

Civic Centre, 1 Susan Street, PO Box 118, Auburn, NSW 1835 Australia
 Telephone: 9735 1222 Facsimile: 9643 1120 Email: auburncouncil@auburn.nsw.gov.au Web: www.auburn.nsw.gov.au

HOARDING - Class A or B Application Form

OFFICE USE ONLY

Fee Paid:	\$	Receipt Date:	
Receipt No:		Hoarding Licence No:	

ABOUT THIS FORM

Use this form to apply for a Hoarding Permit – Class A and/or Class B.

APPLICANTS DETAILS

All correspondence relating to this application will be sent to this address.

Name(s):			
Address:			
Suburb:		Postcode:	
Phone:		Fax:	
Mobile:		Contact Person:	
Applicant's Signature(s):			

LOCATION & PROPERTY DESCRIPTION

This will help us to correctly identify the land. You must indicate the correct Lot and DP or SP – get these from rates notices, property deeds or if unsure, ask us for assistance.

Address:			
Lot & DP/SP:			

WHAT HOARDING ARE YOU APPLYING FOR?

<input type="checkbox"/> CLASS A		<input type="checkbox"/> CLASS B	
<i>You must submit the following documents with your application.</i>		<i>You must submit the following documents with your application.</i>	
Public Liability Certificate of Currency	<input type="checkbox"/>	Public Liability Certificate of Currency	<input type="checkbox"/>
Worker's Compensation Certificate of Currency	<input type="checkbox"/>	Worker's Compensation Certificate of Currency	<input type="checkbox"/>
Letter indemnifying Council	<input type="checkbox"/>	Letter indemnifying Council	<input type="checkbox"/>
Traffic/Pedestrian Control Plan	<input type="checkbox"/>	Traffic/Pedestrian Control Plan	<input type="checkbox"/>
		Structural Certificate	<input type="checkbox"/>

PLEASE NOTE: The following fees are payable with your application (see Council's adopted Fees and Charges document for the value of each fee):

- Hoarding/Structure Application Fee (a one off fee)
- Rental of Footpath Area Fee (calculated using the length of the structure and number of months rental with a minimum of 3 months rental)
- Footpath Bond (which will be refunded at the end of the job if the footpath has not been damaged).

NOTE: These works are not valid until permit is issued and full payment has been received.

DEVELOPMENT & CONSTRUCTION APPROVAL?

Development Application No:		Complying Development Certificate No:	
Construction Certificate No:			

CONSTRUCTION PERIOD

Provide details of construction period below.

Date – From:		Date – To:	
Month/s:			

EXTENSION OF CONSTRUCTION PERIOD

Provide details of construction period below.

Date – From:		Date – To:	
Month/s:			

YOUR DECLARATION (applicant to complete)

- If the applicant is a company or owner's association, this application must be signed by a director or secretary UNDER COMMON SEAL.

I/We the undersigned, hereby apply for a hoarding licence described above in the specifications and documents accompanying the application.

I/We undertake to carry out that development/activity in accordance with any approval granted by the Council and to conform with the provisions of the relevant Act(s), Regulations, Codes and planning instruments.

I also understand that:

- if incomplete, the application may be delayed or rejected.
- more information may be requested.

I also give consent for authorised Council officers to enter the land to carry out inspections, take photographs, videos, surveys and measurements.

Name(s):

Signature(s):

Date:

PRIVACY POLICY

Some of the information that Council is collecting from you in this form is 'personal information' for the purposes of the *Privacy & Personal Information Protection Act 1998* ("PPIP Act"). The supply of the information by you is voluntary. If you do not provide the information, Council will be unable to process your application. Council is collecting this personal information from you in order to process your application in accordance with the *Environmental Planning & Assessment Act 1979*. You may make an application for access or amendment to your personal information. The information will be retained by Council and stored in a register that can be viewed by the public at any time in accordance with the *Local Government Act 1993*. Your application may be advertised to the public for comment, in accordance with Council policies and relevant legislation. You may make a request that Council suppress your personal information from a public register in accordance with the PPIP Act. For more information about your privacy please contact Auburn Council.

HOW TO LODGE THIS APPLICATION

Address the application to:	The General Manager, Auburn Council, PO Box 118, Auburn. NSW 1835	
Courier:	Civic Place, 1 Susan Street, Auburn. 2141	
Contact us by Phone & Fax:	Ph: (02) 9735 1222	Fax: (02) 9643 1120
Email/Web:	Email: auburncouncil@auburn.nsw.gov.au	Web: www.auburn.nsw.gov.au
Office Hours:	8.30am-4.00pm Monday to Friday	Cash payments accepted between these hours.
Fees:	Fees are calculated on a scale based on Council's current Schedule of Fees and Charges. Please ask us for the fee charged.	
Payment Method:	Payment is by cash or cheque. Do not send cash in the mail.	Make cheques payable to Auburn Council. Payments may also be made through Bankcard, Visa, EFTPOS or MasterCard.
Acknowledgements:	We will acknowledge that we have received your application and some fees may attract GST. These will be shown on your receipt.	
Making a personal visit?	Civic Place, Customer Service Counter, 1 Susan Street, Auburn. 2141	



PLEASE NOTE: APPLICATIONS RECEIVED BY EMAIL OR FAX CANNOT BE ACCEPTED.