers Report / Certificate - 30 Darcy Street Parramatta.pdf



Certificate of Insurance - 30 Darcy Street Parramatta.pdf



Traffic Management Plan - 30 Darcy Street Parramatta.pdf

For the full list of Document Types go to

www.parracity.nsw.gov.au/development/development_process/prepare__and__lodge

I have a correctly formatted and named disc that is complete: yes no

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PART 7 - Applicant Declaration

9. Applicant declaration

I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

yes

no

Applicant's signature

date:

PART 8 - Council Officer Declaration

10. Officer declaration

I declare that this application is, to the best of my knowledge, complete including all accompanying documentation outlined in the checklist on page 2 and digital requirements.

yes

no

Officer's signature

date:



You can log onto www.parracity.nsw.gov.au/development to track the progress of an application lodged after 30 June 2005. The information you supply on this form and any related documentation will be publicly available on this Council website.

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