



APPLICATION FOR WORKS ON COUNCIL LAND

OFFICE USE ONLY

Place stamp here (Office use)

Date _____

J/N _____

Amount \$ _____

PART 1 – APPLICATION AND SITE DETAILS

APPLICANT DETAILS

Name		Company/Group	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Email			

LOCATION OF THE COUNCIL OWNED LAND

Name of Site	
Street	Suburb

DESCRIPTION OF PROJECT

Please indicate by 'X'

Trees and Planting	Pathways	Structures and Seating
Gardens	Public Art Installation	Other

ESTIMATED COST OF WORKS

Total estimated cost of work \$

PART 2 – PROJECT DETAILS

TREES AND PLANTING

Species – Please list proposed plants

Location / water / maintenance / hole preparation – Please attach relevant information as per guidelines

Mulch – Please list proposed mulch and depth of cover

Dial before you Dig – Please provide reference details or plan

PATHWAYS

Location / specifications / ramps / soil and turf – Please attach a scale copy of proposed works and site plan

Dial before you Dig – Please provide reference details or plan

STRUCTURES/SEATING

Type – Please indicate the type of structure/seating proposed

Location / concrete slabs / accessibility – Please attach a scale copy of proposed structures/seating and site plan

Materials – Please list proposed materials

GARDENS

Species – Please list proposed plants

Soil type – Existing or garden blend

Edging type – Please list what type of edging will be used.

Location / water / maintenance / hole preparation – Please attach relevant information as per guidelines

Mulch – Please list proposed mulch and depth of cover

Dial before you Dig – Please provide reference details or plan

CONSTRUCTION			
Who will be completing the Works? eg. Contractor, licenced builder			
Contractor/Builder Details			
Company Name		Contact Person	
Licence No.	Telephone	Mobile	
<i>Please attach (and indicate with an 'X') a certified copy of the:</i>			
General WHS Induction (Green Card)		Public Liability Insurance	
Safe Work Method Statements		Toolbox & Risk Assessments	
PART 5 – REQUIREMENTS			
ATTACHED DOCUMENT CHECKLIST Circle Yes or No for appropriate responses.			
Have you read the specification guidelines for Works on Council Owned Land? YES / NO			
Do your proposed works comply with the guidelines YES / NO			
Have you attached plans of the proposed works YES / NO			
Are the plans drawn to scale YES / NO			
Have you discussed the application with a Council Officer			Yes No
<i>If yes, please provide details of Officer and date</i>		Council Officer	Date
PART 5 – DECLARATION			
APPLICANT DECLARATION			
<i>I/We apply for the approval of the proposed Works on Council Owned Land as described in this application. I/We declare that all the information in the application is, to the best of my/our knowledge, true and correct.</i>			
<i>I/We give consent to Cessnock City Council to use the application and documents, provided in support of this application for advertising and notification purposes.</i>			
<i>I/We have read the Specification Guidelines for Proposed Works on Council Owned Land. I/We agree to abide by and be bound by those guidelines.</i>			
Applicant(s) Name			Date
Applicant(s) Signature			
PRIVACY NOTICE			
Council is committed to safeguarding the privacy of individuals and handling of personal information in accordance with the Privacy and Personal Information Act 1998 (NSW) and Information Privacy Principles , the Health Records and Information Privacy Act 2002 (NSW) and Health Privacy Principles , and any subordinate legislation.			
Purpose	The information on this application for works on Council land is being collected for the purpose of processing this application form. The information collected will be used for the purpose outlined, related administrative functions, compliance and complaint handling, internal auditing, and in accordance with Council's Privacy Management Plan and Privacy Statement which can be found on Council's website.		
Intended Recipients	Council staff responsible for the function of works on Council land and other related administrative functions.		
Supply	Voluntary.		
Consequence of Non-provision	If you do not supply the information, we will not be able to process your application.		
Storage and Security	Your personal information will be kept in Council's Information Management System in accordance with the relevant legislation. Council's address is 62-78 Vincent Street CESSNOCK NSW 2325.		
Access	You may access, correct or update your personal information by visiting Council's website , contacting Council's Privacy Contact Officer on 4993 4100 or by sending an email to council@cessnock.nsw.gov.au .		
If you want to know more about Council's obligations regarding your personal information or what rights you have, contact the Information and Privacy Commission or visit their website ipc.nsw.gov.au .			

HOW TO LODGE YOUR APPLICATION

Address the application to

General Manager
Cessnock City Council
PO Box 152
CESSNOCK NSW 2325

In person at Council's Administration Building

Cessnock City Council
62-78 Vincent Street
CESSNOCK NSW

How to Contact Us

Phone: (02) 4993 4100
Fax: (02) 4993 2500
Email: council@cessnock.nsw.gov.au
www.cessnock.nsw.gov.au

Office Hours

9am to 5pm Monday to Friday
**Payments are accepted until 4.30pm*

PART 6 - SPECIFICATION GUIDELINES

The purpose of these guidelines is to provide a clear process for community groups proposing to undertake works on Council owned land.

The guidelines have been developed by Council staff who work with volunteer community groups such as Tidy Towns, sporting groups and community facility management committees on a regular basis.

The information contained within the guidelines has been based on projects regularly completed by Council and focuses on typical community based projects such as construction of gardens, tree plantings, installation of structures and seating (e.g. picnic settings...) and construction of pathways.

PROJECT PROPOSALS

If you have a project in mind, you should then contact the relevant Council officer to discuss your ideas, (read the guidelines). If you are not sure who to talk to, Council's Customer Service staff can direct you to the relevant officer.

From here a site meeting may be required where a Council officer will meet you at the site of your proposed project to go over your proposal.

Projects with community based volunteer groups are generally undertaken in partnership with Council and approval for projects will be granted in writing by Cessnock City Council.

Before any works commence on a site, a site safety risk assessment covering the entire project must be undertaken and submitted to Council for submission to Council's insurer. Works cannot commence on a site until approval is obtained by Council's insurer. A risk assessment template is attached to this document.

Please allow up to 5 working weeks from date of lodgement for Council to assess your application. Notification will be given in writing with the outcome of the application.

USE OF CONTRACTORS ON COUNCIL LAND

Any contractor undertaking works on Council land must provide specific details and relevant paperwork before any works commence. Following is a list of the *minimum requirements:

- Licence Details;
- General OHS Induction (Green Card);
- Public Liability Insurance to the minimum value of \$20,000,000;
- Safe work method statements; and
- Toolbox and risk assessments

**note that additional documentation or increased insurance may be required depending on the scope of the proposal.*

TREES AND PLANTING

Species: To be suitable for the Cessnock LGA climate and condition. Larger trees are to be staked and tied using hessian ties. Trees should have a single leading shoot and be free from disease, weeds & insect pests.

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for gardens and trees planted near roadways.

Hole preparation: All holes are to be double the width and depth of the existing pot size that the plant has been propagated in. In clay soils the base of the hole should be broken up to prevent a "well" effect when watering which can cause the plant to float in the hole. Ideally a wetting agent would be applied to the soil in the bottom of the hole. Read label

for tree spacing placement.

Mulch: A minimum of 75mm of woodchip mulch or 100mm of forest mulch is preferred. Mulch is to be placed around from the base of tree to the drip line or edge of the leaves of tree.

Watering: The watering of trees after planting should be every day in the first week and then weekly for six to eight (6-8) weeks depending on the species and current climatic conditions.

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted before excavating any holes. Always check for above ground utilities such as power wires and street lighting before planting.

Maintenance: Mulching, weeding and cutting back should be undertaken as required. Suckering branches should be removed when noticed to reduce root stock growing.

PATHWAYS

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for permanent structures near roadways.

***Specifications:** Concrete pathways shall be constructed at a minimum width of 2000mm; be 100mm thick; reinforced SL72 mesh; and constructed with a 20MPa concrete. Pathway must be laid on a 50mm sand base (or as specified by Structural Engineer). Drainage is to be installed as required and will be based on site topography. Pathway shall not have an incline greater than 1:20 with a landing minimum 1200mm long at 15m intervals. For gradient 1:33 landings must be a minimum 1200mm long at intervals of 25 m. For gradient flatter than 1:33 no landings are required, the ground abutting a walkway should extend horizontally for 600mm. Crossfalls on pathways should not exceed 1:40.

** This information is a guide only and a copy of AS 1428 should be referred to at all times.*

***Ramps:** Shall be no steeper than 1:14 and have a landing 1200mm long at intervals of no greater than 9m. An access way no greater than 1520mm in length shall have a gradient not steeper than 1:8.

** This information is a guide only and a copy of AS 1428 should be referred to at all times.*

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted prior to any works occurring.

Soil and Turf: Using a screened top-dress soil, batter soil from normal ground level to top of newly constructed pathway. Level soil and lay a strip of turf (same as existing) along both sides of pathway.

Structures/Seating:

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for permanent structures near roadways.

Materials:

Seats and Furniture: Premium quality machined plantation hoop pine, hardwood with galvanised steel posts or powder coated steel park seating to match existing seating and furniture within the park or reserve. All seats and furniture should be placed on a concrete slab as listed below.

Note: Other materials suitable for outdoor use may be considered e.g. recycled hardwood timber, recycled plastics, rubber, synthetics etc to Australian Standards and this will be assessed on a case by case scenario.

Barbeques: Must be electric or solar with a stainless steel cooking plate and a brick or metal base. BBQ's must also be constructed on a concrete slab as listed below.

Concrete Slabs: All concrete slabs that are installed beneath seat and furniture, structures and BBQ's must be at least 500mm past the roof drip line to prevent erosion around the structure. They must be 100mm thick and be reinforced with SL72 mesh. Concrete must be of 20 MPa or greater and the slab is to be on a 50mm sand base. An edge beam should extend at least 100mm below the natural ground level.

Accessibility: Access for prams, wheelchairs, walking aides etc around structures/pathways is to be considered at all times. All pathways are to be constructed with a minimum width of 2 metres and the ground level to extend past the path at least 600mm on either side.

Construction: Structures are to be constructed and or installed in line with manufacturer specifications and by a licensed builder.

Posts into concrete or on saddles etc: Galvanised posts of structures are to be in ground concrete footings, all timber posts are to be attached with galvanised saddles. Seating and tables can be either included in a slab or bolted to the slab using galvanised screw bolts.

GARDENS

Species: To be suitable for the Cessnock LGA climate and condition. Larger shrubs are to be staked and tied using hessian ties. Shrubs should have a single leading shoot and be free from disease, weeds and insect pests.

Location: Distance from structures within parkland should be a minimum of 5 metres to allow for maintenance machinery. It should be noted that there are site distance regulations for gardens and trees planted near roadways.

Hole preparation: All holes are to be double the width and depth of the existing pot size that the plant has been propagated in. In clay soils the base of the hole should be broken up to prevent a "well" effect when watering which can cause the plant to float in the hole. Ideally a wetting agent would be applied to the soil in the bottom of the hole. Read label for tree spacing placement.

Mulch: A minimum of 75mm of woodchip mulch or 100mm of forest mulch is preferred. Mulch is to be placed around from the base of tree to the drip line or edge of the leaves of tree.

Watering: The watering of shrubs after planting should be every day in the first week and then weekly for six to eight (6-8) weeks depending on the species and current climatic conditions.

Services: When digging any holes or excavating the ground, Dial Before You Dig MUST be contacted by telephone to obtain a site plan of any underground services such as electricity, water, telephone and gas. If proposed works are in a Council park or reserve, there could be subsurface irrigation located throughout the site, so Council and/or an accredited plant locator should be contacted before excavating any holes. Always check for above ground utilities such as power wires and street lighting before planting.

Maintenance: Mulching, weeding and cutting back should be undertaken as required. Suckering branches should be removed when noticed to reduce root stock growing.

PUBLIC ART

If you intend to install public art on council land or within a council facility a *Public Art Application (Council Land and Facilities)* must be completed and submitted. Public Art Applications will be assessed by Council's Public Art Working Group and correspondence will be sent to the applicant informing them of any further Council approvals or applications that need to be completed, including the *Works on Council Land Application*.

If you have questions regarding your *Public Art Application* please contact Council's Principal Community Planner.

The following persons were consulted when assessing risk levels and deciding relevant control measures

NAME					
NAME					

PERSON AUTHORISING RISK ASSESSMENT	PRINT NAME		SIGNATURE	
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Hazard Guidelines		
Safety Hazards	Environmental Hazards	Hierarchy of Control
<ol style="list-style-type: none"> 1. Manual Handling 2. Plant & Equipment – operation, maintenance, storage and inspection 3. Working at Heights 4. Confined Spaces – identification and marking of work situations that can be regarded as a confined space. 5. Vehicle and Plant Movement – identification of requirements, planning and personnel awareness 6. Hazardous Substances and dangerous goods – identification, marking, handling, use, storage, spillage, containment, removal and disposal. 7. Electrical Work – identification and marking – contacts for location, adjustment, repair and emergency. 8. Body Stressing – caused by lifting, repetition of movements i.e. bending, pulling, pushing, turning or working in confined or unchangeable positions. 9. Blasting – warrant, requirements and contacts for carrying out. 10. Traffic Control – traffic control plans – additional measures. 11. Underground and overhead utilities – identification and marking – contacts for location, adjustment, repair and emergency. 12. Other activities identified from experience or notified warning. 	<ol style="list-style-type: none"> 1. Environmentally sensitive areas i.e. acid sulphate soils. 2. Need for approvals, licences and permits. 3. Site access – consideration of erosion, noise, traffic conflict, dust and pedestrian thoroughfare and property access. 4. Erosion and sedimentation controls. 5. Water Management – discharge to waterways, pool water quality. 6. Air Quality – including dust suppression, chemical odours, plant and vehicle emissions. 7. Fire – permits, emergency response. 8. Ground vibration and air blast – affect on adjacent structures. 9. Vegetation – damage, destruction, removal 10. Fauna – damage, destruction, removal of food trees and access (i.e. Koala areas) 11. Hazardous Chemicals (Herbicides, Pool Chemicals) – licences, handling, use, storage, spillage, containment, removal and disposal. 12. Indigenous and Non-indigenous heritage – site identification, marking, preservation. 13. Contaminated Ground. 	<ol style="list-style-type: none"> 1. Implementing measures to reduce the risk associated with any issue is the process for controlling them. The control measures must follow the order detailed in the Hierarchy of Control below. 2. A combination of controls may be appropriate. <ul style="list-style-type: none"> • Elimination of the hazard • Substitution eg of the equipment or substance • Isolation eg distance or enclosure • Engineering controls eg guarding • Administrative controls eg supervision, training, job rotation • Personal protective equipment 3. It must be noted that personal protective equipment should always be the last control option considered.

Risk Analysis

A risk analysis is conducted to determine the level and the different types of risk associated with each step in the activity. The Section Manager, Co-ordinator, Team Leader or Superintendent or an appropriately trained or experienced representative conducts the risk analysis in accordance with the guidance table below. The Risk Analysis Matrix takes into account the probability (likelihood) of a specific unplanned event occurring and the possible outcome (consequence) to the person, environment, public property, quality of the job, cost, etc. if it does. The level of risk ascertained from the analysis determines the control measures that will be implemented for that particular step in the activity. Depending on the risk rating achieved will determine the needs to be made on the appropriate levels of control to manage the level of risk.

- For each hazard think about: How severely it could hurt someone and how likely is it to happen?

RISK SCORE

WHEN COMPLETING RISK ASSESSMENT USE RISK SCORE MATRIX AND FOLLOW THE PROCESS BELOW FOR THE FOLLOWING SCORES	
IF 1 OR 2 (MAJOR)	DO NOT COMMENCE JOB. SEE COORDINATOR/SECTION MANAGER. FORMAL RISK ASSESSMENT AND SAFE WORK METHOD STATEMENT TO BE COMPLETED BEFORE JOB COMMENCES
IF 3 OR 4 (MEDIUM)	USE DEVELOPED SAFE WORK METHOD STATEMENT OR STANDARD OPERATING PROCEDURE
IF 5 OR 6 (MINOR)	JOB CAN PROCEED WITHOUT WORK PROCEDURE

CONSEQUENCE	LIKELIHOOD			
	VERY LIKELY Could happen anytime	LIKELY Could happen sometime	UNLIKELY Could happen, but very rarely	VERY UNLIKELY Could happen but probably never will
CATASTROPHIC OHS – death, permanent disability, disease Environmental – extreme community dissatisfaction, extreme pollution, toxic release, requires outside assistance	1	1	2	3
MAJOR OHS – extreme injury, long term illness Environmental – high level of community discontent, severe pollution extending beyond site	1	2	3	4
MEDIUM OHS – medical attention, several days off work Environmental – frequent community complaints, significant pollution on site, contained with assistance	2	3	4	5
MINOR OHS – First Aid Environmental – occasional community complaints, low level pollution and controlled on site	3	4	5	6

HIERARCHY OF CONTROLS
1. ELIMINATION OF HAZARD
2. SUBSTITUTION – eg. of the equipment or substance
3. ISOLATION – eg. distance or enclosure
4. ENGINEERING CONTROLS – eg. guarding
5. ADMINISTRATIVE CONTROLS eg. supervision, training, job rotation
6. PERSONNEL PROTECTIVE EQUIPMENT