

# Mobile Hoisting Devices Operating from a Road/Footway Application

Under Section 68, Local Government Act 1993 and Section 138, Roads Act 1993

## About this form

This application form must be used when applying to undertake hoisting activity on, over or above a public road (roadway and / or footway) using, for example, the following types of mobile hoisting equipment:

- Mobile cranes including crane trucks and Hiabs
- Cherry-pickers and elevated work platforms (EWP)
- Concrete boom pumps
- Scissor lifts and boom lifts

**Note:** For hoisting activity using site-based devices use the *Site-based Hoisting Devices Operating Over a Public Road Application* form.

## How to complete this form

1. Ensure that all fields have been filled out correctly before submitting the application.
2. All documentation as listed in the Applicant Checklist (Part 8) must be submitted. Failure to provide the required information may result in the application not being accepted.
3. Applications must be submitted at least 48 hours (two (2) working days (excluding weekends and public holidays) prior to the proposed start of hoisting activity (work).

**NOTE:** The issuing of permits for hoisting activity during the month of **December** within the city centre will be restricted due to extended retail trading hours, school holidays and other activities leading up to the Christmas / New Year festivities. A map showing exclusion zones and the applicable dates can be found at: [cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation](http://cityofsydney.nsw.gov.au/development/building-and-construction-approvals/construction-regulation)

## Part 1: Type of application and nature of works

Please tick one of the following options:

New       Amendment to existing permit      Permit number

Details of works to be carried out and the materials to be lifted:

## Part 2: Site details

Street number

Street name

Suburb name

Lot number

DP / SP



Part 3: Equipment details (please tick the appropriate box)

Mobile crane       Cherry-picker       Concrete pumping boom       Scissor lift       Boom lift

Other ▶ Please specify type of mobile device:

Vehicle width *	Vehicle length *	Lanes used	Works zone	Parking lane	Through lane
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NSW Police acknowledgement number

RMS Road occupancy licence

Transport NSW (Sydney Buses) approval

\* Measurements when the hoisting equipment is in full operational configuration including outrigger footprint and counterweights.

Part 4: Applicant details (crane or equipment hire company, property owner, builder/contractor)

Title	Given name/s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Business or Company name

Applicant address

Postal address (if different from above)

Email address

Business phone number

Site contact name

Site contact number

Part 5: Traffic Controllers, Agent or Contractor details (if different from Part 3)

Title	Given name/s	Family name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Role in organisation

Business or Company name

Email address

Business phone number

Site contact name

Site contact number

## Part 6: Hoisting location details

### 1st Location

Street number  Street name  Side: North  South  East  West

Between (street name)  And (street name)

### 2nd Location (same building, different frontage)

Street number  Street name  Side: North  South  East  West

Between (street name)  And (street name)

### 3rd Location (same building, different frontage)

Street number  Street name  Side: North  South  East  West

Between (street name)  And (street name)

## Part 7: Fees summary - (all fees are per day minimum)

Fee type	Fee amount (per day)	Total
Usage/change of date Fee	\$190/vehicle	
Kerb lane / Minor Road, through lane - per day	\$617	
Single residential lane fee	\$213	
Major Road, through lane - per day	\$1235	
Number of days required		
Total payable		

Works date	Start time	Finish time

To assist with fee calculations or quotations, a list of the major roads within the City of Sydney Council Local Government Area can be found at the following link: <http://www.cityofsydney.nsw.gov.au/business/business-responsibilities/traffic-management>

**Note:** Streets and roads not on this list are to be considered minor roads.

## Part 8: Applicant Checklist

The following information has been provided to enable the application to be processed:

- Traffic/Pedestrian Control Plan - a full traffic/pedestrian control plan, in accordance with AS1742.3 & the Roads and Maritime Services (RMS) manual for traffic control at work sites drawn by a red or orange ticket RMS accredited person. Accreditation details and site checklist must be included with the submission.

## Part 8: Applicant checklist (continued)

- All external approvals, acknowledgements or permits. i.e. RMS, NSW Police or Sydney Buses.
- Where required by a condition of development consent, a City of Sydney Works Zone permit has been applied for.
- A copy of the applicant's current Public Liability Insurance Policy with a minimum of cover of \$20 million.
- A safe work method statement &/or Material Data Safety sheets for the proposed works.
- If the proposed hoisting activity is being carried out as part of a City of Sydney Project, the City of Sydney Project Manager's details must be included with the application.
- The maximum weight of any machinery proposed to operate on an asphalt footway is 1500kg, and 3000kg on concrete/ granite paving (total weight, not point loads). The manufacturer's / hirer's specification for the machinery is to be attached.

## Part 9: Applicant Declaration

I declare that all of the information I have provided is true and correct and I am authorised to make this application on behalf of the company.

Applicant name (please print)

Applicant Signature

Date

## Office use only

Receiving Officer name

Date received

## Information relating to hoisting activity and public safety

The approval of hoisting activity over a public road (roadway and/or footway) is regulated through the Local Government Act 1993 and the Roads Act 1993 including associated Regulations. Any approval granted for this activity does not endorse or approve the design or structural adequacy of a hoisting device, system or operation for the purposes of satisfying a person's responsibilities under the Work Health and Safety Act 2011 and regulations including the provisions of Clauses 34, 35, 54, 55 and 235 of the Work Health and Safety Regulation 2011 (see below)

### The Work Health and Safety Regulation 2011

#### Clause 34: Duty to identify hazards

A duty holder, in managing risks to health and safety must identify reasonably foreseeable hazards that could give rise to risks to health and safety.

#### Clause 35: Managing risks to health and safety

A duty holder, in managing risks to health and safety must:

- a) eliminate risks to health and safety so far as is reasonably practicable, and
- b) if it is not reasonably practicable to eliminate risks to health and safety - minimise those risks so far as is reasonably practicable.

## Information relating to hoisting activity and public safety..... continued

### Clause 54: Management of risk of falling objects

A person conducting a business or undertaking at a workplace must manage, in accordance with Part 3.1 risks to health and safety associated with an object falling on a person if the falling object is reasonably likely to injure the person. Note: WHS Act - section 19 (see clause 9).

### Clause 55: Minimising risk associated with falling objects

- 1) This clause applies if it is not reasonably practicable to eliminate the risk referred to in clause 54.
- 2) The person conducting the business or undertaking at a workplace must minimise the risk of an object falling on a person by providing adequate protection against the risk in accordance with this clause. Maximum penalty: (a) in the case of an individual - \$6,000 or (b) in the case of a body corporate - \$30,000.
- 3) The person provides adequate protection against the risk if the person provides and maintains a safe system of work including:
  - a) preventing an object from falling freely, so far as is reasonably practicable, or
  - b) if it is not reasonably practicable to prevent an object from falling freely - providing, so far as is reasonably practicable, a system to arrest the fall of a falling object.

- Examples:
- 1) Providing a secure barrier:
  - 2) Providing a safe means of raising and lowering objects:
  - 3) Providing an exclusion zone persons are prohibited from entering.

## Lodgement Details

This form can be submitted to Council as follows:

**EMAIL (preferred) :** [cru@cityofsydney.nsw.gov.au](mailto:cru@cityofsydney.nsw.gov.au)

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001      **DX Address:** 1251 Sydney

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
**See our website for details of all customer service centres and opening hours:**  
<http://www.cityofsydney.nsw.gov.au/customer-service>

**WHAT NOW:** If additional information is required, a Council Officer will be in touch with you to discuss the matter. Otherwise allow at least 2 working days for your application to be assessed. No payment is required at the application stage.

**PAYMENT:** **Online:** Once the permit has been processed, our team will email you a link to make an online payment.  
**In person:** Offices as listed as above.

**TELEPHONE:** (02) 9265 9333

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

## Privacy & Personal Information Protection Notice

**Purpose of Collection:** For the approval to hoist over or on a public road.

**Intended recipients:** Council staff and approved contractors of the Council of the City of Sydney.

**Supply:** Mobile Hoisting Devices Operating from a Road/Footway Application is required for the approval to hoist on or over a public road in Sydney

**Access/Correction:** Contact the City of Sydney Council Customer Service Unit to access or correct this information.

**Storage:** The City of Sydney Council, 456 Kent St Sydney NSW 2000