

# Application for the Erection of Hoarding Structure Class 'A' or Class 'B' 2025/2026

## OFFICE USE ONLY

Application No:	<input type="text"/>	Bond No.:	<input type="text"/>	CCO:	<input type="text"/>
Fees paid:	\$ <input type="text"/>	Receipt no:	<input type="text"/>	Receipt date:	<input type="text"/>

## LODGEMENT & PAYMENT OF APPLICATION

**Your application will NOT be processed until FULL payment has been received.**

**Council:** Monday-Friday, 8:00am-4:30pm – **Payment by Cash, Cheque or Card**  
**Auburn Service Centre** – 1 Susan Street, Auburn NSW 2144  
**Merrylands Service Centre** – 16 Memorial Avenue, Merrylands NSW 2160

**Mail:** The General Manager, Cumberland City Council, PO Box 42, Merrylands NSW 2160  
**Payment by cheque ONLY – payable to Cumberland City Council**

**Email:** [council@cumberland.nsw.gov.au](mailto:council@cumberland.nsw.gov.au) once application is lodged, an email will be sent out with invoice for payment

## 1. Type of Permit

<input type="checkbox"/> New Application	<input type="checkbox"/> Extension of Approval
Rental Period (Please specify based on the footpath rental term e.g. Number of weeks/months/years):	From: <input type="text"/> To: <input type="text"/>

## 2. Hoarding Class

<input type="checkbox"/> Class A	<input type="checkbox"/> Class B
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## 3. Total Length of Hoarding

Street Name (Frontage 1):	<input type="text"/>	<input type="text"/> m
Street Name (Frontage 2):	<input type="text"/>	<input type="text"/> m
Street Name (Frontage 3):	<input type="text"/>	<input type="text"/> m
Total Length:		<input type="text"/> m

## 4. Applicant details

Applicant name(s):	<input type="text"/>	
Contact number(s):	<input type="text"/>	
Contact email:	<input type="text"/>	
Address:	Unit no: <input type="text"/>	House no: <input type="text"/>
	Street: <input type="text"/>	
	Suburb: <input type="text"/>	Postcode: <input type="text"/>

**5. Site Details**

Address:	Unit no:	<input type="text"/>	House no:	<input type="text"/>
	Street:	<input type="text"/>		
	Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Lot:	<input type="text"/>	DP:	<input type="text"/>	SP:
			<input type="text"/>	Sec:
			<input type="text"/>	<input type="text"/>

**6. Details of Development and Construction Approval**

DA/CDC no.:	<input type="text"/>	CC no.:	<input type="text"/>
Construction Period:	From:	<input type="text"/>	To:
		<input type="text"/>	<input type="text"/>

**7. Details of Work**

	Yes	No
Will the construction, operation or removal of the hoarding affect pedestrian or vehicular traffic? (If Yes, please provide a Traffic Management Plan)	<input type="text"/>	<input type="text"/>
Will the design of the Hoarding affect existing street trees? (If Yes, Hoarding structure shall be designed with steps to minimise the impact on street trees)	<input type="text"/>	<input type="text"/>
Is the structure within four metres of any existing overhead wiring? (If Yes, applicant shall conduct hazard identification and risk assessment shall be carried out to comply with Safework NSW and design shall be prepared accordingly. Once erected hoarding structure shall be inspected by Safework NSW)	<input type="text"/>	<input type="text"/>
Will the hoarding impact on any services or utilities? (If Yes, applicant must consult and seek concurrence with the relevant authorities)	<input type="text"/>	<input type="text"/>
Will the hoarding structure obscure any public or street signage?	<input type="text"/>	<input type="text"/>
Are there any conditions of development consent associated to the site?	<input type="text"/>	<input type="text"/>

**8. Documents Required**

You must submit the following documents with your application. Please tick to ensure all the listed items have been submitted with this application.

<input type="checkbox"/>	Public Liability Certificate of Currency
<input type="checkbox"/>	Worker's Compensation Certificate of Currency
<input type="checkbox"/>	Structural drawings and design certification prepared by a practicing Structural Engineer
<input type="checkbox"/>	Detailed Architectural Plans to draftsman's standard at a suitable scale
<input type="checkbox"/>	Traffic/Pedestrian Control Plan
<input type="checkbox"/>	Letter indemnifying Council
<input type="checkbox"/>	24hr Emergency Contact Details
<input type="checkbox"/>	Structural Certificate
<input type="checkbox"/>	Dilapidation Report
<input type="checkbox"/>	Written approval from relevant authorities or utilities

**9. Fees & Charges 2025/2026**

	<b>Class A</b>	<b>Class B</b>
Application Fee:	\$485.00	\$964.00
Hoarding Fee Rate:	\$49.00 per m x month	\$96.00 per m x month
Bond up to 20m frontage:	\$5,375.00	\$5,375.00
Additional Bond for lengths exceeding 20m:	\$1,355.00/m per 5m	\$1,355.00/m per 5m

**10. Applicant's Declaration**

1. I/We the undersigned, hereby apply for the Erection of Hoarding Structure licence described above in the specifications and documents accompanying the application.
2. I/We undertake to carry out that development/activity in accordance with any approval granted by the Council and to conform to the provisions of the relevant Act(s), Regulations, Codes and planning instruments.
  - I will notify Council a minimum of two days prior to the Erection of Hoarding structure.
  - I will notify Council a minimum of three days prior to the removal of the Erection of Hoarding structure.
3. Implementing TMP
  - Prior to erect the hoarding structure an appropriate traffic management plan (TCP) shall be submitted and approved by Council's Traffic section. Where required, TfNSW approval is also required. The approved (to be approved) Traffic/Pedestrian Control Plan and shall be maintained duration of the erection of hoarding structure.
4. Maintenance of hoardings
  - Periodic inspection of the hoarding structure is required to be undertaken by the site supervisor. The hoarding structure is to be maintained in an operational state in accordance with relevant Australian Standards and the Code of Practice by SafeWork NSW, until the hoarding is removed after all the construction phases of the development are complete.
  - The applicant shall be liable for any damage to roads and footpaths that may occur as a result of erection of hoarding structure.
5. Extension of time for hoarding structure
  - If an extension of time required, all fees for the period of extension shall be paid minimum one month prior to the lapse of this approval. All updated insurance details shall be submitted for the period of extension.
6. Prior to open the hoarding structure to public access
  - Council shall be notified of the completion of the construction of Hoarding.
  - A Structural engineer's certification for the structural stability shall be forwarded to Council.

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

Name:

Signature:  Date:

**11. 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 ("PIIP 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 PIIP Act. For more information about your privacy please contact Cumberland City Council

**Cumberland City Council**

16 Memorial Avenue, PO Box 42, Merrylands NSW 2160.

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