

# City Works Operating Guidelines

12 April 2022

administration

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**PARENT DOCUMENT:** [Temporary Use of Public Space Policy](#)

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## PURPOSE

The City of Adelaide encourage and invite activities that are creative, safe and complimentary to the location in which they take place. This guideline implements Council's [Temporary Use of Public Space Policy](#) and the principles which guide the approach to how public space can be used and activated for business purposes.

This Operating Guideline provides direction for the way city streets, footpaths and parklands are occupied in relation to the need to carry out works and to allow works to be carried out in the city in a safe and controlled manner in accordance with the City Works Guidelines.

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## OPERATION

### Applying for a City Works Permit

- Complete an online application [form](#).
- A certificate of currency of your Public Liability Insurance for a minimum of \$20 million, noting the City of Adelaide as an interested party.
- A Traffic Management Plan/Site Plan (a map which details the location of works, street, property line, hoarding/mesh, lighting, pedestrian signs, spotters, distances etc.)
- Confirmation of consultation that has been undertaken with all affected parties in the area of your works.

### Level of Consultation Required

#### Notification

You are required to notify adjoining owners and occupiers as well as any other local stakeholders in the area who would be affected by your work activity in the following instances:

- If street occupation is required in front of a property other than the primary address where associated work activity is being carried out.
- If the work activity affects the local environment of a property, including access, noise, dust and visibility.
- As directed by a City Works Officer of the City of Adelaide.

Notification letters must be provided to all impacted stakeholders at least 24hrs prior to the commencement of works.

Notification letters must contain all relevant details about the work including a site map of the work area, a description of the work activity, dates/times and a site contact (including 24 hour if applicable).

The City of Adelaide acknowledges the Kaurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

### Consultation

If a proposed work activity cannot be undertaken without directly impacting a neighbour or other stakeholder and all reasonable alternatives have been considered, you will be required to consult with the impacted stakeholders and provide them an opportunity to raise concerns. If the impacted stakeholders agree to the works being carried out as proposed, we will request confirmation of this in writing, to be provided by the applicant before the permit can be issued.

Stakeholder consultation is required when:

- vehicle or pedestrian access to a business or residence will be restricted for any period
- transport infrastructure or access to it will be restricted or required to be relocated
- as directed by a City Works Officer of the City of Adelaide.

Stakeholder consultation letters must be provided to all impacted stakeholders at least 48 hours prior to the commencement of works. A copy of the letter and all confirmation replies are to be forwarded to the City of Adelaide for the permit to be issued. Consultation letters must contain all relevant details about the work including a site map of the work area, a description of the work activity, dates/times and a site contact (including 24 hour if applicable).

### Public Consultation

In accordance with Section 223(1) of the Local Government Act 1999 and the City of Adelaide [Community Consultation Policy](#) (see Table 1, column 14) if proposed works are to impede traffic to a 'material degree', then the City Works application will be subject to public consultation for a minimum of 21 days.

We will manage the consultation process, which will include an advert in the newspaper and appearing online. Applications open for consultation can be viewed on our [Your Say Adelaide](#) page.

If your activity is likely to impede the passage of traffic to a material degree, please allow a minimum of four to six weeks prior to the intended commencement of your activity to ensure your application can be assessed and the required consultation undertaken.

For more information on how assessments will be determined, please view our [City Works Public Consultation Guide](#).

### **General Information**

This Operating Guideline applies to any person wishing to work on, under or over the public footpath, roadway or parklands.

Permits may be given for the erection of hoarding, scaffolds, skip bins, mobile scaffolds, scissor lifts, crane trucks, cherry pickers, knuckle booms, ladders, trestles, excavation, underground services, laying pipes and trenching.

There are permit fees which are calculated on the square meterage of the public space occupied by the work site. The current fee is listed in Council's [fees and charges](#) schedule. A [permit calculator](#) is also available to assist in estimating the permit fee.

### Conditions

All City Works Permit holders must comply with the standards and conditions outlined in the 'City Works Guidelines' booklet and any conditions that for part of the City Works Permit.

Further information regarding the application process, consultation, fees and full access to the City Works Guidelines can be accessed [online](#).

## OTHER USEFUL DOCUMENTS

### Related documents

- [Temporary Use of Public Space Policy](#)
- [City Works Guidelines](#)

### Relevant legislation

- *Local Government Act, 1999: Section 200*
- *Local Government Act, 1999: Section 221*
- *Local Government Act, 1999: Section 222*
- *Road Traffic Act, 1961*
- By-Law No. 1 – Permits & Penalties
- By-Law No 3 – Local Government Land
- By-Law No. 4 - Roads

## GLOSSARY

Throughout this document, the below terms have been used and are defined as:

**Business Purposes:** Persons, partnership, organisations or corporations engaged in activity that benefits them.

**City Works:** Where public space is required to be occupied to carry out or support construction work.

**Public Space:** Any footpath, road or parkland under the care of the City of Adelaide.

## ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Operating Guideline will be reviewed every **3** years unless legislative or operational change occurs beforehand. The next review is required in April **2025**.

**Review history:**

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2021/181876	CEO	12/04/2022	<i>Minor amendments made to illustrate a change in operational process</i>
ACC2020/142310	Associate Director Customer and People	30/9/2020	<i>Minor amendments made to illustrate a change in operational process</i>
ACC2002/38306	General Manager City Services	30/9/2003	<i>Minor amendments made to illustrate a change in operational process</i>

**Contact:**

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