

WORK PERMIT APPLICATION

as at September 2023



Allow for up to 10 days processing for all permit application, fees and charges may apply.

APPLICANT DETAILS

Name of organisation: _____ ABN: _____
Postal Address: _____
Full Name of Primary Contact: _____
Role/Position of Contact: _____ Email: _____
Phone: _____ Fax: _____ Mobile: _____

DESCRIPTION OF WORKS TO BE PERFORMED - *Please ensure to provide sufficient details to the nature and extent of your activity.*

Project Name: _____
Description /Scope of works: _____

Location of works: _____

Proposed period of works:
Start Date: _____ End Date: _____ Start Time: _____ End Time: _____

THIS WORK IS FOR:

Venue Please provide venue name and venue manager Work by a utility Please provide utility name and contact name Other: _____ Please provide contact details.

Company Name: _____ Venue: _____
Company Contact: _____ Phone Number: _____
SOPA Manager: _____ Phone Number: _____

Declaration: *The questions overleaf must be answered and together with materials attached hereto, form part of this application*

If a work permit is approved, the applicant agrees to:

1. Comply with the SOPA Work Permit Procedures and Conditions.
2. That Bonds will be applied at the discretion of Sydney Olympic Park Authority if deemed high risk and will be discussed on application.
3. Accept that there are no pre-existing fault conditions at the Site or its surrounds unless noted in a Dilapidation Survey attached to this application.
4. Indemnify and keep indemnified, SOPA its officers, agents and contractors against all liability for death of or injury to persons or loss of or damage to property (including property of the Authority) and all actions, claims, demands, losses, damages, costs and expenses whatsoever arising in respect of the occupation or use of the location by the applicant or the carrying out The Work under this Work Permit, except to the extent to which such liability is caused by the negligence of SOPA.
5. Hold and maintain in force throughout Work, Public Liability Insurance for no less than twenty million dollars (\$20,000,000) or such other amount as may be specified by SOPA and extended to include the interests of SOPA. (Satisfactory proof of this insurance is to be provided with this Application).
6. Comply with the Work Health and Safety Act 2011 No. 10 and the Work Health and Safety Regulation 2011 No. 10, in particular with regard to the identification, assessment and management of safety hazards and the requirements of SOPA's WH&S Management Systems.
7. Comply with the Protection of the Environment Operations Act 1977, and any other relevant environmental legislation. If intending to excavate, you must obtain service plans from Before you Dig Australia.

Signed _____ (for the applicant) Position: _____ Date: _____

Declaration: *To be completed by SOPA Manager. Refer to Work Permit Policy and procedure on the Intranet for further information. Once completed, email form to G-DL-SOP-WORKPERMITS@dpie.nsw.gov.au. Allow 3 working days to process this application .*

By submitting this form, I acknowledge that I have read the Work Permit Policy and Work Permits Guidelines, consulted with key stakeholders, and complied with conditions in relation to Operational Risk Assessment.

Operational Risk Assessment:

- Check 1A** Is the proposed work within or close to remediated lands? Yes No
- Check 1B** Is the proposed work above or close to leachate network infrastructure? Yes No
- Check 2** Is the proposed work permitted under State Environmental Planning Policy (Major Development)? Yes No
- Check 3A** Is the proposed work within or adjacent to a road or road-like place? Yes No
- Check 3B** Is the proposed work within or adjacent to a Public Domain or Parklands pedestrian area? Yes No
- Check 4** Is the proposed work within a Green & Golden Bell Frog management zone or vulnerable habitat area? Yes No
- Check 5** Is the proposed work in the Parklands? Yes No

Signed _____ (SOPA Manager) Position: _____ Date: _____

Review and determine included activities / attached appropriate documentation to support your application

THE WORK AND ACTIVITIES IT COMPRISES	Tick for yes	If Yes, are the following Essential Materials attached? (Further information may be required).	Y/N	SOPA Sighted & sign off
The Work or Activities	<input checked="" type="checkbox"/>	Evidence of a risk assessment of the Work / worksite Attachment Required		
	<input checked="" type="checkbox"/>	Satisfactory proof of current Public Liability insurance in the name of the applicant, extended to protect Sydney Olympic Park Authority (discuss with Risk Mgr. if less than \$20,000,000 cover is held. <i>with Risk Mgr. if less than \$20,000,000 cover is held</i> Attachment Required		
	<input checked="" type="checkbox"/>	Site-Specific Work Method Statements unless advised otherwise		
	<input checked="" type="checkbox"/>	Environmental risk management plan (maintenance and minor works) or a project specific environmental management plan (major works) see attached, minimum requirements Pg 3		
	<input checked="" type="checkbox"/>	Onsite dilapidation report provided before commencing works		
Work In the Parklands		Evidence of compliance with the Plan of Management, and with the restricted activity approval for Parklands Operations		
Work in an environment conservation area (map 001-GG-0090)		Evidence of compliance with the SOPA Biodiversity Management Plan Environmental induction scheduled prior to commencement of work		
Importation of Soil		Evidence of compliance with SOPA Soil importation policy		
Working in a heritage conservation area		Evidence of compliance with the Heritage Conservation Masterplan for works to Newington Armory or to the Vernon Buildings and gardens		
Use of Pesticides (includes herbicides and insecticides)		Evidence of compliance with SOPA Pesticides Use and Notification Plan		
Excavating land or digging a hole		For works on remediated landfills (map 001-GG-0112) deeper than 0.5 metres: evidence of compliance with DECCW – approved standard work method in S8 Remediated Lands Management Plan Before you dig Australia, CADD Services 9714 7875		
Working at a height above 3 metres or an excavation more than 1.5 metres deep		Evidence of compliance with WorkCover Codes of Practice		
Restricting access by vehicles or pedestrians		Traffic Management Plan Apply for Road Occupancy Permit, Attachment Required Evidence of compliance with Sydney Olympic Park Access Guidelines		
Working within the parklands service roads		Vehicle Management Plan for work requiring contractor vehicle access to non-road areas Apply for a vehicle Permit, Attachment Required		
Working on a road or adjacent to a road		Traffic Management Plan Apply for Road Occupancy Permit, Attachment Required		
Working with power, water, gas or other services		Evidence of Utilities search, Ensure Work Method Statement covers potable/recycled water issues incl. eliminating the possibility of cross-connection between potable and recycled water supplies		
Oversize vehicles or vehicles exceeding 3 tonnes entering Sydney Olympic Park		Traffic Management Plan Apply for Road Occupancy Permit, Attachment Required		
The use of vehicles or mobile plant (Including cranes, forklifts) at the worksite		Traffic Management Plan Apply for Road Occupancy Permit, Attachment Required		
Potential to change, alter or damage the site		Dilapidation Survey		
Fireworks		Agreement to Comply with Workcover Operational Conditions for Fireworks and Pyrotechnics		
Hot Work in a building, Parklands, or other area where a risk of igniting something		Hot Work Method Statement see attached minimum requirements PG 4		
The storage or use of hazardous materials		MSDS and details of storage/ handling procedures for any hazardous chemicals or materials with pollution potential		
Working with or disturbing any material containing asbestos – including ‘fibro’		Compliance with WorkCover Asbestos Code of Practice		
Working in a confined space (as defined in the OH&S Regulation 2001)		Compliance with SOPA’s Confined Space Access Procedures		
Erection or installation of a stage, other structure / amusement rides		Engineering certification Attachment Required Evidence of compliance with Sydney Olympic Park Access Guidelines Evidence of compliance with Approval Regulations		
Demolition work		Engineering Certificate Traffic Management Plan Apply for Road Occupancy Permit, Attachment Required		
The use of explosives		Evidence of compliance with Workcover Codes of Practice		
The use of an aircraft or aerial device		Written approval from the General Manager for aircraft operations. Air Operator’s certificate As Required		

Environmental Risk and Management Plan:

Project Name: _____ Description of Works: _____ Location of Works: _____
 Company Name: _____ Prepared by: (name and Sign) _____ Date Prepared: _____

Official Use: Approved EMP Number: _____

-Compulsory considerations are applicable to low risk, short term works in the Town Centre only; **trenching/excavation and works undertaken on remediated lands are not considered low risk.**

-Works involving **TRENCHING/EXCAVATION in the Town Centre & works in ALL OTHER AREAS of Sydney Olympic Park are required to address environmental risks associated with each job step in detail.** Risks may include: introduction of weeds and diseases; harm to animals and plants by people and machinery; noise, air and water pollution from excavation, stockpiling, concrete cutting, fuel and chemical use and waste management, unexpected finds such as asbestos, ground water and contaminated materials on remediated lands.

-Show the work location on a map; work permit issued is valid only to the location identified on the map.

List regulatory licenses/permits required to undertake the works. **Attach** copies of relevant permits. **Attach** Material Safety Data Sheets. Identify cleanup/disposal methods.

List chemicals, solvents, fertilisers, & other potentially hazardous substances that will be used. **Attach** any other relevant documentation that may apply e.g., sketches, location plan.

Item	Job Step <i>Break the job down into steps</i>	Potential Environmental Risk <i>What can harm the environment?</i>	Preventative Controls <i>What are you going to do to protect the environment?</i>	Person responsible for managing risk
1	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Unlawful rubbish disposal	Keep rubbish appropriately contained. Remove all rubbish from site daily. Dispose waste to facilities that can lawfully receive them.	Name: Initials:
2	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Spill of hazardous substances (fuel, chemicals)	Ensure vehicles or plant are in good working order. Provide MSDS to SOPA and keep on site. Spill kit onsite and ensure staff trained in spill containment and incident reporting	Name: Initials:
3	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Rubbish/debris/wastewater escaping into the environment (air and water pollution)	Sweep worksite regularly to collect rubbish/debris, do not hose hardstand. Do not wash down vehicles or gear unless approved by the Authority; designated wash-down location apply.	Name: Initials:
4	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Damage to vegetation	Use approved access routes and designated parking areas. Stay on hard stand/bare ground unless otherwise approved. Do not drive, turn, park, walk on or place heavy equipment or material on vegetation. Do not remove vegetation without approval from SOPA.	Name: Initials:
5	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Harm to wildlife	Ensure equipment, machinery, footwear etc. are clean. Do not interfere with wildlife or remove from site without approval from SOPA. Do not bring pets, animals, or plants on site. Cap any openings e.g., pipes/conduits, trenches, and pits overnight and check for wildlife in the morning.	Name: Initials:
6	COMPULSORY CONSIDERATION applicable to low risk, short term works in the Town Centre only; trenching/excavation and works undertaken on remediated lands are not considered low risk	Encountering injured/sick/entrapped wildlife	Call Sydney Olympic Park – Park Rangers (0408 864 798). If Park Rangers cannot be reached, call 9714 7300 and ask for an ecologist for advice. Ensure someone is coming to assist.	Name: Initials:
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General Information

Any person planning to undertake works on Sydney Olympic Park land is required to submit a Work Permit Application Form. Work permits are required to ensure that all works across the precinct are conducted in a safe and coordinated manner.

All application must be submitted 10 working days in advance with all supporting paperwork. Sydney Olympic Park Authority assesses requests based on the scope of work, time frames, traffic implications and other proposed activities such as events and other approved works.

There is no fee for a work permit to be issued, however other fees may apply if other services are required, including hoarding, road openings or road occupancy.

Need help with the Application.

General information about the permit process is available at <https://www.sopa.nsw.gov.au/Developing-our-Park/Planning-and-Building/Site-Operations>

Alternatively, please contact Sydney Olympic Park Authority's Site Works and Development Coordinator on 02 9714 7422 for more information.

Lodgements

Deliver application in person, by post or by electronic lodgment. Lodge the completed and signed application and all relevant documents to:

Address: Level 8, 5 Olympic Boulevard, Sydney Olympic Park 2127

ATTN: Site Works and Development Coordinator

Email: G-DL-SOPA-WORKPERMITS@dpie.nsw.gov.au

Declaration

The declaration should be signed by the person who takes responsibility for the accuracy of all the information that is provided. This declaration is a signed statement that the information included with the application is true and correct at the time of lodgment.

Remember it is against the law to provide false or misleading information, which could result in a heavy fine and cancellation of the permit.

Other Permit Types *Permits available on the SOPA website.*

Vehicle Permit, approved works requiring any work assistance vehicles will need to apply for a vehicle permit, the issued permit will need to be displayed in the vehicle for the duration of the works. Any vehicles that do not have a permit will not be permitted to stay at the work site and will need to be parked in appropriate legal parking bays, standard road traffic and parking fines apply.

Road Occupancy Permit, works requiring road or land occupancy, including but not limited to road lane closure for traffic control, crane use, diversion of traffic or pedestrians, cordon off buffer zones or the need for a skip bin.

You will need to apply for a Road Occupancy Permit, fees and charges may apply, this application must be submitted with all supporting documentation including an appropriate traffic control plan. This plan must be in accordance with the NSW Roads and Traffic Authority's Traffic Control at Work Site Manual.

Road Opening Permit, works requiring excavation, digging, lifting of pavers and or cutting into cement or landscape will require a road opening permit, A Bond may be applied at the discretion of Sydney Olympic Park Authority if deemed high risk and will be discussed on application.

Road Closures, works requiring a road or pathway closure must contact Sydney Olympic Park Authority's Traffic & Transport Manager to discuss the proposal. The Authority will only approve a road closure if no alternative option is available, including lane closures.

If the concept for a road closure is supported by the Authority's Traffic & Transport Manager an application for a work permit must be submitted with all supporting documentation including an appropriate traffic control plan. This plan must be in accordance with the NSW Roads and Traffic Authority's Traffic Control at Work Site Manual.

Fees and Charges

From the 1st of July 2023 see below the new fees and charges associated with Site works at Sydney Olympic Park

Download the schedule of <https://www.sopa.nsw.gov.au/-/media/files/sopa/sopa/publications/operational-fees-and-charges-july2023.pdf>

A Bond may be applied at the discretion of Sydney Olympic Park Authority if deemed high risk and will be discussed on application.

Hot Works *form available from SOPA permit coordinator*

Hot Work is any activity conducted indoors or outdoors, that could produce flames, sparks, slag, or other hot fragments that might act as an ignition source to flammable materials in the area.

Hot Work also includes any activity that could generate sufficient smoke or heat to activate a fire alarm / detection system.

It includes, but is not limited to welding, flame cutting, torch soldering or brazing, heat treating, grinding or the use of fuel powered tools.

A work method statement form will need to be completed and submitted prior to any Hot Works commencing.