

Approval to Carry Out Work on Council Property - Application Form



Civic Centre, 68 Elizabeth St. Moss Vale, NSW 2577. PO Box 141, Moss Vale.
t. (02) 4868 0888 mail@wsc.nsw.gov.au

HOW TO COMPLETE THIS FORM

1. This application is to be completed a **minimum of 6 weeks PRIOR to works** commencing.
2. Complete all sections of this form.
3. All information must be included before works will be assessed and approvals given (including copies of plans/specifications etc).
4. Email completed form and supporting documentation to: asset.officers@wsc.nsw.gov.au
5. Projects within road reserves by private/community groups, will require a Section 138 application and not an ATCOW.
6. Approval pathway evidence must be provided.
7. Any queries relating to this process, please contact Parks & Buildings Asset Branch on 02 4868 0888.

Applicant to complete all sections

APPLICANT/ORGANISATION DETAILS

Organisation Name _____

Contact Person _____ Title (President/
Secretary etc) _____

Best Contact Number _____

Email _____

Signature _____ Date _____

APPROVAL PATHWAY

	Yes	No	Provide evidence
Is the project Exempt Development	<input type="checkbox"/>	<input type="checkbox"/>	_____
Is the project Development Without Consent	<input type="checkbox"/>	<input type="checkbox"/>	_____

For Development Without Consent attach a REF (Review of Environmental Factors)

If NO above, a Development Application (DA) is required and not an ATCOW. Consult Council's Duty Planner.

FUNDING

Source of Funding eg: Grant _____

Total Cost of Project (inc GST) _____

Other Details _____

PROJECT DETAILS

Project Name _____

Location of Proposed Works _____

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PROJECT DETAILS (Continued)

Description & Scope of Works (Attach any plans, specifications, photos or additional information)

Expected Start
Date

Expected
Completion Date

SITE CONSIDERATIONS (tick YES or NO)

Environmental Considerations

	Yes	No
Works near creek	<input type="checkbox"/>	<input type="checkbox"/>
Interrupt or modify drainage	<input type="checkbox"/>	<input type="checkbox"/>
Disturbance of natural site – tree removal, – excavation/digging	<input type="checkbox"/>	<input type="checkbox"/>
Proximity to significant vegetation	<input type="checkbox"/>	<input type="checkbox"/>
Endangered flora/fauna	<input type="checkbox"/>	<input type="checkbox"/>
Sediment control required	<input type="checkbox"/>	<input type="checkbox"/>

Heritage Considerations

	Yes	No
Existing Heritage listing	<input type="checkbox"/>	<input type="checkbox"/>
Heritage items eg: sandstone kerb, significant trees etc	<input type="checkbox"/>	<input type="checkbox"/>

Safety Concerns

	Yes	No
Works near services eg: electricity, stormwater, sewer	<input type="checkbox"/>	<input type="checkbox"/>
Does the work involve the removal of or impact asbestos	<input type="checkbox"/>	<input type="checkbox"/>
Does the work fall within a road reserve	<input type="checkbox"/>	<input type="checkbox"/>

If YES to any of above, please supply detailed plan addressing considerations

RISK ASSESSMENT (tick YES or NO)

Work Health & Safety 2017 Act

Do the works involved include any activities listed as 'high risk' in Chapter 6, Part 6.1, Clause 291 of the Work Health & Safety Regulation 2017 Act? To view the Act online visit: www.legislation.nsw.gov.au

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Site Specific Risk Assessment

Is the residual risk, after control measures have been applied, of any of the proposed works High?

<input type="checkbox"/>	<input type="checkbox"/>
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If you ticked YES above to 'High Risk' activities, please supply a Safe Work Method Statement That includes the high risk activities being undertaken.

CONTRACTOR DETAILS - you must attach a separate page if multiple contractors will be involved

Business Name _____

Contact Person _____

Best Contact Number _____

Email _____

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DOCUMENTATION REQUIRED

Documentation – Insurance & Risk

- Proof of insurance coverage, including public liability (public liability must be a minimum of \$20 million per occurrence), workers compensation, vehicle & plant/machinery insurance.
- Copy of relevant license and qualifications for works being undertaken.
- Safe Systems of Work (SSOW) documentation eg: Safe Work Method Statement (SWMS), Standard Operating Procedures (SOP), Material Safety Data Sheets (MSDS), etc. relevant to works being undertaken.
- Site specific Risk Assessment identifying the level of risk before and after controls (must be completed by the Applicant or relevant Contractor).

Yes