

# Awnings application

Use this form to apply for occupation of an awning over footways.



## Request

Installation of awning at  
(property address)

Is this application  
associated with a  
development  
application?

- ☐ Yes  
☐ No

If yes: Type of application:

- ☐ Complying development certificate  
☐ Development approval  
☐ Construction certificate

Approval number

## Requirements

**This application must be lodged at least 15 business days prior to proposed works.**

You need to attach the following documents to this application.

- ☐ Plans, including elevations/sections, showing location, length and any resulting pedestrian and/or traffic restrictions
- ☐ Structural certification to be provided by an accredited practising structural engineer, including details on column fixings (where relevant)
- ☐ Certificate of currency of Public liability insurance to the value of \$20 million that indemnifies Blacktown City Council.

## Declaration and signature

- ☐ I have read and agree to abide by the Terms and Conditions at section 4 of this application.



Date / /

For help and to  
return this form

Administration Centre, 62 Flushcombe Road | PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown  
[www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au) 02 5300 6000

## 1 Works information

Type of awning

- ☐ Cantilevered and braced ☐ Support columns

Site type

- ☐ Commercial ☐ Industrial

Length (metres)

Width (metres)

Height (metres)

Site contact

Name

Phone

Email

## 2 Applicant details

Applicant function

- ☐ Owner ☐ Builder ☐ Contractor ☐ Other

Full name

Company (if applicable)

Postal address

Phone





Email

### 3 Fees and payment

A non-refundable application fee applies. We will request payment of the application fee upon receipt of your application. The application will not be assessed until this fee is paid.

We will then provide you with an **estimate** of other fees and charges that will apply.

You can pay:

-  **In person** We accept cash, eftpos, cheque or credit card at our Customer Service Centre, located in our Administration Centre at 62 Flushcombe Road, Blacktown
-  **Post** You can post a cheque, made payable to: Blacktown City Council, to us at PO Box 63 Blacktown NSW 2148
-  **iPAY** Your invoice will contain our Biller Code and your reference number
-  **Online** Your invoice will contain a reference for payment and a link/web address to access our online payment portal. You can pay by debit or credit card. A surcharge may apply to payments made by credit card.

Please email  
my invoice to

### 4 Terms and conditions

1. Structure must be designed to meet the standards of SafeWork NSW as outlined in its publication Code of Practice - Overhead protective structures. The following minimum distances are required for safe access:
  - a. A minimum horizontal distance of 600 mm from the road kerb/shoulder
  - b. A minimum vertical distance of 3 metres to the underside of the awning above adjacent finished or proposed finished footway level
  - c. A maximum vertical distance of 5 metres to the upperside of the awning (excluding overhead support components) above adjacent finished or proposed finished footway level.
2. Access to hydrants or other footpath pits or surface fittings must not be impeded. If the surface fitting or pit is affected, the appropriate service authority must be consulted and their requirements implemented.
3. The structure must not obstruct pedestrian kerb ramps. Pedestrians must be able to pass the columns site safely. A footpath width of 2.0 metres should be maintained with an absolute minimum width of 1.2 metres at local constrictions.
4. Any variation to the application will also need a new application (and application fee) lodged.
5. The applicant must notify adjacent properties at least 7 days before the installation of the awnings.
6. The applicant must ensure Council is immediately advised of any change to the contact details (including telephone numbers) of the Site contact.
7. The applicant must maintain public liability insurance for at least \$20 million during the period of occupation. Evidence of this insurance must be provided on request.
8. The applicant is responsible for the repair or cost of repair of any damage caused to the footway or its surrounds as a result of the installation of the awning.
9. Dilapidation photos are to be taken prior to awning erection and provided to our engineer reviewing the application.

### Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. You must supply it under the *Roads Act 1993*. We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) for a copy of the plan.

**Office use**

Application no.	_____	Receipt no.	_____
Received by	_____	Prepared by	_____
Checked by	_____		