

VEHICLE ACCESS TO COUNCIL RESERVE - APPLICATION FORM

ABOUT THIS FORM

Council approval is required to gain temporary access to council land for non-recreational purposes, such as works within the council reserve or access through a council reserve to adjacent properties for works or deliveries.

TERMS AND CONDITIONS

1. When applying for access please allow a minimum of 10 working days for Council to assess and provide a response to your application. Please note final approval may require more than 10 days depending on the complexity of the request. Council may require more information to assist in assessment of the application.
2. Please read the Council Reserve Access Conditions before completing the application.
3. The applicant is to be the contractor carrying out the works or delivery.
4. 'Council reserve' refers to any council reserve or land under the care, control and management of Council.
5. As part of the application the assessing council officer may contact you regarding this application.

HOW TO LODGE

Lodging an application requires a completed application form.
Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications may cause delays or rejection.

Email: council@penrith.city

In person: Penrith City Council Offices:

Penrith Civic Centre, 601 High St, Penrith, NSW, 2750
(Open 8.30am-4pm weekdays)

St Mary's Business Office, 207-209 Queen St, St Mary's NSW, 2760
(Open 9am-4pm weekdays)

Mail to:

Penrith City Council
PO BOX 60
PENRITH NSW 2751

Fees and charges: Do not attach payment to this application. Refer to the Fees and Charges section of this form for more information.

For more information contact Council's Parks and Open Space Asset Coordinator on 02 4732 7777 or email council@penrith.city

APPLICANT DETAILS

Applicant business name ABN/ACN

First name Surname

Street number Street name

Suburb Postcode

Email address Phone number

PROPERTY OWNER DETAILS

First name

Surname

Street number

Street name

Suburb

Postcode

Email address

Phone number

ACCESS DETAILS

Council reserve name and location

Site address (adjacent property)

Street number

Street name

Suburb

Postcode

Purpose of access

Access through council reserve for a delivery/deliveries to private property

Access through council reserve and/or use of the council reserves for works on adjoining private property

Access through council reserve for works on public utility adjoining council reserve

Inspections, investigations or works for public utilities within council reserve

Other, please specify

Duration of access

One day or less

More than one day

Start date

Finish date

Is there an approved Development Application (DA) or Construction Certificate (CC) for the Works?

Yes

No

If yes provide DA/CC number

Are the following proposed?

Installing a temporary structure within the council reserve e.g. scaffolding, construction fencing.
Details

Placing waste storage container(s) or portable toilet(s) in the council reserve.
Details

Excavation or drilling for public utilities or installation of private services e.g. sewer, stormwater, electrical, within the council reserve.

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Condition of Access
– The duration of
access is limited to
a 21 Day period.

Provide details of all machinery and vehicles to be used within the council reserve such as car, caravan, boat, trucks, utes, cranes and earth moving machinery. Include size and weight e.g. 2 tonne tipper truck.

VEHICLE	SIZE / WEIGHT

Attach current certificate of currency \$20 million Public & Product Liability Insurance

Attach current Workers Compensation Insurance details

Attach current Safe Work Method Statement (SWMS)

Attach Site Environmental Management Plan (SEMP)

Attach Construction Management Plan (CMP)

Attach a diagram of the site plan of the proposed access and/or works location and work schedule or complete the Site Plan below

• **Site Plan**

Provide a site plan of the proposed access and/or works location and extent.

WORK SCHEDULE		
WORK DESCRIPTION	WHERE	WHEN (DATES)

FEES AND CHARGES

Do not attach payment to this application. Council will assess your application and contact you regarding the outcome of the assessment and the associated costs, including fees and deposits. The following outlines Council's adopted 2020/2021 fees and charges for council reserve access:

- Inspection Fee (non-refundable): \$408.
- This covers inspections to be carried out by a Council Officer before access, during works and after works are completed.
- Deposit for council reserve Gate Access Key (refundable): \$50 where approved.
- Council will provide access to gates for approved activities; however, the issuing of a gate access key will be at Council's discretion.

COUNCIL RESERVE ACCESS CONDITIONS

- If undertaking construction works, ensure the safety of the council reserve for all users by providing adequate safety fencing and other measures as required by Council. Vehicles moving within the council reserve are restricted to 5kmph and must have hazard or warning lights flashing at all times. Provide Safe Work Method Statements and other information if requested.
- It is the responsibility of the applicant to locate all services prior to the commencement of works. Contact 'Dial Before you Dig' by telephone on 1100 or via the web on www.1100.com.au
- All relevant legislation, Australian Standards and codes must be observed at all times during the access period.
- Council will complete a Dilapidation Report including photos prior to access, detailing the condition of the access and/or works area, and will conduct a further condition inspection upon completion of the access.
- Council recommends that the Applicant perform their own Dilapidation Report, including photos, prior to works and upon completion of works.
- Please ensure you have adhere to Council's noise restrictions times, found here on the website: www.penrithcity.nsw.gov.au/waste-environment/environment/pollution
- Council reserves the right to deny access to a council reserve when access is deemed unsuitable due to weather, unsafe conditions or when the Applicant's activity may result in damage to the ground. This may be done at short notice.
- Where the council reserve is allocated for one activity, the Applicant shall not substitute another activity without the consent of Council.
- The Applicant shall be responsible for the satisfactory conduct of all persons using the council reserve during the access period. The Applicant shall ensure that the quiet enjoyment of property owners adjoining the site is not disturbed by excessive noise, offensive language or any other activity likely to cause disturbance.
- The Applicant shall ensure that all damage to Council property, either deliberate or accidental, is reported to Council as soon as possible, outlining full details of the incident.
- The Applicant will be responsible for the cost of reinstatement or repairs of any damage to the council reserve caused by use or access including but not limited to damage of council reserve facilities, surfaces, equipment, gates, fences, access roads, kerbs and paths. If repairs are not completed to Council's satisfaction, Council will rectify and invoice The Applicant for the works. Any areas affected by the works that are in excess of those detailed in the application may incur an additional cost. Council's inspecting officer shall make estimates of such work.
- In the event of any dispute or difference arising as to the interpretation of these conditions, the decision of the General Manager of Council thereon shall be final and conclusive.
- Council reserves the right to alter the Conditions of Access at any time.

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See Council's adopted fees and charges at penrith.city.
All fees subject to change

IMPORTANT

If you are emailing payment details, please include the Credit Card Authorisation Form as a separate attachment to your Application or any other information.

Please do not merge forms together.

PAYMENT METHOD

Application fees can be paid by cash, cheque or credit card.

- cash, cheque or credit card payments can be paid in person
- cheque or credit card payments are accepted by post
- only credit card payments are accepted by email

PAYING BY CREDIT CARD?

Please complete the [Credit Card Authorisation Form](#) located in the list of [Downloadable Forms](#) and ensure that you provide the full details of the purpose of your payment on this form.

If you are sending your payment by email, please ensure the Credit Card Authorisation Form is included in your email as a separate attachment to your Application or any other information.

DECLARATION

I declare that all information supplied on this application is true and complete.

I have read and understood all the conditions of access and will abide by these conditions and any other specific conditions required by Council.

Applicant name - print

Signature

Date

Property owner's name - print

Signature

Date

OFFICE USE ONLY

Checked by officer

Date

Issued to officer

Date

Payment receipt no

Key bond deposit ref

CONTACT US

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PENRITH NSW 2750

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PENRITH NSW 2751

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