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Introduction and Purpose of the Guidelines

The Hoarding Design and Installation Guidelines have been developed to support the implementation of City of Parramatta Council's Hoarding Policy.

The Guidelines apply to all Hoardings subject to Council approval, as established by Council's Hoarding Policy.

Hoardings are often a necessary part of development and maintenance activity. Hoardings are typically required to isolate the work area from the public space, and to provide adequate protection and safety to the public. A significant aspect of Hoardings in terms of public access and amenity is the impact that these structures can have on pedestrian movement, motor vehicles, and bicycle usage, and associated public safety in the vicinity of a worksite. Poorly designed and maintained Hoardings can also cause adverse visual impacts on the streetscape, particularly in high-density centres.

Hoardings placed on Public Roads therefore need to:

- (a) minimise pedestrian and cycleway obstructions and inconvenience;
- (b) maintain safe passage and high amenity, including safe walking surfaces past worksites; and
- (c) minimise adverse visual impacts on the local environment.

In accordance with the framework established by Council's Hoarding Policy, the Guidelines prescribe specific design criteria to limit and control these impacts whilst allowing proponents of development, contractors, and building owners to undertake required work and to meet their legislative work safety responsibilities and other requirements.

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The Guidelines aim to:

- (a) provide clarification around Council's design, approval, maintenance, and regulation requirements for Hoardings erected on Public Roads within the City of Parramatta Council Local Government Area (LGA);
- (b) ensure that Hoardings are appropriately designed so as to minimise adverse impacts on amenity, public safety, and pedestrian, vehicle, and bicycle movement including ensuring accessibility; and
- (c) ensure that Hoardings contribute towards a vibrant and visually interesting public place.

The Guidelines do not override state or federal legislation. Applicants must therefore check other relevant legislation and adopted codes of practice, and where necessary, consult the appropriate state and federal government departments and agencies to ensure that Hoardings comply and satisfy all statutory requirements including in particular, work health and safety obligations.

Examples of legislation and codes relevant to the design of Hoardings which should be considered when preparing an application and maintaining Hoarding include, but are not limited to, the:

- AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads
- Building Code of Australia (2022)
- *Environmental Planning and Assessment Act 1979* (NSW)
- Guide to Traffic Management Part 8: Local Area Traffic Management (2016)
- *Local Government Act 1993* (NSW) (LG Act)
- *Roads Act 1993* (NSW) (Roads Act)
- *Protection of the Environment Operations Act 1997* (NSW)
- WorkCover NSW, *Code of Practice – Overhead Protective Structures* (20 March 1995)
- *Work Health and Safety Act 2011* (NSW)
- *Work Health and Safety Regulation 2017* (NSW)

Applicants for a Hoarding Approval should be aware that there are several provisions relevant to the management of Hoardings from the *Work Health and Safety Regulation 2017* (NSW) that a person conducting a business or undertaking must satisfy. The Regulation also sets out penalties for non-compliance with these provisions. Relevant provisions include:

- Clause 34 – Duty to Identify Hazards
- Clause 35 – Managing Risks to Health and Safety
- Clause 54 – Management of risk of falling objects
- Clause 55 – Minimising risk associated with falling objects
- Clause 298 - Security of workplace

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The Guidelines also do not override any relevant conditions of a development consent applying to the land adjoining the road on which a Hoarding is to be installed.

Diagrams or photographs employed in the Guidelines do not nominate or specify all of the prescriptive requirements, therefore when designing Hoardings the reader must not rely solely on the details in the diagrams and/or photographs in order to comply with these Guidelines.

In the event of any inconsistency between the written prescriptive requirements and the diagrams, the written requirements apply.

Part 1: Approvals Framework and Application Process

1. Approvals Administration

1.2 Council's Regulatory Services Unit is responsible for processing applications for the installation of Hoardings.

1.3 Council's Schedule of Fees and Charges outline different occupation fees for High-Risk zones and Low Risk zones. The site will be classified by falling into either one of the following land zones. The type of Hoarding required to be erected will be depicted by the locality, being either within a low risk or high-risk zone, and nature of the proposed construction work.

1.3.1 Low Risk Zone

- R1 - General Residential (unless development associated with high-risk zone)
- R2 - Low Density Residential
- R3 - Medium Density Residential

1.3.2 High Risk Zone

- B1 - Neighbourhood Centre
- B2 - Local Centre
- B3 - Commercial Core
- B4 - Mixed Use
- B5 - Business Development
- B6 - Enterprise Corridor
- B7 - Business Park
- DM - Deferred Matter
- E2 - Environmental Conservation

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- E4 - Environmental Living
- E3 - Environmental Management
- IN1 - General Industrial
- IN2 - Light Industrial
- IN3 - Heavy Industrial
- MD - Major Development SEPP
- R4 - High Density Residential
- RE1 - Public Recreation
- RE2 - Private Recreation
- RU3 - Forestry
- SP1 - Special Activities
- SP2 - Infrastructure
- W1 - Natural Waterways
- W2 - Recreational Waterways

1.4 Rights to randomly audit

Council reserves the right to randomly audit:

- (a) certified documentation lodged both at application and at installation stage; and
- (b) installations of Hoarding including inspecting structures.

Where deemed necessary, Council may commission an independent assessment by a structural engineer or other person acting on behalf of Council.

2. Guidelines for Applicants

2.1 An application must be submitted for the installation Hoardings.

To allow sufficient time to assess proposals, applications must be lodged at least 28 days prior to the date of the proposed installation.

Applicants should allow additional time for complex proposals and/or where infrastructure works may be affected.

Applicants may be required to apply for additional permits or approvals from Transport for NSW.

In cases where a Hoarding is proposed to be installed on a classified road (or within the Parramatta Light Rail Notification Area) an additional 21 days should also be allocated to allow for required concurrences to be obtained from Transport for NSW.

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2.2 Application Documentation Requirements

2.2.1 Drawings and details

The following documentation must be provided with an application:

- (a) Architectural-type drawings – fully dimensioned site plan at a minimum scale of 1:100 showing:
 - i the footway finish and widths including the accurate location of the Hoarding and utility pits in the footway and other infrastructure such as poles;
 - ii the site fence and scaffolding (where proposed) fully dimensioned including an elevation drawing of the extent of the proposed scaffold;
 - iii site sheds including their accurate position on Type B Hoardings;
 - iv proposed or approved works zone on the roadway;
 - v existing building entrances, emergency egress exits and existing sprinkler/hydrant booster connections located on the building facade;
 - vi street trees (trunk diameter and dimensions of tree pits); and
 - vii street furniture accurately plotted on drawings with clearances to site fences etc. clearly shown.
- (b) Accurate and detailed sections and elevations clearly showing:
 - i. the Hoarding heights to the underside of the deck and bracing for Type B Hoardings including the various heights where Hoardings are to be located on sloping footways/roadways;
 - ii. clear footway width dimensions and the location of the site fence including showing the proposed encroachment onto the footway where required for specific construction or access needs; and
 - iii. detailed written justification for any site fence encroachment on the footway.
- (c) The location of graphics proposed or required to be installed on the Hoarding.
- (d) The lighting system for Type B Hoardings (location of luminaires).
- (e) Details setting out the length of time that the Hoarding will be installed as well as the nature of the works that are to be undertaken during this period (i.e. the approved development application reference number).
- (f) Details (plan) of any required temporary pedestrian pathways (on roadways) past worksites or changes to street parking and traffic control signage that may be affected by the proposed Hoarding.
- (g) A set of fully detailed structural drawings that include:

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- i. the location of the proposed temporary structure including any relevant items such as:
 - scaffolding and access stairs;
 - location of site sheds on the Hoarding deck;
 - any construction equipment such as mast climbing work platforms, construction hoists and suspended scaffolds (swinging stages) proposed to be placed on the deck of Type B Hoardings. Note: Hoisting activity over a public road requires a separate Tower Crane application.
 - ii. section sizes, details of connections/ties including site fence, deck, vehicle and worker access gates, etc. and elevation/s including any required bracing for lateral stability, counterweighting (and connection to columns) and Hoarding fascias including bracings for high fascias.
- (h) Structural certification for design. Where scaffolding, site sheds and other structures are proposed to be placed on the deck of a Type B Hoarding, the drawings must indicate this and certification confirming that the Hoarding is capable of supporting all superimposed loads and not exceed the loads specified in the SafeWork NSW 'Code of Practice for Overhead Protective Structures' must be provided.
- (i) Street trees: The site plan must clearly and accurately show in plan and elevation the location of street trees including accurately specifying the height and canopy volume/diameter and significant branches of all street trees in the vicinity of the proposed temporary structure. If trees are likely to be affected, the structure must be designed to accommodate the tree/s without the need to prune major branches or limbs. Where it is not possible for a Hoarding design to accommodate tree canopies, applicants must contact Council's Public Tree Management Officer prior to finalising design drawings and lodging an application to discuss any design constraints (see section 15.3 for further details relating to street tree protection requirements).
- (j) Street furniture and other infrastructure: The site plan must also show accurately all street furniture including street litter bins, bench-seats, bus shelters, public telephones, poster bollards, smart poles/power poles, street parking signage stems and the type of parking signage (if approval is to be sought for removal) and utility access hatches in the footway. An assessment of the likely impacts (obscuring viewing of the public place) on Council's controlled CCTV cameras/systems, traffic monitoring cameras and private CCTV cameras required by a condition of development consent must also be provided.
- (k) Traffic lights or Transport for NSW (TfNSW) cameras: The site plan must set out the location of all traffic lights, TfNSW monitoring cameras, closed circuit television cameras and the like. The application must ensure there is no interference in the operation of these facilities. Referrals to the

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appropriate authority or private organisations may be required to confirm there is no proposed interference. All costs associated with relocating or installing additional traffic lights or cameras are to be borne by the applicant.

2.2.2 A certificate of structural design must be submitted with all Hoarding applications.

2.2.3 Traffic Management Plan

The application must include a traffic/pedestrian management plan for the site. Accredited traffic and pedestrian controllers must be used during the installation, repair/modification, and removal of a temporary structure.

A traffic management plan (TMP) must be prepared by an accredited traffic engineer if a Hoarding is likely to affect pedestrian or traffic movements during the construction or removal phase. Applicants will be advised by Council if they are required to provide a TMP. The TMP must identify traffic and pedestrian issues, recommend appropriate means for dealing with such issues and must be submitted with the Hoarding application for Council approval. Council's traffic engineers may provide relevant advice regarding the contents a TMP and / or request additional permits be obtained in addition to the Hoarding Approval.

The Approval holder must clearly display a prominent and water-resistant sign on the Hoarding listing a site contact name, phone number, and email address to allow members of the local community to make enquires or complaints regarding traffic control for the site.

Where Hoardings and/or scaffolding are erected on Council-owned land such as roads and footpaths, Council reserves the right to require road safety advisor signs to be displayed. You will be contacted and advised during the application process if it will be required for appropriate Council-supplied signage to be installed.

2.2.4 Columns supported on footings

In special cases where Council has agreed to consider the use of fixed column placement (footings) within a footway the following must be provided with an application:

- (a) detailed drawings of the footing system designed and certified by a practising structural engineer;

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- (b) a full survey to identify sub-surface utility services;
- (c) the footing system must not interfere with any services and were located in close proximity to or within the zone of influence of services, the formal approval of the utility owner must be obtained and evidence of such approval provided; and
- (d) an assessment and report prepared by an arborist on the extent of the root system of street trees located nearby and confirming that there will be no impact from the proposed footings. The design and report must be accepted by the Council's Parks and Open Spaces, Public Trees Team. Where approval is given, upon removal of the Hoarding structure the footings must be removed to a depth of at least 1.5 metres below the footway surface and the footway reinstated to Council's specifications and satisfaction.

2.3 Public Liability Insurance

Prior to an Approval being issued, Council must be provided with a copy of the current certificate of currency held in the name of the Applicant.

2.3.1 Indemnity during the erection, placement and dismantling of Hoardings

Council must be indemnified during the erection and dismantling of the Hoarding structure and also throughout the period that structures are in place.

The indemnification is against any claims for injury to persons, damage to adjoining properties and/or public places, and any excess on the insurance policy arising out of any claim.

Such indemnity must be expressed in the form of a public liability insurance policy with a minimum amount of \$20,000,000 for any individual claim that may be made.

The insurance policy must be held in the name of the person or business holding the Approval.

2.3.2 Indemnity for the full duration that Hoardings are in place

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Indemnity insurance must be held for the full duration that the Hoarding is in place. Where an insurance policy does not cover the full period of the proposed installation, a renewed policy must be provided to Council at least two (2) weeks prior to the insurance policy lapsing.

2.3.3 Indemnity - change of entity holding a Permit

The person holding an Approval for a Hoarding must, in the case of the transfer of the project to another person or company, advise the proposed new entity to lodge a fresh application together with providing a new public liability insurance policy, to seek approval to allow the Hoarding structure to remain in place and for the Approval to be held in the name of the new entity.

2.4 Performance bonds

Performance bonds (documentary evidence such as bank guarantee or undertaking), bank cheque, cash or EFTPOS transfer may be required prior to the installation of a hoarding if it is not included as a condition in the development application determination letter. Where a performance bond applies, the following provisions apply:

- (a) the bond will be charged as per Council's Schedule of Fees and Charges. The bond must be paid before an Approval is released;
- (b) the applicant must submit to Council a dilapidation report prior to any work commencing. The dilapidation report is required to document/record any existing damage to kerbs, footpaths, roads, nature strips, street trees and furniture with street frontage/s bounding the site up to and including the centre of the road; and
- (c) any damage caused to Council's infrastructure must be rectified to Council's standard requirements/specifications. The bond will not be returned until Council is notified that any required rectification works have been completed to the required acceptable standard or that no damage has occurred.

3. Impacts on Building Use

3.1 Buildings undergoing change

Proponents of Hoarding installations and/or building owners are responsible for any adverse impacts that Hoardings may cause on the continued use and occupation of buildings such as retail premises on the ground floor, including approved outdoor dining areas on the adjoining footway.

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The proponent and/or building owner should therefore communicate with building occupants to advise of the proposed works and address any issues. A minimum of seven (7) days' notice shall be provided prior to installation occurring.

3.2 Adjoining and surrounding properties

Where a Hoarding is proposed to span a roadway (laneway), or project in front of an adjoining property, potential adverse impacts on affected properties must be considered and, where necessary, the Hoarding design may need to be modified to minimise identified potential impacts.

Proponents should consult with owners/occupiers of affected properties prior to lodgement of an application. Where Council believes that there could be an adverse impact Council will inform affected parties in writing of the proposed Hoarding placement and consider any feedback received.

4. Access to Sites

A copy of all Approvals must be available onsite at all times for inspection by Council and WorkCover personnel.

Where access is required to undertake inspections of Hoardings the applicant must not prevent or obstruct an Authorised Person or independent auditor acting on behalf of Council accessing a workplace, subject to satisfying the relevant visitor access provisions under the *Work Health and Safety Act 2011* (NSW).

Part 2: General Design Guidelines for Hoarding Structures

5. Design Quality Requirements

The Guidelines aim to achieve a high standard of design quality for all Hoardings. It is expected that this quality standard will also be attained in the variable circumstances of individual sites. The design solutions must address specific conditions including problems posed by narrow laneways and footways, local traffic conditions and site access constraints.

Structures are to be designed for easy and effective maintenance through the use of durable and appropriate materials and finishes.

Hoardings must be designed in accordance with the relevant Australian Standards including AS1170 Part 1 - Permanent, imposed and other actions, AS1170 Part 2 - Wind actions and AS1170 Part 4 – Earthquake actions.

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The design and installation of Hoardings must also comply with the relevant provisions of the *Work Health and Safety Act 2011 (NSW)* and the *Work Health and Safety Regulations 2017 (NSW)*.

5.1 Type A Hoardings

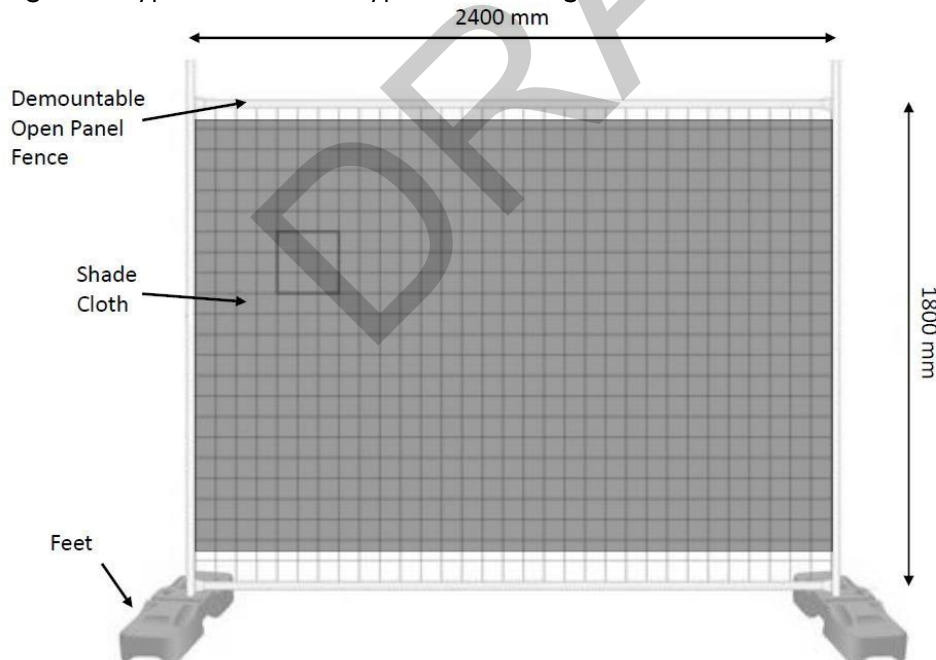
5.1.1 Type A Hoarding in a low-risk zone

A Type A Hoarding in a low-risk zone is to be a fence consisting of a structural frame of timber or steel, clad with water-resistant structural plywood sheets that separate the worksite from the road.

A key design requirement for Type A Hoarding is to minimise the encroachment of the work area on footways and roadways to ensure that adequate space is provided for the safe and convenient movement of pedestrians, bicycle riders and vehicles.

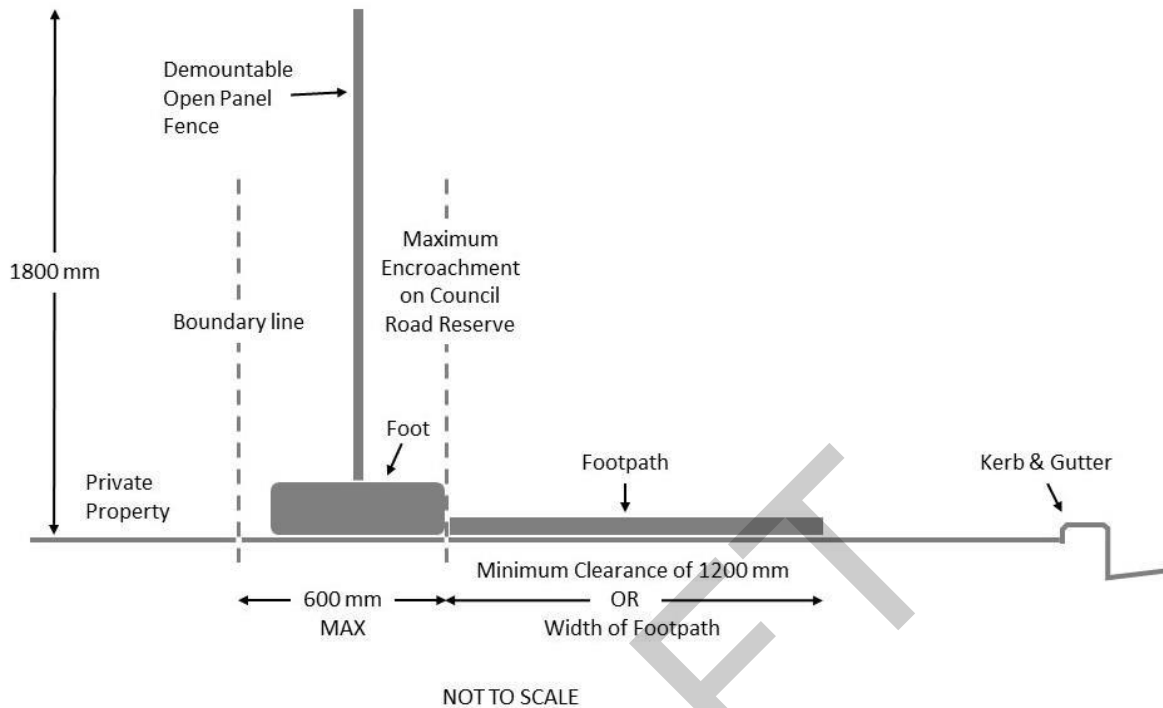
Encroachments may be permitted for site specific needs, such as shop-front replacement or alteration, construction, or excavation where shoring or piling is required along a property boundary.

Figure 1: Typical Low Risk Type A Hoarding



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Figure 2: Typical Low Risk Type A Hoarding Section/Detail



5.1.2 Type A Hoarding in a high-risk zone

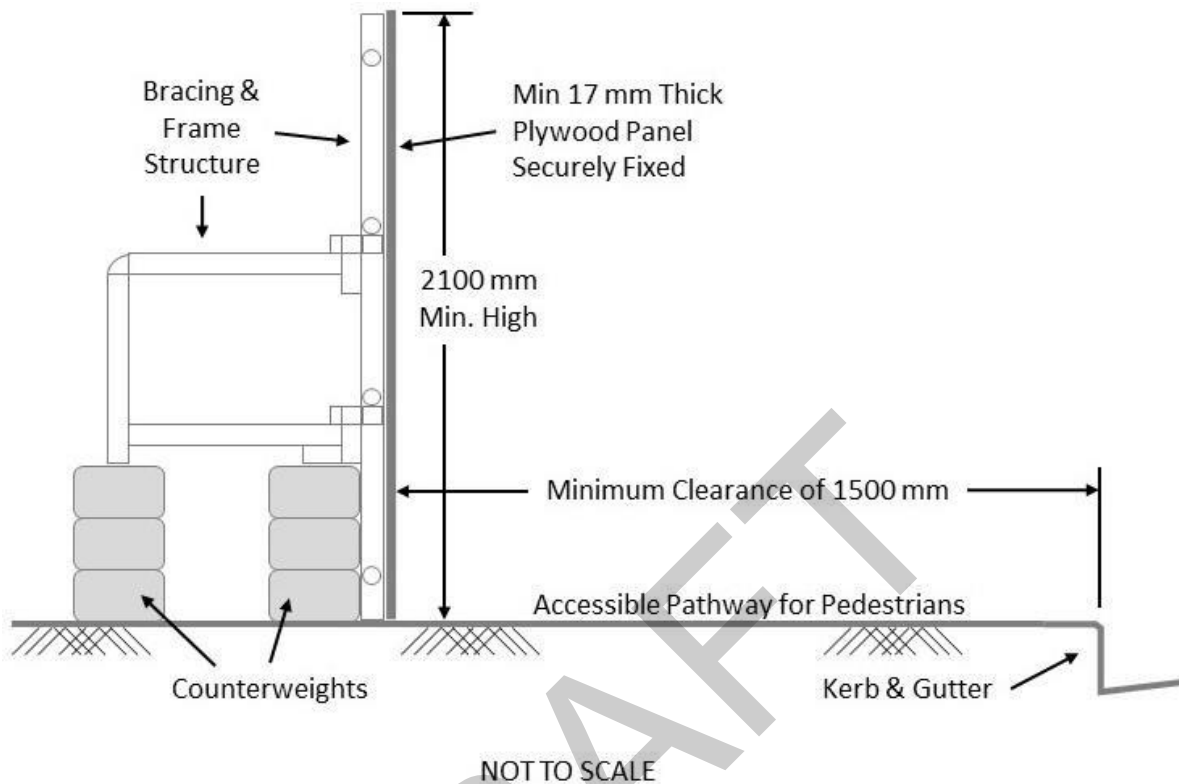
A Type A Hoarding in a high-risk zone is to be a fence consisting of a structural frame of timber or steel, clad with water-resistant structural plywood sheets that separates the worksite from the road.

A key design requirement for Type A Hoarding is to minimise the encroachment of the work area on footways and roadways to ensure that adequate space is provided for the safe and convenient movement of pedestrians, bicycle riders and vehicles.

Encroachments may be permitted for site specific needs, such as shop-front replacement or alteration, construction, or excavation where shoring or piling is required along a property boundary.

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Figure 3: Typical High Risk Type A Hoarding Section/Detail



5.1.3 Mandatory design features for Type A Hoardings

The following design features are mandatory for Type A Hoardings:

- (a) The Hoarding is required to be a minimum height of 1800mm in a low-risk zone; and 2100mm in a high-risk zone;
- (b) The Hoarding is to be positioned as close as possible to the site boundary;
- (c) The Hoarding may be constructed of a demountable open panel fence (temporary fencing) with dust preventative measures (mesh) in low-risk zones only; for high-risk zones the Hoarding must be constructed of solid timber panels with a minimum thickness of 17mm;
- (d) The minimum width of accessible footpath shall be 1200mm in a low-risk zone, and 1500mm in high-risk zones to ensure continual pedestrian access; and
- (e) The consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the Hoarding being erected.

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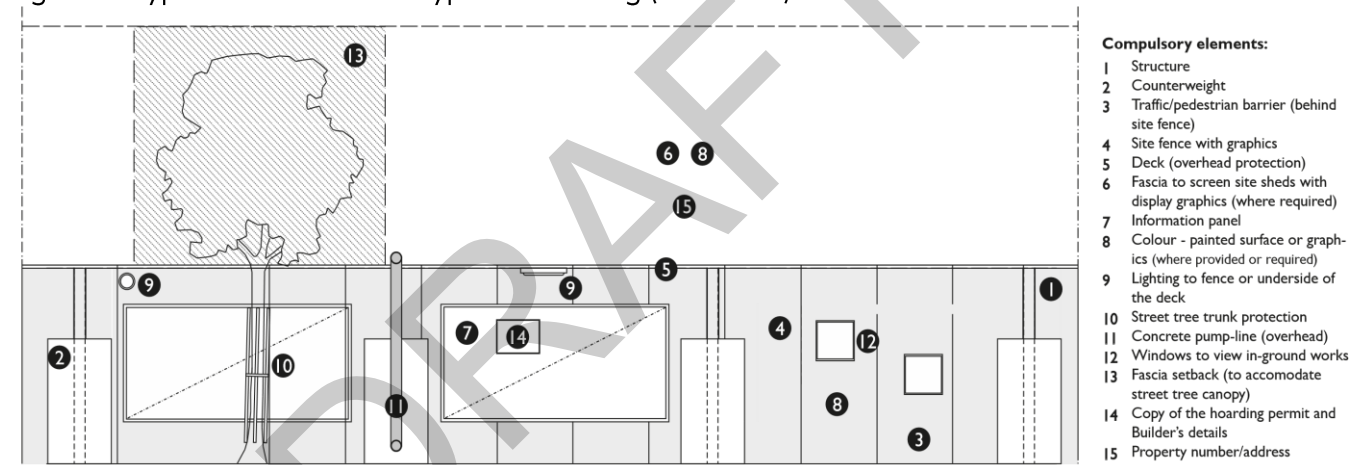
5.2 Type B Hoardings

5.2.1 Type B Hoardings: prefabricated modular gantry design

A Type B Hoarding is typically a prefabricated modular steel gantry Hoarding structure installed and assembled in segments to form an integrated overhead protective structure allowing pedestrians and bicycle riders to pass beneath. The Hoarding structure must be of square hollow section type or similar (subject to Council review i.e. container type).

A prefabricated modular Type B Hoarding may incorporate a site fence.

Figure 4: Typical features of a Type B Hoarding (elevation)



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Figure 5: Typical Type B Hoarding Elevation View

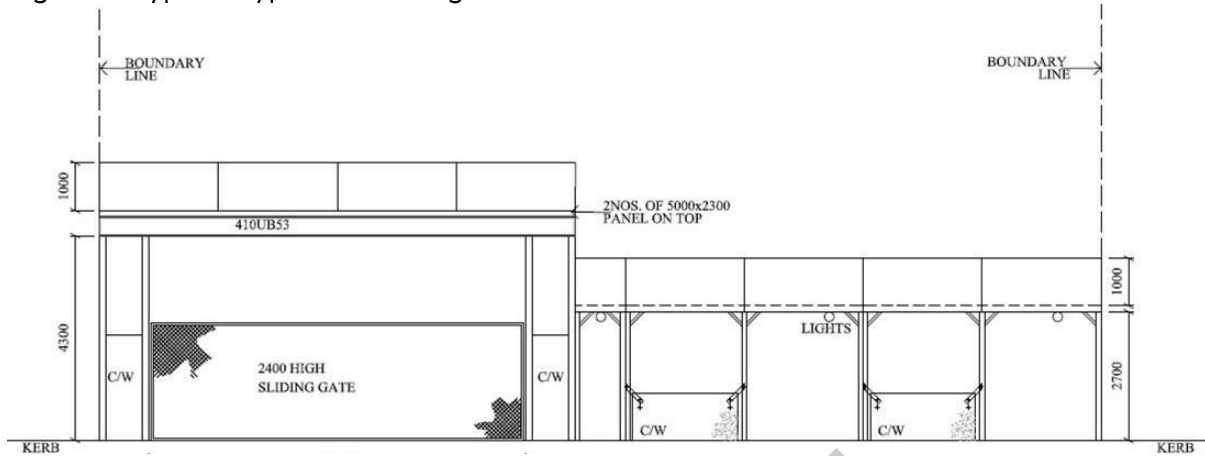
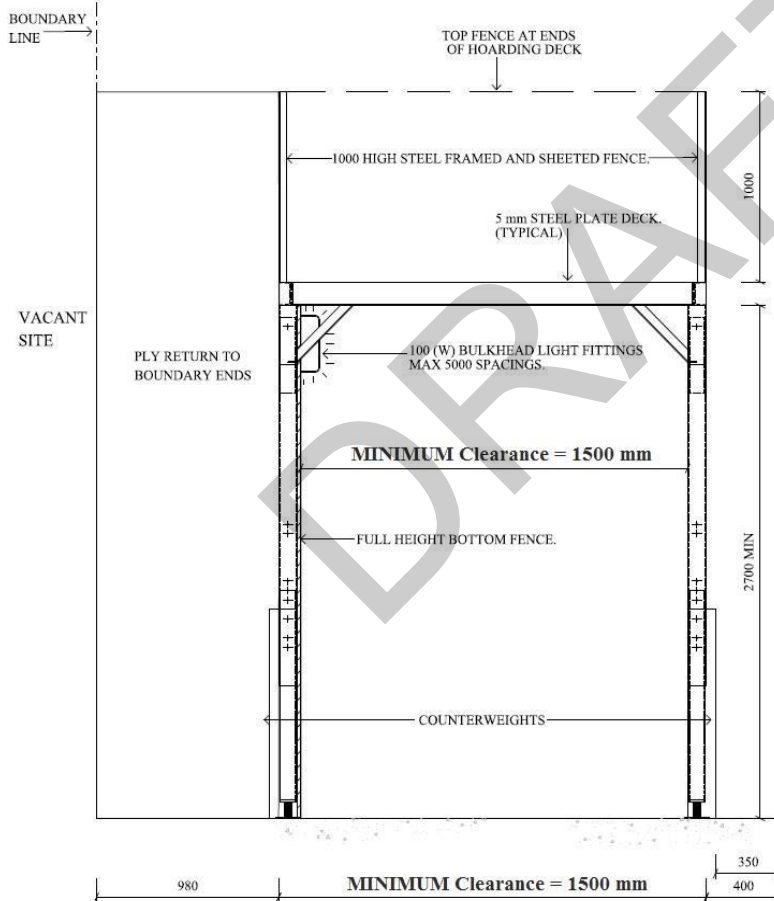
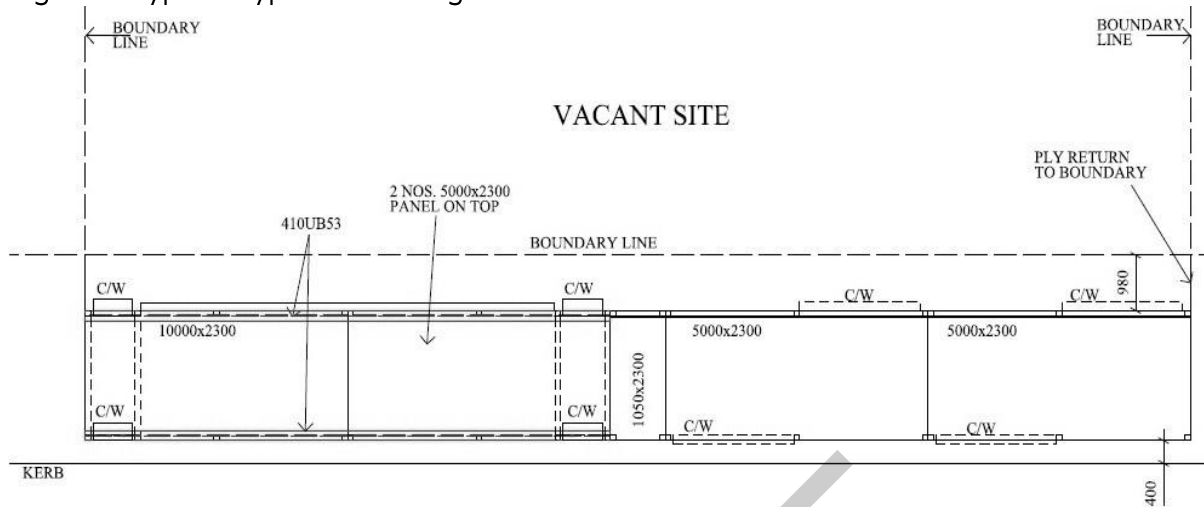


Figure 6: Typical Type B Hoarding Section/Detail



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Figure 7: Typical Type B Hoarding Plan View



5.2.2 Type B Hoardings: full structural assembled in-situ

Designed to achieve the same purpose as a gantry system however generally a larger system of steel framed overhead protective structure that is used to span wide footways and roadways under which vehicles can pass. This type of Hoarding provides greater flexibility to accommodate street furniture, poles and street trees whilst at the same time minimising footway encroachments (multiple support columns) and maximises clear pedestrian pathways particularly for wide footways.

This type of Hoarding is often required:

- in localities with high pedestrian densities such as the city centre to minimise obstructions and maximise the clear span between support columns; and
- where multiple site sheds and other approved loads are proposed to be placed on a Hoarding deck.

A full structural Type B Hoarding may include a site fence of structural plywood.

5.2.3 Mandatory design features for Type B Hoardings

The following design features are mandatory for Type B Hoardings:

- obstruction of the footway is to be minimised. Columns of Type B Hoardings are to be located at least 250 mm from the kerb edge, if this distance is greater than 400 mm, pedestrian access

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- between the structure and the kerb is to be blocked off at each end;
- (b) the Hoarding is to be positioned as close as possible to the site boundary;
 - (c) the Hoarding is to have a minimum clearance of 2200 mm to any bracing, beams or any other part of the structure;
 - (d) Type B Hoardings must provide visual transparency of the footway beneath by maintaining at least a nominated minimum height clearance to the underside of Hoarding decks and, in the city centre, provide vertical and non-continuous counterweights at the kerb;
 - (e) the street side should be open for at least two-thirds of its height for the full length of the structure to prevent a "tunnel effect";
 - (f) the minimum width of accessible footpath shall be 1500mm to ensure continual pedestrian access;
 - (g) site sheds installed on Type B Hoardings must be screened on the side/s facing the public place through the use of fascias or approved fabric screens that display high quality graphics;
 - (h) high quality and effective lighting of ground surfaces under Type B Hoardings to enhance safety and amenity for pedestrians and bicycle riders;
 - (i) weather protection for pedestrians and bicycle riders (Type B Hoardings) through the provision of watertight graded decks; and
 - (j) timber and timber products including site fences, fascias and decks of Hoardings must be sourced from legally logged forests as required by the *Illegal Logging Prohibition Act 2012* (Cth).

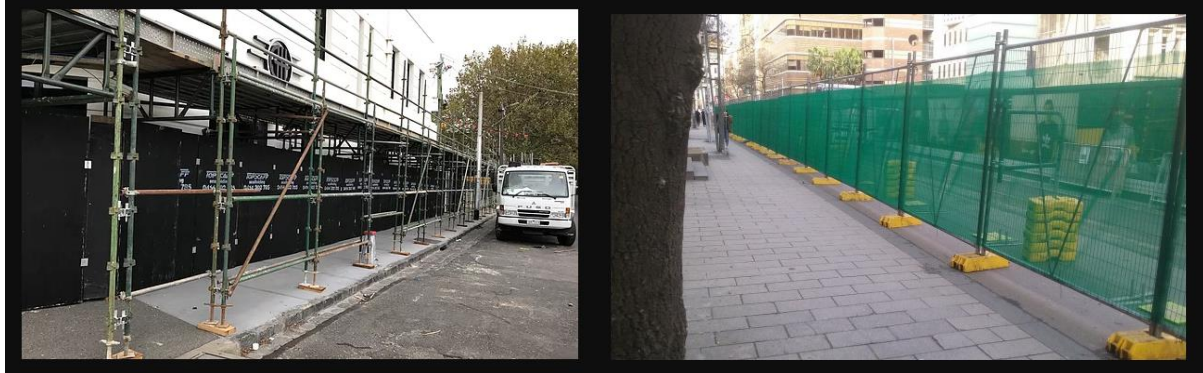
5.3 Prohibited forms of Hoardings

Hoarding systems that do not satisfy the provisions of the Guidelines include systems which:

- do not minimise physical and visual obstruction of the footway;
- use base counterweights (mesh fencing) that do not project into the pedestrian thoroughfare (to prevent trip hazards);
- do not provide a tidy, uncluttered and visually pleasing structure,
- do not eliminate elements that permit easy climbing;
- do not maximise the clear width of the footway between support columns particularly for wide footways;
- do not ensure the structural adequacy of the Hoarding (particularly pipe scaffolds) or protect from impacts by vehicles; and
- present difficulties of integrating counterweights within the structure in a visually uncluttered manner.

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Figure 8: Examples of prohibited forms of Hoarding



5.4 Other structures associated with Hoardings

Site sheds and scaffolding may be permitted on the deck of both forms of Type B Hoardings where site constraints do not permit placement elsewhere within the site.

The WorkCover NSW *Code of Practice – Overhead Protective Structures* (20 March 1995) requires that loads on Type B Hoardings, including loads from scaffolding, must not exceed 40% of the design live load (generally 10 kPa). Design drawings must confirm that the Hoarding is fully capable of carrying loads from any proposed scaffolding/sheds and complies with the Code of Practice. Sheds placed above Type B Hoardings must be a minimum of 2400 mm in height and are to be tied down to the deck by suitable structural fixings – which is certified by a qualified practicing structural engineer.

Shed positions must be shown accurately on the certified design drawings lodged with an application.

5.4.1 Type B Hoardings must not be used as a work platform or associated activities other than approved:

- (a) site sheds;
- (b) scaffolding; and
- (c) associated minor ancillary structures such as awnings to provide weather protection to walkways and stairways.

5.4.2 The storage of materials and equipment on Hoarding decks is generally not allowed unless there are clearly justified site-specific needs.

6. Fire Safety and Other Risks Associated with Type B Hoardings

6.1 Emergency-related risks on Hoarding decks

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An applicant must assess the risk of a fire occurrence or other emergency on occupiable Type B Hoardings (housing site sheds and other approved structures or material) and satisfy any Safe Work Australia and/or SafeWork NSW requirements.

Some of the matters that should be considered when developing a required control measure are:

- (a) the distance to reach egress points (stairways) on a hoarding deck and the distance between alternative exits;
- (b) the width of corridors, passageways and stairs to provide adequate egress to a safe place in an emergency (Note: Access doors/gates must not open over a footway or roadway); and
- (c) whether portable fire extinguishers and exit signage are necessary including the number and location of extinguishers.

6.2 Potential risks of fire-spread to buildings adjoining Hoardings

Where a Hoarding is erected over a roadway such as a laneway, an assessment must be undertaken in relation to the risk of fire spreading from the worksite to surrounding buildings via the Hoarding, sheds, scaffolding and approved areas storing material/equipment.

If it is established that there is a potential for fire to spread to adjoining or nearby building/s, the applicant must address these risks in the Hoarding design and use. This is particularly important where surrounding buildings are not sprinkler-protected and/or where older buildings exist which may not comply with the principal fire control provisions of contemporary building control regulations such as the Building Code of Australia. To address identified risks, control measures may need to be developed and implemented which could include:

- (a) locating site sheds on Hoardings away from likely fire risk sources or potential fire-spread pathways;
- (b) limiting the nature and volume of combustible material on or as part of a Hoarding such as timber decking components and fascia; and
- (c) installing temporary automatic sprinkler systems on Hoarding decks/sheds and/or fire-fighting equipment such as hose reels on Hoarding decks. This could assist construction workers undertaking initial firefighting (subject to meeting relevant work health and safety obligations and requirements as they apply to construction personnel) until the arrival of Fire and Rescue NSW personnel. Part E1 of the Building Code of Australia can provide some guidance on firefighting equipment including mandatory firefighting systems for buildings under construction.

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6.3 Access for fire-fighting appliances and operations

Hoardings erected over roadways (laneways) must be assessed for any potential adverse impacts on the firefighting and rescue operational needs of Fire and Rescue NSW. This includes potential fire occurrences in buildings located above or in close proximity to worksites and temporary structures including obstruction to the use of access ladders and aerial fire-fighting appliances.

Where necessary, such as the installation of substantial Hoardings erected over a long frontage of laneway, the applicant will need to seek feedback from the manager of the local fire station and incorporate any requirements in the design of temporary structures before an application is lodged.

Access and egress from buildings (fire exit doors), access to fire hydrants, sprinkler booster connections and utility pits must not be obstructed. If it is not possible to avoid placing a Hoarding site fence/scaffolding over minor utility pits the affected section of the Hoarding fence must be designed to be easily removable to provide safe and convenient access in the locality of the pit for utility service personnel. Where major service pits are affected including electricity services pits and substations, the owner of the utility must be consulted and any requirements for access or conditions of installation imposed by the utility owner must be submitted with the Hoarding application.

7. Public Space Access, Amenity, and Infrastructure

The following principles must be applied to the design and installation of Hoardings to minimise the impact of Hoardings on safe pedestrian movement and amenity:

- minimise unnecessary footway encroachments, obstructions and clutter;
- maintain the highest possible standard of pedestrian access, amenity and safety past a worksite;
- ensure pedestrians are readily visible from the roadway;
- provide safe and convenient pedestrian movement and amenity including access to vehicles parked along the kerb;
- pedestrian crossings and kerb ramps must be kept clear of obstructions and be maintained in a safe and accessible condition at all times. This is particularly important for persons with mobility restrictions, wheelchair-users, mobility scooters, strollers and delivery workers using trolleys. Hoardings should be splayed at intersections to minimise columns near kerb ramps and pedestrian queuing spaces caution signage and distinctive markings on columns at the portals should be installed; and

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- the consistency of the pedestrian access provided is required to be of the same quality and standard as what was there prior to the Hoarding being erected.

7.1 Impacts of public crowding on site fences

Applicants must consider the loads imposed on Hoarding site fences resulting from live actions of public crowding pushing against a Hoarding fence. This is particularly important in the city centre where large gatherings associated with public events can be expected.

7.2 Shared pathways

It is critical that Hoardings do not interrupt the flow of bicycle movement along shared pathways.

Hoardings erected in shared pedestrian/cycleway pathways require minimum clearance of 2500mm, with 3000mm desirable. If a narrower width is required, Council will evaluate Hoardings and propose a solution in consultation with Council's Traffic Engineers to ensure functionality of both the shared pathway and proposed Hoarding.

- #### 7.3 Where a proposed works zone adjoins a cycleway and requires temporary lane diversions to accommodate the works zone when in operation, Council may, particularly in high traffic volume roads and/or other critical roadways, limit the operational times of the zone to off-peak traffic periods.

7.4 Temporary closure of footways

In cases where the work cannot be modified to limit the site fence encroachment or the footway is very narrow, approval may need to be sought to allow the footway to be temporarily closed. You will need to apply for a Temporary Road Occupancy Permit from Council's Traffic and Transport Unit.

- #### 7.5 The applicant is responsible for maintaining the condition of the footway adjoining a worksite to a standard at least equal to the surface condition prior to commencement of work.

An appropriately qualified person must assess the safe load capacity of the footway and subsurface ground conditions to support a proposed Type B Hoarding including site sheds placed on Type B Hoardings to prevent damage to the existing paving and utility services beneath the footway.

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7.6 Relocation of infrastructure

7.6.1 The design of a Hoarding must accommodate all existing street trees and consider other physical constraints of the site.

Where a Hoarding is likely to impact on Public Road infrastructure, such as parking ticket machines, bus shelters, parking signage, or other street furniture, or cause a reduction in the clear space for safe and convenient pedestrian movement, Council may require the temporary removal or relocation of the infrastructure at the applicant's expense. Any required adjustments must be identified in the application.

Separate specific approval for changes to street furniture and other infrastructure is required in addition to obtaining an Approval to erect a Hoarding.

7.6.2 Traffic control signals

The line-of-sight to traffic control signals and signs must not be obstructed. An assessment of potential impacts on control signals must be undertaken and a Hoarding design adjusted to accommodate signals and signs. Where, due to site specific constraints or Hoarding design, control signals need to be relocated or remounted on the Hoarding to maintain full visibility to road users and pedestrians, the applicant or Hoarding contractor must consult with Transport for NSW and obtain their approval to reposition traffic signals and signage.

7.6.3 Where sightlines from Council-operated CCTV cameras are likely to be affected particularly where a temporary structure will be in place for a lengthy duration, and/or the site is located in a high-risk and/or high pedestrian density area, Council may require the camera to be relocated or an additional camera installed for the duration that the temporary structure is in place. All costs associated with relocating or installing additional cameras are to be borne by the applicant.

7.7 Pollution control in a public place (dust, noise, water and litter)

7.7.1 Adequate site controls must be implemented to prevent pollution of the public place. This includes, but is not limited to, the following:

- (a) General litter: maintain the footway/roadway area and remove any litter that accumulates around a Hoarding.
- (b) Noise: comply with any conditions of development consent that regulate noise generation associated with the development site.

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- (c) Hours of operation: comply with the development consent and any conditions imposed through other approvals issued by the Council.
- (d) Dust and debris: contain dust and debris to the work area and where necessary provide a physical barrier or screening such as shadecloth or fabric mesh to encapsulate the workplace.
- (e) Water: collect and dispose of rainwater falling on the deck of Type B Hoardings in accordance with section 35 (Hoarding deck and overhead protection). Where water and/or cleaning agents are used to wash buildings or undertake other activity, all wastewaters must be collected and disposed of to the sewer system (subject to meeting any Sydney Water requirements) or collected and disposed of by a licensed liquid waste contractor.

7.7.2 Liquids, other than uncontaminated rainwater falling on and draining from the deck of a Type B Hoarding, must not be allowed to flow into the street gutter and stormwater drainage system.

7.8 Utility services (pits and hatches) and metering

7.8.1 Utility service pits and hatches must not be obstructed. Where a Hoarding fence cannot be positioned to avoid pits the fence must be constructed to allow access or panels designed to allow easy removal and access to pits. Signage may also be required. Utility service providers must be consulted and approval granted in these circumstances.

7.8.2 Where utility service pits are located behind a site fence or obstructed in any way the approval of utility owner must consent to the obstruction and which may require appropriate signage being displayed on the fence to indicate the pit location/s and type of utility service.

- 7.8.3 Electricity metering equipment and switchboards should, where possible, be located within the site. Where the local electricity supplier/authority requires the installation of metering equipment at the site boundary (within the site fence), the meter cabinet must:
- (a) be recessed within the site fence to ensure that the closed doors do not project past the fence surface;
 - (b) have frames and latches/locks that do not protrude forward of the fence surface;
 - (c) have signage affixed to cabinet doors indicating the type of utility service;

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- (d) cabinets must be kept locked at all times except when being accessed by authorised personnel; and
- (e) comply fully with any requirements of applicable Australian Standards and the local electricity supply authority.

7.8.4 The following are considered minimum requirements that must be satisfied:

- (a) thoroughly survey all utility services and underground structures (pits) in the area of the proposed temporary structure. Utility service access hatches including Ausgrid services must not be obstructed at any time unless specific approval is given by the utility service provider. For location of utility service, call 'Dial Before You Dig' on 1100 or website: www.1100.com.au with UBD reference grid identification; and
- (b) consult the relevant utility authority for design bearing pressure on or near any services likely to be affected by loads from the Hoarding.

Part 3: Technical Specifications for Components of Approved Hoarding Structures

This section details specific design requirements for the various elements of Hoardings. Hoarding designs must satisfy applicable deemed-to-comply provisions.

If compliance with the deemed-to-comply provisions cannot be achieved due to specific site or building constraints, applicants must clearly show that an alternative design solution meets Council's Hoarding Policy principles and the objectives of these Guidelines.

8. Structure

The following requirements are the deemed-to-comply provisions for the structure component of Type A and Type B Hoardings:

8.1 Height/clearances:

- (a) the minimum height clearance to the underside of a Type B deck structure is 2700 mm measured above the footway;
- (b) knee-bracing must not be less than 2500 mm above the footway and the size of bracing is to be minimised; and
- (c) a minimum height clearance of 4300 mm must be provided above a roadway or at a truck entrance to a site.

8.2 Column spacings and location:

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- (a) columns and/or column/counterweight units must be located with a minimum clear spacing of:
 - i. 4 metres along the footpath in the city centre with a greater spacing for Hoardings erected over cycleways in areas outside the city centre;
 - ii. columns must not be placed on or in close proximity to utility service pits/hatches/ chambers (bearing pressures); and
- (b) columns and/or column/counterweight units must be located at equal spacings wherever possible unless this would conflict with street trees, furniture, utility pits or other site constraints.

8.3 Column and fence bases:

- (a) the bases of Hoarding fences and columns, including vertical counterweights erected on granite stone paving, must be separated from the paving with a minimum 12 mm structural grade plywood placed on one layer of a heavy-duty waterproof membrane to prevent rust staining, all cut flush with the fence or column base; and
- (b) where there are clearly demonstrated site specific construction needs for a Hoarding to be supported on concrete footings within a footway and the Hoarding will be in place for a lengthy duration, consideration may be given to permit this form of Hoarding (column) support.

8.4 Site fences are to be used to effectively screen and secure the work area from the public place, as follows:

- (a) For Type B Hoardings the site fence must extend to the underside of the deck. Fences of Type A Hoardings must have a minimum height of 1800mm for low-risk areas and 2100mm in high-risk areas. Where there are construction or security needs Type A Hoarding fences can extend to the underside of street awnings.
- (b) The site fence must be finished neatly top and bottom. The top edge of Type A Hoardings must be capped or finished with a trimming board and skirting boards at the base. The trimming boards and capping must be not less than 90 mm and painted the same colour as the fence or an alternative approved contrasting colour.
- (c) Fences must be well constructed, plumb, and smooth. Fencing must be constructed of solid durable material, such as a minimum thickness of 17 mm thick structural plywood complying with AS/NZS 2269-2012, of approximately 1200 mm wide sheets which are butt-jointed (not overlapped).
- (d) The toe of a site fence (excluding any required skirting boards) must not protrude onto the footway to ensure the fence does not create a trip hazard for pedestrians.
- (e) The fence of Type B Hoardings must cover all structural elements (framing and support columns on the site side) and the surface must be smooth

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finished and capable of accommodating graphics. Complying knee-bracing at deck level is permitted to project through the site fence however the preferred finish is to have all structural elements fully covered.

- (f) Site fence plywood sheeting (including access openings or gates) must be securely fixed to a structurally sound and adequate frame using appropriately sized fasteners. Fasteners suitable for the site work being undertaken and the likely wind actions in the locality must be used. Fasteners must also not protrude past the fence surface i.e. be finished flush or countersunk.

8.4.1 Bill poster control

In circumstances where bill posters are repeatedly attached to Hoardings Council may require the installation of steel grid mesh on the fence to prevent poster attachment. Where meshing is allowed or required the following provisions apply:

- (a) the mesh must be galvanised;
- (b) the wire aperture must be not less than 25 mm square and have a wire diameter of 3-4mm; and
- (c) the mesh must be securely fixed to the site fence using plated 'U' nails or durable staples and the perimeter trimmed neatly with rebated battens to fully cover the wire end-edges for pedestrian safety.

Meshing is not the preferred treatment to manage bill poster attachment. For problematic sites where it has been clearly demonstrated by the builder that repeated poster removal and re-painting has failed to control poster attachment or the builder fails to control posters, meshing will be allowed or required.

8.5 Longitudinal bracing

Where longitudinal cross-bracing is required to provide structural stability to a Hoarding, the cross-bracing must:

- (a) be located behind the site fence. Where this cannot be achieved or additional bracing is required on the kerb side, bracing must be restricted to bays that are least likely to restrict pedestrian movement across a road such as in approved designated works zone;
- (b) not be located near pedestrian crossings, bus stop zones and road intersections;
- (c) where permitted along the kerb, be covered with water-resistant plywood sheeting on both sides to prevent pedestrian access through the open braced sections and to eliminate climbing elements; and
- (d) the size of all secondary structural members below deck level (excluding columns) is to be minimised.

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9. Counterweights, column bases, traffic and pedestrian safety barriers

The following are the deemed-to-comply provisions for the counterweights, column bases, and traffic and pedestrian safety barriers components of Hoarding:

9.1 Counterweights (general):

- (a) Structural stability and adequacy of Hoardings includes stability during increased wind conditions, or are expected in the locality after a building is demolished (loss of wind shielding to Hoardings). Hoarding stability is to be achieved with the least impact upon the width and openness of the footway. Consideration must be given to the suitability of potential alternatives to kerb-side counterweights, e.g. stabilised by fixing to the shoring system or bracing to the first floor of the building structure (new building construction only) where the design of the building can safely accommodate the structural and overhead protection requirements applying to the Hoarding.
- (b) Counterweights, particularly vertically proportioned counterweights, must have connections to columns that are designed to withstand dislodgment resulting from vehicle impacts.
- (c) Where kerb-side counterweight units are necessary to deal with the effects of wind, vehicle impact, or other actions. Counterweights must be designed as architectural elements that are appropriately and visually integrated within the Hoarding design including well designed and integrated connections.
 - i. Counterweights are to have a high-quality smooth finish with 45-degree bevelled edges to minimise the risk of pedestrian injury, and be painted the black;
 - ii. Counterweight connection systems to columns must be of a high-quality structural design with minimum protrusions (fixings) and preferably be concealed or recessed to minimise sharp edges.
 - iii. Vertical counterweights are permitted to be placed (supported) on footways. For horizontal counterweights they must be supported at least 150 mm above the footway or ground surface through the use of appropriately designed support systems (brackets) on columns to prevent the accumulation of litter and debris around horizontal counterweights and to allow for easy cleaning of footways. Timber blocks or other similar systems to support counterweights are not permitted.
 - iv. The top surface of horizontal counterweights must not exceed 1200 mm above the footway/ ground surface.
 - v. a minimum setback of 300 mm from the kerb must be maintained including to all vertical parts of the structure.

The following requirements apply to kerb-side vertical counterweights:

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- i. maximum dimensions of 1200 mm (length along the footpath inclusive of columns and counterweights), 300 mm (width across footpath), and height as required. In cases where additional counterweighting is necessary to address wind loads on tall Hoardings and fascias, counterweights up to 1500 mm length will be allowed; and
 - ii. where the tops of counterweights are located less than 2100 mm above the ground, they are to be chamfered or sloped to avoid the collection of dirt and litter.
- (d) Where it is not possible to install integrated vertical counterweights or where horizontal weights are used, consideration must be given to the impacts on kerb-side parking including safe and convenient access for persons alighting from and entering vehicles. Safe pedestrian access to and from the footway and roadway interface must also be considered. This is particularly important in the city centre and other busy centres.
- (e) Horizontal placement may be permitted outside the city centre subject to site specific assessment and approval. Where permitted, counterweighting will only be permitted in a minimum of every second bay between columns to allow safe and convenient pedestrian access between the kerb/roadway and the footway.
- (f) Continuous counterweights may be used adjacent to the site boundary provided that they are screened from the footpath by the site fence.
- (g) Counterweights for Type A Hoardings are typically of a formed concrete block or Jersey kerb configuration with cast-in connection/bracing points (see Figure 4).
- (h) Columns must have levelling devices or be cut level with the footway. The height of levelling screws above soleplates must not exceed 150 mm. Packing under soleplates to level the structure will not be accepted unless otherwise specifically approved to address special needs. Soleplates are to be:
- i. of the least possible thickness and dimensions to avoid trip hazards and are to be aligned parallel with the footway; and
 - ii. designed to ensure that all loads from the Hoarding and site sheds are evenly distributed to avoid damage to the footway (see also 3.9.4(i) and (j) regarding material and equipment storage on Hoarding decks).

9.2 Column bases and soleplates:

- (a) Edges of soleplates may in some cases require a colour contrast with the footway surface to clearly distinguish the plate to enhance pedestrian safety.
- (b) Hardwood timber sole-boards are permitted where columns bear onto unsealed surfaces such as grass nature strips (consideration must be given to timber durability where a Hoarding is to be installed for a lengthy duration). Timber sole-boards must be recessed into the ground and made level with the surrounding surface to eliminate trip hazards.

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- (c) Footings, bolts, ground anchors or spikes must not be inserted into the roadway, footway surfaces or nature strips, unless specific approval is given by Council including the relevant utility service authority where services are located in close proximity to the Hoarding.

9.3 Barriers protecting excavations

Where a site is excavated and in close proximity to the property alignment with a public place, applicants must consider fall risks to the public.

Any required pedestrian and traffic barriers should be incorporated into the Hoarding structure. Freestanding barriers such as concrete barriers provided between the site fence and the edge of the excavation can also be used. Where a barrier is required, it must be of concrete or steel, designed to AS1170.1 and to any required pedestrian and traffic risk assessment recommendations including the requirements of Safe Work Australia's Code of Practice for Excavation Work.

The *Work Health and Safety Regulation 2017* (NSW) requires the person undertaking excavation work and the principal contractor to manage the risks and comply with clause 305 of the Regulation. This includes potential hazards for pedestrians in the public place falling into an excavation.

9.3.1 Caution signage – excavations

Caution signage must be securely fixed at each end of the site fence warning of a deep excavation (more than 1.5 metres below the footway/ roadway surface) behind the fence. For long frontages (greater than 30 metres) additional intermediate signage must be displayed on the site fence in a method that does not interfere with installed graphics.

9.3.2 Stability considerations – ground erosion and subsidence

The positioning of Hoardings, particularly support columns of Type B Hoardings and concrete traffic/pedestrian barriers adjoining sites that are proposed to be excavated must, in the design of the Hoarding, take into account any risks associated with:

- (a) partial settlement of the public road; or
 (b) major subsidence/collapse of the roadway/ surface resulting from excavation works. This includes:
- the impacts of water accumulation and run-off (rainwater) and
 - ruptured water-supply pipes), which may affect the foundation material providing support and stability to a temporary structure.

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Special consideration must be given to Hoardings adjacent to sites undergoing demolition or excavation activity. Bearing pressures must allow for any likely ground disturbance caused by the proposed siteworks including adverse impacts resulting from erosion by water.

10. Encroachments

- 10.1 Where there are reasonable and fully justifiable site construction needs, the site fence may intrude upon the footpath by up to 1000 mm subject to consideration of local conditions including the availability of adequate clear pathway width, pedestrian density and duration of installation.
- 10.2 Intrusions on footways exceeding 1000 mm other than localised intrusions for stairways, will only be considered in exceptional circumstances. Intrusions exceeding 1000 mm for construction purposes must be fully justified in an application and must include details of how acceptable pedestrian safety, movement and amenity will be maintained past the work area. This is particularly important in high pedestrian density areas of the city centre and other busy commercial areas.
- 10.3 The following also apply:
- (a) Intrusions up to 1200 mm will generally only be permitted in localised circumstances e.g. stair access to scaffolding in cases where access cannot be accommodated:
 - i. within the permissible 1000 mm intrusion; or
 - ii. from within the property; or
 - iii. where original glazed pavement lights (providing illumination to basements) are installed in the footway; or
 - iv. for special construction or work needs.

Approval will only be given where there will be no adverse impact on safe and convenient pedestrian movement (see also (b) below).
 - (b) In areas with high pedestrian volumes particularly in the city centre, the site fence must be located as close as possible to the site boundary alignment. Once the development has reached a stage where the fence intrusion is no longer required the fence must be relocated to the building alignment or other agreed position. For Type B Hoardings this may be required when the development has been constructed to first floor level unless there are clearly demonstrated site or construction needs to require the encroachment for the full duration of the development.
 - (c) Full and detailed consideration must be given to the design of a Hoarding to allow for its easy relocation and/or modification to satisfy (b) above. This must be detailed in the application.

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10.4 Where a Type A Hoarding fence is proposed on a narrow footway and it is not possible to provide a Type B Hoarding to keep the footway fully open, Council will expect the method of work and/or Hoarding to be designed to minimise the site fence encroachment.

11. Clear pedestrian width

11.1 Where there are high pedestrian densities, such as at busy road intersections, Type B Hoardings must span the full width of footways, with columns set back from kerb ramps and the Hoarding deck and fascia splayed. For some narrow roadways (including laneways) it may be necessary to span the full width of the carriageway.

11.2 Where Hoardings are required to be notched around street trees and other infrastructure, intermediate columns to support the notched sections (deck beams) are not permitted.

11.3 The clear span across the footway is to be maximised. Where the footway width will be reduced by a Hoarding site fence encroachment or column placement, and is located in a high pedestrian density area, a detailed assessment must be made of the likely impacts on safe and convenient pedestrian movement. This may require the submission of a pedestrian and/or traffic management assessment report prepared by a suitably qualified person to determine whether a site fence encroachment and/or reduced column spacing across the footway is acceptable. In some cases, a standard modular gantry-type Hoarding will not be permitted and a full structural Hoarding system may be required to maximise the spanning distance over the footway.

11.4 Where the footway is wider than the standard width (typically about 3.6 metres in the city centre and other major roads) and it is not proposed, feasible, or required by Council to span the full width, the applicant should assess any risks to pedestrians from any objects that may fall from the work area onto the unprotected area. In some localities it may also be necessary to set the Hoarding back more than 300 mm from the kerb for site specific needs such as minimising impacts on bus stops (loading and unloading of passengers) and bus manoeuvring. Where this is necessary it must be fully detailed in the Hoarding application.

Where a setback greater than 300 mm is proposed or necessary, consideration must be given to the potential impacts on pedestrians including:

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- (a) injury resulting from walking or stumbling into columns placed within the main pedestrian thoroughfare; and
- (b) pedestrians walking close to the roadway between the kerb and the Hoarding columns and the resulting potential for pedestrians to inadvertently step off the kerb and/or be hit by passing vehicles including impacts from external vehicle side mirrors, particularly buses and trucks.

Where a dark-coloured Hoarding frame (columns) are required or are proposed, the columns must be painted with a 1-metre-high white band commencing 500 mm above the footway surface to clearly identify the obstruction. This is particularly important for pedestrians with a vision impairment.

Where vertical counterweights are incorporated with the column the corners must also be painted with a white 1-metre-high marking. In some cases it may also be necessary to provide additional lighting.

- 11.5 Where a Type B Hoarding spans over a roadway, a minimum clearance of 4.5 metres must be provided, measured from any point on the roadway surface vertically to the underside of all parts of the structure, excluding minor knee bracings on the outer kerb-side edges.
- 11.6 Where support columns are required to be placed more than 300 mm from the kerb due to specific site constraints or requirements, an acceptable primary accessible pathway must still be maintained. For standard width footways a clear width of at least 2.0 metres must be provided however this is subject to site specific approval based on local pedestrian conditions and volumes. Variations to this requirement will only be considered where valid reasons for a lesser width are provided.
- 11.7 Where works require the installation of a Type B Hoarding adjoining a heritage item (building) or architecturally significant street awning, Council may allow the installation of specially designed Hoardings where beams are partially supported from the building and span across the footway to the support columns along the kerb-line.

12. Hoarding Deck and Overhead Protection

Where applicable, an overhead barrier must be provided to protect the public place from objects that may fall from a construction site.

The following are the deemed-to-comply provisions for Hoarding deck and overhead protection components of Type B Hoarding:

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12.1 General requirements:

- (a) The underside of a deck is to be painted white.
- (b) Fully lined deck soffits are permitted and encouraged particularly in the high-density city centre where a Hoarding is proposed to be in place for a lengthy duration. Council reserves the right to require fully lined soffits on a site-specific basis.
- (c) The deck must be impervious to liquids and designed to collect and drain rainwater via a drainage system discharging to the site (behind the site fence) or road gutter (a minimum 2 per cent gradient must be provided). Rainwater is to be collected and disposed of without impacting on pedestrians. Hoardings must be checked periodically to ensure that the deck remains impervious to liquids including, importantly, rainwater.
- (d) Where Hoardings are installed on sloping footways and the deck is stepped with the gradient of the roadway or footway the vertical openings at Hoarding segment junctions must be sealed to provide an impervious deck surface.
- (e) Where decks are trafficable such as for accessing site sheds, balustrades must be provided on stairways and openings to prevent falls.
- (f) Provide a cleanly detailed and finished soffit (support beams permitted).
- (g) Decks must not cause excessive loss of sunlight to windows of neighbouring buildings where Hoardings span roadways.

12.2 Superimposed loads

Superimposed loads, including sheds and scaffolding, are not permitted on Hoardings unless shown on the certified structural drawings accompanying the application forming part of an Approval.

12.3 Use of decks for storage or work platforms

Decks generally must not to be used as a work platform, including the placement of material, equipment, and hoists unless there are actual operational and logistical requirements for doing so (and specifically approved by Council).

12.3.1 Where Council determines that there are sufficient grounds to allow a deck to be used for material/equipment storage, a site operation and management plan must be lodged with a Hoarding application. The plan must provide details of the type/s of activity to be undertaken on the deck including the proposed loads and be assessed by the engineer responsible for the design of the Hoarding to:

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- i. determine the adequacy of the Hoarding and footway/roadway to carry the proposed loads and activity without causing damage to Council-owned infrastructure and services infrastructure;
- ii. consider the type/s of material, equipment and work including the type of movement to, from and on the deck and recommend any required control measures to address identified risks;
- iii. clearly specify on the drawings the extent and location that material and equipment can be placed on the Hoarding deck;
- iv. determine whether operational procedures and conditions of use including any control measures and SafeWork NSW requirements, are required to be followed in addition to the site management plan; and
- v. certify the design of the Hoarding against the proposed (and approved) usage plan.

12.3.2 The person in the control of the workplace (typically the builder or principal contractor) must manage the placement and movement of material, equipment and work to ensure that the on-going structural capability and stability of the Hoarding is fully maintained and that compliance with any operational conditions specified by the design engineer and required as part of the Hoarding Approval are complied with at all times. Where approval is given all material and equipment must be screened from the public place.

12.3.3 Fuel tanks for site cranes and other equipment including temporary electricity generators and compressors must not be placed on Hoarding decks.

13. Fascia

The follow are the deemed-to-comply provisions for fascia components of Type B Hoarding:

- (a) A fascia must be provided to fully screen approved site sheds placed on Hoarding decks and extend to at least the top of sheds. Where special and specific approval is given to allow equipment and material to be placed on decks the fascia must fully screen the equipment and material parked on a Hoarding deck.
- (b) The fascia of site-fabricated and assembled structural Hoardings must extend below the Hoarding deck to fully cover the deck structure, beams, and knee-bracing. Where supplementary structural beams are used on gantry Hoardings the fascia must fully cover the beams and extend along the full length of the Hoarding in a consistent straight horizontal line.

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- (c) 'Half fascia' panels must be provided in locations where site sheds are not placed on the deck. The panels are to extend a minimum height of 1000 mm above the deck floor and for site-fabricated and assembled Hoardings including gantry Hoardings where supplementary beams are used, fully cover the deck structure as required by (b) and be securely fixed to the structural frame of the Hoarding.
- (d) A fascia must be constructed from durable impervious material such as structural plywood or sheet steel that is capable of accommodating graphics and public art. Other material may be permitted where it can be clearly demonstrated that it meets the objectives, can effectively accommodate graphics and comply with any applicable provisions of work safety codes of practice.
- (e) Fascia panels must be butt-joined neatly with minimal openings/gaps.
- (f) Fascias and associated bracings must be designed to withstand all likely imposed loads including wind actions in the locality.
- (g) Fascias must be fully and securely braced using durable and structurally adequate elements including appropriate and durable fasteners (screws/bolts are mandatory).
- (h) Fascias must be designed and installed to fully accommodate street tree canopies. Where this is not possible and minor branch trimming is required, refer to Council's tree and vegetation protection requirements.

14. Standardised Colours for Hoarding Structures

Council will require a consistent colour scheme for Hoarding structures installed across the LGA.

The following are the deemed-to-comply provisions for colours featured in Type A and Type B Hoarding structures:

- (a) For Hoardings that are not required to display graphics, as determined by Council's requirements in Part 4 of these Guidelines:
 - i. steel frame structure, fascias, counterweights, site fence: black.
 - ii. soffit of the Hoarding deck, beams and vertical infill panels: White.
- (b) For Hoardings that are required to display graphics, as determined by Council's requirements in Part 4 of these Guidelines:
 - i. steel frame structure, fascias, counterweights, site fence: black, with white bandings and markings on columns and corners of counterweights.
 - ii. soffit of the Hoarding deck, beams and vertical infill panels: white.
 - iii. site fence/fascia on which graphics are installed: black.

15. Access Gates and Pedestrian, Bicycle Rider, and Traffic Control Systems

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The following are the deemed to comply provisions for site access gates and pedestrian / bicycle rider / traffic control systems components of Type A and Type B Hoardings:

- (a) Vehicle and personnel access gates provided in a work site fence must either slide internally or open inward. Pursuant to clause 18 of the *Roads Regulation 2018* (NSW), it is an offence to allow a gate or door to open over a road.
- (b) The number of site access points and gates must be minimised to provide a clean and uninterrupted surface on the site fence and to minimise impacts on the public footway from site personnel entering and exiting the site.
- (c) Pedestrian and cycleway control gates (concertina fences not higher than 1000 mm) at truck access points must be used to ensure the safe movement of vehicles to and from the site. Control gates must be placed on each side of an access driveway and be manned by appropriately accredited persons.
- (d) Concertina gates are to be removed or secured (locked back) to prevent unauthorised use at the end of each day's work. They are not to encroach on the clear footway and shared pathways width when not in use.
- (e) At truck access points to the site caution signage must be installed
- (f) Access gates/doors, including truck access points, must comply with the following:
 - i. a minimum height clearance of 4.5 metres to the underside of Type B Hoardings at truck access points must be provided. For sites where small truck access only is proposed a reduced height is permitted subject to minimum height clearance signage being displayed on the Hoarding fascia above the driveway.
 - ii. appropriate signage must be installed at conspicuous location/s indicating the minimum height clearance to the underside of Hoarding truck access bays.
 - iii. vehicle access gates must:
 - be of solid durable material e.g. plywood or sheet steel (subject to satisfying any work health and safety codes of practice). Chain-link or welded mesh gates are not permitted;
 - be securely fixed to a structurally sound and adequate frame;
 - extend to the underside of the deck and be close-fitting to the frame and the ground surface to prevent unauthorised access and to afford protection to the public place; and
 - be lockable and remain closed when access is not required.
- (g) To ensure the safe manhandling of large access gates particularly in high-bay truck access openings the mass of doors/gates can be reduced by using sliding (single or in two leaf) or two-leaf side-hinged doors. Barnyard-type doors are also allowed subject to the doors being close-fitting. To reduce door mass, steel sheeting in lieu of 17 mm plywood sheeting is permitted subject to satisfying any work health and safety requirements including codes of practice.

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- (h) Roller-shutter doors on access openings are generally not permitted however where specific approval is given for their use must meet acceptable durability standards and maintenance requirements (easy ongoing cleaning and where necessary, re-painting) and also satisfy work safety requirements including codes of practice issued by SafeWork NSW.
- (i) Where vehicles enter and exit a site, traffic control measures must be implemented in accordance with the 'Guide to Traffic Engineering Practice' and to the current AS 1742 - Part 3 'Manual of uniform traffic control devices – Traffic control devices for works on roads'.
- (j) Where truck access is required and an existing vehicular crossing is to be used an assessment of the structural adequacy and dimensions of the crossing (to fully accommodate all truck wheels) must be made before commencing use. Where a temporary crossing is required, a separate approval must be obtained prior to any vehicles accessing the site.

16. Lighting

Adequate lighting is required as part of the Hoarding to ensure effective illumination of the footway and roadway with a minimum shadowed area, to maintain the safety and amenity of pedestrians, including persons with mobility limitations or vision impairment.

It is an offence under Clause 13 of the *Roads Regulation 2018* (NSW) to obscure a streetlight. Lighting systems must therefore provide adequate illumination of the public place at night.

Lighting may also be used to illuminate graphics on site fences on Type B Hoardings.

The following are the deemed-to-comply provisions for lighting components of Type B Hoarding:

16.1 General requirements:

- (a) Lighting levels beneath a Hoarding must achieve an illuminance of not less than 30 lux average, with a minimum at any point of 10 lux for footways and roadways; and for shared pathways 40 lux average with a minimum at any point of 10 lux with external lighting over each portal to adequately illuminate the Hoarding entrances and caution signage, in accordance with AS/NZS 1158.3.1: 2005 'Lighting for roads and public spaces'.
- (b) Luminaires (light fittings) and conduits must not be installed or fixed over site fence graphics.

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- (c) Lighting systems must be installed and made operational at the end of each installation shift or stage to illuminate the area beneath the Hoarding to provide a safe illuminated passage for pedestrians and bicycle riders.
- (d) Where there are site specific hazards, luminaires must be mounted on the underside of the Hoarding deck along the centreline to maximise illumination of the footway or alternatively greater lighting intensity or luminaires must be used on the site fence to adequately illuminate to clearly identify potential hazards including black painted columns.
- (e) Where a Type B Hoarding is installed above a street awning and there is no lighting or insufficient lighting below the awning, luminaires must be provided on the Hoarding columns or on the underside of the awning to adequately illuminate the footway and supporting columns to ensure pedestrians can clearly see the obstructions (columns).
- (f) Luminaires must be of the fluorescent or LED type. Where a dark colour such as black is used the lighting system must be designed to ensure that the minimum illumination levels specified in this section will be achieved.
- (g) Cabling of lighting systems must be securely and neatly fixed to the Hoarding structure and exposed conduits and/or cabling must be painted to match the colour of the site fence or underside of the deck.

16.2 Operation and maintenance requirements:

- (a) Lighting systems must be checked at least weekly to ensure that all luminaires remain operational.
- (b) Lighting systems must operate as follows:
 - i. where a Hoarding spans over a shared path in the city centre; and in other areas where specifically required by Council, the lighting system over the footway must operate at all times;
 - ii. for Hoarding installations in low-risk areas lighting systems must be controlled by:
 - light sensors located under the Hoarding to ensure the system operates automatically when there are low levels of natural light; or
 - timers programmed to commence operation at least one (1) hour before sunset and turn-off not less than one (1) hour after sunrise (and the timer adjusted at least fortnightly); and
 - iii. in areas with low levels of natural light (such as the city centre and narrow lanes), the lighting system should operate at all times.

16.3 Light spill management requirements:

- (a) Lighting systems must not result in excessive light-spill where Hoardings adjoin or are located opposite residential-type buildings. Where a nuisance occurs Council may require modification of the system.

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- (b) There must be no upward light spill into open space.
- (c) Lighting glare must be controlled in accordance with AS 4282.

17. Street Tree and Garden Protection and Maintenance

The following are the deemed-to-comply provisions for street tree and garden protection and maintenance, in relation to Type A and Type B Hoarding installations:

17.1 General requirements:

- (a) Where street trees adjoin a development or worksite their location, height, canopy volume/ diameter, health and condition must be ascertained in conjunction in preparing a Hoarding application. An assessment must also be made regarding whether the tree/s require pruning or are required to be removed and replaced as part of a development consent applying to the site.
- (b) In addition to (a), where street trees and/or footway garden beds are likely to be affected applicants must detail in the Hoarding application all mitigation measures to be implemented. This may require the submission of a report from a qualified arborist to enable Council's Street Tree Officers to thoroughly assess and determine the impacts on existing trees and garden beds. Specific additional protection measures may also be required through the development consent and/or Hoarding Approval.
- (c) Hoardings must be designed and installed to prevent injury to trees. Plans must clearly and accurately show the position of trees in relation to a proposed Hoarding and demonstrate how affected trees will be protected. Required tree protection must be installed before a Hoarding is installed.
- (d) For trees with large trunks and canopies it may be necessary to notch the Hoarding structure and/ or fascia to accommodate a tree canopy or to minimise the amount of branch pruning that may be required. Where pruning is required, this must be identified in the application. Where specific approval is given to allow decks to be used for site sheds high fascias around tree canopies may be required.
- (e) Where a Hoarding deck is required to be set back to accommodate street trees double support columns around the tree to support the deck are not permitted. The deck must be supported by a system of bridging beams at the deck level.

17.2 Removal of street trees

It is not permitted to remove street trees to allow for the installation of a Hoarding. Where trees are in poor health and/ or condition and it is demonstrated that they must be removed to accommodate specific site needs, Council may allow tree removal subject to the applicant agreeing to

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replace affected trees and maintain them for a prescribed period after the Hoarding is removed. All costs associated with the removal of trees and their replacement and maintenance must be borne by the applicant and will be subject to the lodgement of a performance bond and/or advance payment.

17.3 Street tree protection

- (a) Tree trunk and major limb protection must be undertaken prior to installation of a Hoarding. The protection systems must be installed by a qualified arborist (AQF Levels 2 or 3) including satisfying the following:
- i. an adequate clearance, minimum 250 mm, between the structure (including site sheds and Hoarding fascias) and tree branches, limbs and trunk at all times;
 - ii. tree trunk/s and/or major branches located within 500 mm of any part of a Hoarding, must be wrapped with protective hessian or similar acceptable material to prevent tree injury;
 - iii. timber battens (50 mm x 100 mm or similar) must be placed around tree trunks with battens spaced at 100 mm intervals and fixed against the trunk using metal or durable plastic strapping with connections appropriately finished or covered to protect pedestrians from snagging injury. The hessian and timber battens must not be fixed to the tree; and
 - iv. tree trunk and major branch protection are to remain in place whilst the Hoarding is in place and must be removed at the completion of the project.
- (b) For Hoarding Approvals exceeding 12 months, 6-monthly reports from a qualified arborist (min AQF Level 4) must be submitted to Council to assess whether the tree protection and mitigation measures are being fully and effectively implemented to maintain the healthy condition of the tree/s.
- (c) All supporting columns of Hoardings must be placed at least 300 mm from the edge of existing tree pit edges so that no subsidence or damage occurs. If this is not possible appropriate approved measures must be implemented to distribute the loads to prevent damage to the tree surrounds.

17.4 Tree pruning

- (a) Approval must be obtained from Council prior to undertaking any street tree pruning works (including tree roots). Only minor pruning works may be approved to accommodate Hoardings.
- (b) Any pruning that is approved by Council must be carried out by a qualified arborist (min. AQF3 Level 3) in accordance with AS4373-2007 'Pruning of Amenity Trees'.

17.5 Maintaining clear pedestrian pathways around street trees

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- (a) Where a Hoarding site fence is approved to encroach onto the footway that results in a reduction in the available clear pedestrian width and there are unsealed footway surfaces at the base of trees, the tree pit surface (if not flush with the footway) must be made safe and level using stabilised decomposed granite.
- (b) Where a temporary surface is installed, it must be maintained in a sound and safe condition level with the footway surface for the duration that the Hoarding is in place including the footway surface being swept daily to remove any crushed granite material walked or scuffed from the tree pit.
- (c) For sites where a Hoarding will be in place for more than 12 weeks or is located in a high pedestrian traffic area, Council may require the tree pit surface be made safe and level using resin-bonded porous paving to a depth of 50 mm or otherwise as permitted by Council.

18. Specific Design Requirements When Using Scaffold Systems with Type A and Type B Hoardings

The key design requirements for elements of scaffolding systems, installation and meshing screens are as follows:

18.1 Scaffolding must be designed and erected in accordance with AS/NZS 1576.

18.2 Fixing to building facades including architecturally significant buildings and heritage-listed buildings

Fixing scaffolding to masonry elements is to be avoided wherever possible. Scaffold ties fixed through window openings should be used where practicable. Where the physical anchoring of scaffolding ties to significant facades is unavoidable the following measures must be implemented (subject to satisfying any Safe Work Australia Codes of Practice for scaffolding work).

Where possible and structurally acceptable, scaffolding is to be fixed at locations of existing wall penetrations or where a masonry surface is already damaged to minimise the amount of new drilling into sound masonry.

18.3 Screening and meshing

- (a) The preferred method for screening scaffolding, including all diagonal bracing, is to install durable mesh or fabric on the outer surface (public place side) of the frame including at the end returns to the building. In cases where scaffolding will be in place for a significant duration (as determined by Council) or it is determined that the locality is significant in terms of visual aesthetics, it will be mandatory for the screening mesh to be installed on the outer surfaces.

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- (b) Mesh screens must:
- i. be in good condition (no permanent creases or warping) - must be checked and confirmed by the proponent prior to installation;
 - ii. have a consistent colour throughout;
 - iii. be properly and neatly fixed including quality joining at seams;
 - iv. be fitted tightly and tensioned to the scaffolding frame to provide a quality even finish throughout;
 - v. during progressive dismantling such as during demolition, the mesh must not be allowed to hang untethered from the scaffolding frame; and
 - vi. be fully and effectively fixed to withstand likely wind loads in the locality and to ensure that the mesh/fabric is installed and maintained in a taut condition throughout the full duration of the installation. The scaffolder must take account of any additional wind loads and impacts on the scaffold as a result of perimeter meshing and scaffolding artwork wraps.
- (c) The preferred colour of mesh screening is black. Other neutral colours may be permitted subject to the colour being appropriate to the development site and locality, particularly where scaffolding is installed on or near older significant buildings including heritage-listed buildings.

18.4 Advertising is not permitted on scaffolding.

Part 4: Embellishment Design Specifications for Hoardings

Council's Hoarding Policy establishes that Hoarding designs must address considerations for Visual Activation components. Applicable Visual Activation requirements will also be included as a condition of consent for Development Applications.

It will not be permitted to apply any kind of developer branding or marketing to Hoardings. All Hoardings installed across the Local Government Area must present, at a minimum, the prescribed City of Parramatta branding, but the display of creative artwork and images on Hoardings is strongly encouraged, and in certain circumstances is mandatory. The display of artwork and graphics minimises the adverse impacts of Hoardings, and adds visual interest and creativity to the streetscape. Artwork and graphics can also discourage graffiti and attaching prohibited printed promotional materials to Hoardings.

For Hoardings installed in prominent locations, including high pedestrian density commercial districts or major transport corridors, applicants should contact Council to establish if a specific artwork may be required. Variations to the prescriptive design elements for Hoardings to accommodate innovative designs may be permitted subject to site assessment and Council approval.

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19. Visual Activation Requirements for Type A Hoardings

For Type A Hoardings, Council requires that:

- (a) Hoarding must be painted in black and have the City of Parramatta Brand covering no less than 70% and no more than 80% of the Hoarding length at each 10m length; and
- (b) except for the City of Parramatta Brand and regulatory and legal signage (such as but not limited to building, principal contractor, safety signage and design consultants identification), no other graphics must be included in the Hoarding.

20. Visual Activation Requirements for Type B Hoardings

20.1 Council requires different Visual Activation elements for Type B Hoardings depending on the prominence of the development, taking into consideration such factors as the location and duration of installation.

Council will inform applicants of the applicable category of requirements for the development site requiring Hoarding, using the following table as a guide:

Category	Development Site Characteristics	Visual Activation requirements
Tier 1	<ul style="list-style-type: none"> • Parramatta CBD and installed for more than 4 weeks • Outside of Parramatta CBD but adjoining major roads and/or transport corridors, and installed for more than 8 weeks • All other locations and installed for more than 12 weeks • Otherwise determined by Council as being a site or project of public prominence • Works not associated with heritage items 	Refer to clause 20.2
Tier 2	Tier 1 development site characteristics, and works associated with heritage items or in heritage conservation areas	Refer to clause 20.3
Tier 3	All other Type B Hoardings for sites that do not meet Tier 1, Tier 2, or Tier 4 development site characteristics	Refer to clause 20.4

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Tier 4	Hoarding installations in minor or secondary roadways such as rear laneways that are used primarily for local traffic, and where the prevailing form of the laneway consists of rear fences, garages, gates, roller doors and the like	The display of graphics is not required
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20.2 For Type B Hoardings for developments classified by Council as Tier 1 sites, Council requires that:

- (a) At least 75% of the surface area of a site fence, including return end panels, major/large access gates/doors (wider than 2 metres), and fascias must be covered by the prescribed Visual Activation graphics, with the remaining surface finished and painted flat black or other approved colour appropriate for the graphic display. For Type B highbay Hoardings where the deck height is greater than 3 metres the graphics must be installed on the site fence up to at least the lateral bracing elements.
- (b) Visual Activation graphics must consist, at a minimum, of:
 - i. a standard creative graphic selected from Council's image bank; or
 - ii. approved site-specific high-quality artwork commissioned by developers or as required by Council, that adds visual interest in the streetscape, and which is appropriate for the locality. Proponents must discuss their proposal with Council prior to commencing detailed artwork design and commissioning.
- (c) For construction sites where the length exceeds 10 metres, Council requires that developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.3 For Type B Hoardings for developments classified by Council as Tier 2 sites, Council requires that:

- (a) At least 75% of the surface area of a site fence, including return end panels, major/large access gates/doors (wider than 2 metres), and fascias must be covered by the prescribed Visual Activation graphics, with the remaining surface finished and painted flat black or other approved colour appropriate for the graphic display. For Type B highbay Hoardings where the deck height is greater than 3 metres the graphics must be installed on the site fence up to at least the lateral bracing elements.
- (b) Visual Activation graphics must consist, at a minimum, of historic images of the building/local streetscape or photographs from Council's image bank must be used. If Council does not have available heritage images, the creative artwork requirements in clause 20.2(b) will apply.

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- (c) For construction sites where the length exceeds 10 metres, Council requires that Developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.4 For Type B Hoardings for developments classified by Council as Tier 3 sites, Council requires that:

- (a) developers choose one of Council's supplied Hoarding templates;
- (b) the selected template (including colours and graphics) must cover the entire Hoarding area according to each specific layout;
- (c) the City of Parramatta Brand must cover no less than 35% and no more than 50% of the Hoarding length at each 10 metre length;
- (d) except for the City of Parramatta Brand and regulatory and legal signage (such as, but not limited to building, principal contractor, safety signage and design consultants identification), all other graphics are prohibited from use in the Hoarding; and
- (e) for construction sites where the length exceeds 10 metres, Council requires that Developers harmoniously combine the templates throughout each 10 metre section. Council must approve the final layout.

20.5 In cases where a Hoarding is installed on the main frontage of a corner block and the Hoarding extends along the side laneway having a width of less than 6 metres measured from the property boundaries, graphics must be displayed for a length of at least 5 metres within the laneway measured from the corner intersection. Where a side laneway width exceeds 6 metres, graphics must be displayed for the full length of the Hoarding.

21. Production

21.1 Council will provide any necessary brand files and template artwork files ready to print, as well as colour guides.

21.2 As established by Council's Hoarding Policy, all costs associated with the installation of Hoardings, including Visual Activation components, are at the applicant's expense. In approving graphics, Council accepts no copyright responsibilities that the applicant may need to meet.

21.3 Applicants are required to arrange any contractors, such as graphic designers or printing firms, which may be needed to meet Council's specifications. Names and credentials of selected printing firms must be provided to Council for approval.

21.4 The preferred material for printing required Visual Activation is vinyl with porous substrate paired with PVC coating, providing a quality print surface

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that is fade-resistant for the long term. An anti-graffiti coating is also recommended. However, Council does not determine production specifications for Visual Activation components, as long as the delivered quality is consistent with the reference above, which will be assessed by Council's Brand team during the application process.

- 21.5 All production specifications must meet relevant Australian building standards, legislation, and regulations.
- 21.6 Council's Brand team will advise applicants on how to elaborate compositions with the chosen templates, providing layout guidance. However, design and final artwork costs are at the applicant's expense.

22. Visual Activation Approval Process

Council's Hoarding Policy establishes that approval for Visual Activation components must be done as part of the process for obtaining an Approval from Council for the installation of Hoarding.

All enquiries regarding Visual Activation requirements or Hoarding embellishments should be done through the following email address:

brand@cityofparramatta.nsw.gov.au

Part 5: Hoarding Installation, Certification, and Maintenance Specifications

23. Installing or Removing a Hoarding

23.1 Requirements when installing and removing temporary structures

23.1.1 Installation and removal of a temporary structure must be undertaken safely and not damage infrastructure including footways, kerbing, street trees and street gardens.

23.1.2 Installation and removal must be during the hours approved under conditions of your development application consent, any installation or removal outside of these hours will require an Extended Work Hours approval. A separate Extended Work Hours application must be lodged with Council and approved prior to installation or removal.

23.1.3 As a general requirement Council expects Type B Hoardings to be installed by hoisting gantry.

23.1.4 Modules or structural members onto a footway directly from a truck standing legally on the adjoining roadway: In cases where there are site

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constraints preventing hoisting from the roadway such as street awnings or where there is restricted clear access along the kerb due to street trees or infrastructure, forklift operation on footways to install Hoardings will be permitted during installation and removal subject to the following:

- (a) the size (mass) of the forklift or other similar equipment including the load must be limited to 7 tonnes (max.);
- (b) 17mm (minimum thickness) structural plywood sheets complying with AS/NZS 2269.0 must be placed on the footway surface to assist in distributing loads and to prevent damage to asphalt/stone surfaces (particularly as a result of wheel twisting), cracking or subsidence of granite stones or brick paving;
- (c) utility service hatches/lids in the footway must be assessed for adequacy of loadbearing pressures and where necessary, temporary steel plates placed over pits;
- (d) plywood sheets and steel plates required by (ii) and (iii) must have a smooth transition (chamfered edges) at the interface with the footway surface to avoid trip hazards for pedestrians moving, under supervision and assistance, through the work area;
- (e) forklift movement along footways must be minimised; and
- (f) where existing vehicular crossings for forklift access are not available in close proximity to the work area appropriate and suitable temporary kerb ramps must be used for mounting a kerb to access the footway and work area.

23.1.5 When installing Hoardings and/or scaffolding near aerial electricity power cables all applicable safety requirements must be followed.

23.2 Managing impacts on the public place

23.2.1 Truck outriggers for hoisting activity must not be placed on footways or kerbing unless there are site constraints that prevent outriggers being positioned on the roadway. A roadway surface has a more stable surface and greater bearing capacity to carry loads from outriggers and is therefore the preferred method of support. Where outriggers must be placed on footways the loads must be evenly distributed over the footway surface using 5 mm thick 900 mm square steel plates.

23.2.2 Approval to install a Hoarding does not permit the use of the roadway for general loading and unloading to and from vehicles. A separate Works Zone Application must be lodged with Council and approval obtained where use of the roadway is required.

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23.2.3 Hoisting activity using mobile cranes must not be undertaken in a public place without formal tower crane approval from Council.

23.2.4 Building material and equipment including construction waste bins associated with a development site must not be stored in the public place.

23.2.5 Construction waste chutes installed over a public place are not permitted.

23.2.6 Footway and roadway surfaces must be maintained by the applicant in a safe and tidy condition at all times including during installation and dismantling of temporary structures.

23.2.7 The footway or roadway must not be used as a platform for construction, demolition or maintenance work on a building without the prior written approval of Council.

23.2.8 Kerbstones and gutters must not be cut or damaged to accommodate or install a Hoarding. Approval for the removal of kerbstones and/or part of a gutter such as for temporary vehicle crossings must be obtained by completing and lodging a vehicle crossing (driveway) application. The kerb gutter must be kept clear of structures at all times unless otherwise specifically approved. The gutter must also be kept clean and free of debris.

23.3 Where a footway, cycleway and/or roadway in vicinity of a Hoarding is obstructed by the Hoarding and access is required by Council, its contractors, or utility service providers in order to undertake works, the temporary structure must be temporarily removed or modified if so directed. Council will take into account any statutory obligations that a person in control of the worksite has under the *Work Health and Safety Act 2011 (NSW)* to protect the public place before directing removal or substantial modification of the temporary structure. All associated costs must be borne by the Approval holder.

23.4 Scaffolding installed near aerial electricity power cables must comply with all applicable safety requirements that may apply including during the installation and dismantling stages.

24. Certification

24.1 Hoarding certification

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24.1.1 Council requires a certificate from an appropriately qualified person confirming that the design of the Hoarding complies with the Guidelines, including the structural adequacy requirements. Council will also require a certificate at completion of the erection/installation of a Hoarding to verify its structural adequacy and compliance with the approved plans, details and conditions of Approval.

Council or the Minister must rely on such a certificate if it is from an appropriately qualified person and is furnished by a public authority.

Sections 92 and 93 of the LG Act specify circumstances in which a council does not have to form an independent judgment about some aspect of an activity for which approval is being sought but may rely on an accreditation or certification of a competent person. A component, process or design relating to an activity may be accredited in accordance with the procedure set out in Division 5 of this Part.

Section 732 exempts a council, councillor or employee of a council from liability that would otherwise be incurred as a consequence of relying on an accreditation or certification.

24.1.2 An installation certification must be lodged within 24 hours of completing the installation of a Hoarding. An authorised person will inspect the completed structure for compliance with the Approval. The Hoarding must not be used until the required certification is provided to and accepted by Council.

24.1.3 Where a Hoarding Approval exceeds six months, Council will require a certificate every 6 months from an appropriately qualified person confirming it continues to comply with the Guidelines, including the structural adequacy requirements.

The certificate must be submitted to Council after inspection and completion of any remedial work that is required.

24.1.4 Eligibility of structural engineers

An appropriately qualified practising structural engineer certifying a Hoarding must have:

- (a) tertiary qualifications in structural engineering; and
- (b) chartered membership of Engineers Australia and/or hold National Engineers Registration (NER) regarding certification.

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24.2 Scaffolding certification

24.2.1 Scaffolding structures must be maintained to ensure continued compliance with the AS 1576.1: 2010 'Scaffolding – General requirements' and Clause 225 of the *Work Health and Safety Regulation 2017* (NSW).

24.2.2 The scaffold is not to be used until it has been inspected by a licensed scaffolder and/or structural engineer and certification provided to Council confirming that the scaffold complies with the Standard (i.e. is structurally sound) and does not pose a risk to public safety.

24.2.3 Any modifications to a scaffold will require inspection and certification by the scaffolder.

24.2.4 Council can require proof of current compliance with the relevant Standards at any time.

24.2.5 Whilst a scaffold is being constructed or left unattended, the person with management or control of the site/scaffold must prevent unauthorised access.

24.2.6 Maintenance and inspections

Scaffolding systems must be inspected to ensure that the scaffold has not been changed from the approved design and to also satisfy Clause 225 of the *Work Health and Safety Regulation 2017* (NSW).

Periodic inspections must be carried out as required by applicable regulations but in any case, not less than at six-monthly intervals. Inspections must be undertaken by an appropriately qualified practising structural engineer or licensed scaffolder. The certificate must be submitted after having incorporated and re-inspected any remedial works required to be undertaken.

24.2.7 Eligibility of scaffolding contractors

A scaffolder erecting and certifying a scaffolding structure must hold a scaffolding licence issued by SafeWork NSW appropriate for the type of scaffold (design and/or installation).

Where scaffolding ties are fixed (bolted) to an adjoining structure that is not of reinforced masonry or concrete construction, Council may require

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certification from an appropriately qualified practising structural engineer verifying that the existing building is capable of providing adequate support to the scaffolding system.

25. General maintenance of temporary structures and the public place adjoining workplaces

25.1 Section 142 of the Roads Act and Council's Policy require a person who is responsible for a Hoarding on or over a Public Road, is required to maintain the structure in a satisfactory state of repair and condition.

The effective ongoing maintenance and appearance of Hoardings is important to maximise public safety and minimise adverse visual impacts. Hoardings must therefore be maintained in a clean, tidy and safe condition at all times.

25.2 The general condition of the public place in vicinity of Hoardings and the workplace must be kept tidy and clear of overgrown vegetation on nature strips, dust, debris and litter that can accumulate around the Hoarding particularly where safe and convenient access by Council's cleansing and parks services may be restricted by the structures.

Council will closely monitor the condition of Hoardings and screening systems. If structures are inadequately maintained Council will direct the applicant to rectify the defects.

The holder of an Approval must ensure that the structural adequacy of a Hoarding is monitored regularly and is fully maintained for the duration that it is in place. The owner of a Hoarding, typically the supplier or contractor, may be held responsible for the removal of a structure where an Approval lapses or is revoked and the Approval holder fails to arrange removal.

25.3 Screening systems and graphics

Screening systems and/or graphics, photos, images, and commissioned art on Hoardings or scaffolding must be fully and properly maintained for the full duration that a Hoarding is in place, including keeping:

- (a) the screening mesh or fabric taut to minimise the adverse effects of wind on the structure and being visually pleasing; and
- (b) screening systems in good condition to maintain an acceptable and quality appearance in the streetscape.

25.4 Graffiti management

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Hoarding site fences must be kept free of graffiti and bill posters and the structural frame of Type B Hoardings must be kept clean, tidy and in good condition, as determined by Council.

25.4.1 Graffiti and bill posters must be removed within 24 hours of being placed on Hoarding site fences and, where the surface has been damaged, the site fence repaired and re-painted. In the case of damage to graphics, photos or artwork, replacement of damaged sections will be required. General wear-and tear on site fences and the Hoarding structure will require periodic repair and/or re-painting throughout the duration of a project.

25.4.2 In cases where a Hoarding is repeatedly targeted by bill posters the fixing of steel mesh to site fences may be permitted subject to meeting minimum design requirements. Meshing however will only be permitted in problematic areas and in extreme cases of continual poster attachment. Approval to use mesh must be obtained from Council prior to installation.

25.4.3 Where maintenance is not carried out to an acceptable standard as directed by an authorised person, including directions to maintain graphics or remove graffiti and bill posters, infringement notices (fines) may be issued.

26. Use of performance bonds to recover costs

Performance bonds may be used to recover costs incurred by Council including, but not limited to, the following circumstances:

- (a) administering and enforcing the conditions of the Approval and the provisions of these Guidelines, where the person or company having the benefit of an Approval fails to comply with the conditions of Approval and/or a direction of Council to rectify, repair or maintain a Hoarding;
- (b) maintenance and repairs to damaged Council infrastructure, including street trees, where the applicant fails to undertake required rectification work or where the work is not to Council's standards and satisfaction;
- (c) the removal of a Hoarding where an Approval has lapsed or been revoked and the applicant fails to remove the structure;
- (d) the condition of a Hoarding is found to be structurally defective or inadequate requiring its removal or modification and the applicant or owner of the temporary structure fails to take appropriate action, thereby requiring Council to remove the structure or carry out remedial repairs;
- (e) general maintenance including the removal of graffiti and bill posters that has not been carried out regularly or a structure's surface is not kept in good

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repair and appearance requiring Council or its contractors to undertake maintenance work;

- (f) the installation and/or repair of graphics, where the applicant fails to undertake works as required by these Guidelines and/or as directed by Council; and
- (g) where Council considers that the design or installation of a Hoarding may be inadequate and/or is non-compliant with the Policy, Council may commission an independent engineer or other person to audit the submitted drawings and/or installation to determine the acceptability or otherwise of the structure.

26.1 Street trees and street gardens

Performance bonds can also be used for the protection and/or maintenance of street trees, garden beds, landscaping, and grass verges in the vicinity of a Hoarding where the applicant fails to protect and undertake required maintenance.

Where damage occurs and the applicant fails to follow a direction from an authorised person to undertake repairs, the performance bond will be used to recover costs associated with:

- (a) undertaking inspections and reporting on affected damage and required remedial works; and
- (b) the full removal and replacement of severely damaged tree/s and street landscaping/garden beds (as determined by Council) and the associated ongoing maintenance until the tree/s and gardens are fully established to Council's satisfaction (min. 12 months).

26.2 Tree and garden damage

- (a) Where the person holding an Approval fails to undertake required works, maintenance, or to supply information (reports) on affected trees and garden beds, Council may require the Approval holder to:
 - i. undertake remedial repairs to damaged trees, garden beds and other areas;
 - ii. obtain an arborist's report on the condition of trees and any required remedial repairs;
 - iii. replace street trees or shrubs as result of negligent or accidental damage associated with the temporary structure's placement; or
 - iv. install or maintain required tree protection devices as required by these Guidelines and/ or a condition of Approval.
- (b) Any damage sustained to street trees, street garden beds or landscaping as a result of the Hoarding installation is to be reported immediately to Council to determine the appropriate action for

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maintaining the health and structural integrity of the tree/s and safety of pedestrians.

26.3 Maintenance

- (a) All replacement street trees must be maintained by a qualified horticulturist or arborist (minimum AQF Level 2) for a minimum period of twelve (12) months. Maintenance must conform with the technical planting details of Council's street trees.
- (b) The maintenance period will commence from the date of inspection by the Council's Street Tree Coordinator who will confirm in writing that the tree/s have been planted in accordance with the Council's specifications. Should the tree/s die or be substantially damaged within the 12 months maintenance period replacement tree/s must be planted by the applicant at their cost and the 12 months maintenance period will recommence. At the end of the maintenance period formal notice must be given to the Council seeking handover. Trees will be assessed and if found satisfactory, the performance bond will be returned.
- (c) Tree pits must be maintained in a safe condition to minimise trip and slip hazards. Damaged or sunken tree pits resulting from the development or work activity on the site that are not repaired may be rectified by Council and the costs associated with this work will be recovered from the bond held against the site.

Definitions

[to be addressed during final Legal Services review following Policy Review Committee consultation]

Approval	Refers to a permit issued by Council for the placement of Hoarding on or over a Public Road in the LGA.
Hoarding	The use of suitable materials and/or other standing structures fit for purpose to secure the boundary of a construction site, adjacent to and above a Public Road, ensuring the safety of pedestrians, cyclists, and vehicle operators.
Public Road	A road opened or dedicated for the free right of passage of the public on foot, in a vehicle, or otherwise, and declared to be a public road for the purposes of the Roads Act and includes a Road Related Area.
Visual Activation	Refers to the required use of graphics, photos, images, and/or branding, as approved by Council, which intend to improve public amenity of a construction site Hoarding.

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REFERENCES	AS1742.3:2019 Manual of uniform traffic control devices, Part 3: Traffic control for works on roads Austroads - Guide to Traffic Management Part 8: Local Area Traffic Management (2016) Building Code of Australia (2022) <i>Environmental Planning and Assessment Act 1979 (NSW)</i> <i>Illegal Logging Prohibition Act 2012 (Cth)</i> <i>Local Government Act 1993 (NSW)</i> <i>Protection of the Environment Operations Act 1997 (NSW)</i> <i>Roads Act 1993 (NSW)</i> <i>Roads Regulation 2018 (NSW)</i> WorkCover NSW, <i>Code of Practice – Overhead Protective Structures</i> (20 March 1995) <i>Work Health and Safety Act 2011 (NSW)</i> <i>Work Health and Safety Regulation 2017 (NSW)</i>
ASSOCIATED POLICIES	City of Parramatta Schedule of Fees and Charges Hoarding Policy Regulatory Enforcement Policy Tower Crane Policy
ATTACHMENTS	Nil

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