



(SD-FO-230) APPLICATION TO ERECT HOARDING

PPIA DISCLAIMER – The personal information provided on this form is collected by *Griffith City Council* for the purposes of processing this application by Council employees and other authorized persons. This form will be stored within Council’s record management system and may be available for public access and/or disclosure under various NSW Government legislation.

Office Use	Application No: _____ / _____	Determined: ____/____/____
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Part 1: Applicant / Operator Details

Title: Mr Mrs Miss Ms Other _____

Family name (or company): _____

Given names (or ACN): _____

Postal address: _____ Postcode: _____

Phone: (w) _____ (h) _____ (m) _____

Contact person: _____ E-mail: _____

Signature of Applicant: _____ Date: ____/____/____

Part 2: Location Details

(These details can be obtained from land ownership details or from Council’s rates notice(s). If unsure, ask us for assistance)

Unit No _____ House No _____ Street _____ Locality/Town _____

Lot(s) _____ Section _____ DP/SP _____

Part 3: Hoarding Details

Proposed dates hoarding to be erected: From: ____/____/____ To: ____/____/____

Proposed type of Hoarding: Type A Type B

Materials of Construction: Timber Fibro Sheeting Steel
 Other _____

Method of Construction: Self-supporting Braced to Building
 Other _____

Is any signage proposed on the hoarding? Yes No

- If so, what are the dimensions of the signage: _____

- If so, what wording/logos will appear on the signage: _____

Are there any manholes, pits, etc located within the area to be enclosed by the hoarding? Yes No

Type of work proposed behind the hoarding: _____

Details of any existing damage to footpath in the vicinity of the hoarding’s location: _____

Part 4: Hoarding Insurance Details

Name(s) of Liability Insurer(s): _____

Name of Insured: _____

Name(s) of Business or Profession of Insured Detailed on Policy: _____

Period of Insurance From: ____/____/____ to ____/____/____

Indemnity Limit (Note: Minimum \$20,000,000): \$ _____

A copy of your current Public Liability Insurance Cover to the value of \$20,000,000 is required to be lodged with this application. This insurance is to list *Griffith City Council* as an interested party and indemnify *Griffith City Council* against any claims arising from the placement of the hoarding on the public footpath.

Approved: Building Certification Coordinator	Group / System: Sustainable Development	Document ID: SD-FO-230	Version: 1
Relevant To: Error! Unknown document property name.	Date Issued: 31 Jan 2011	Revised:	Status: Approved Page: 1 of 2

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Part 4: Checklist

Have you submitted the following information in conjunction with this application?	Please tick the appropriate box		
	Yes	No	Office Use
LIABILITY INSURANCE (to the value of \$20 Million)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SITE PLAN DETAILING – 3 copies detailing the following:			
➤ North point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Name and contact details of who prepared the plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of all property boundaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of proposed hoarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dimensions of hoarding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Dimensions of shopfront / front boundary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Existing width of footpath before hoarding is erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Proposed width of footpath after hoarding is erected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of any street furniture (eg: bins, seating) and / or footpath activities (eg: outdoor eating areas, sandwich boards, etc) and dimensions from hoarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Location of any manholes, pits, etc located within the area to be enclosed by the hoarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lodgement of Application

Hours of Lodgement:

Monday to Friday: 8:15am – 4:00pm

Fees:

Fees are payable on lodgement as per Council's current Revenue Policy. Quotations are available by contacting Council's Customer Service on (02) 6962 8100.

Payment methods:

Payment can be made by cash, cheque, credit card or EFTPOS. Cheques are to be made payable to 'Griffith City Council'.

Acknowledgement:

A Tax Invoice/receipt specifying the type and amount of fees paid will be issued at the time of lodgement.

Coming in to see us?:

Council's Customer Service located on the ground floor of the Griffith City Council Administration Building, 1 Benerembah Street, Griffith.

Postal address:

The General Manager
Griffith City Council
PO Box 485
GRIFFITH NSW 2680

Courier or Personal Delivery:

Customer Service
Ground Floor
Griffith City Council Administration Building
1 Benerembah Street
GRIFFITH NSW 2680

How to contact us:

Phone:(02) 6962 8100

E-mail: admin@griffith.nsw.gov.au

Web: www.griffith.nsw.gov.au

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